



STUDENT HANDBOOK

2013 - 2014

VETERANS PARKWAY CAMPUS:

800 Veterans Parkway North
Moultrie, Georgia 31788
229.891.7000

INDUSTRIAL DRIVE CAMPUS:

361 Industrial Drive
Moultrie, Georgia 31788
229.891.7000

TIFTON CAMPUS:

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Tifton, Georgia 31794
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www.moultrietech.edu

All information included in this publication is subject to change.
For the most up-to-date policy, program, and course information,
visit our website at www.moultrietech.edu.

Moultrie Technical College is a unit of the Technical College System of Georgia.

Updated August 2013

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GENERAL INFORMATION

OFFICE OF THE PRESIDENT

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April Bentley Technician, Human Resources/Payroll

ADMINISTRATIVE SERVICES

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Jessica Walden..... Administrative Assistant, Vice President
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Vacant.....Supervisor, Accounts Receivable
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Janice Baldree.....Assistant Manager, Tifton Bookstore
Kathy Weeks..... Assistant, Tifton Bookstore

OPERATIONS

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Angela BarbeeAdministrative Assistant, Operations
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Daniel Folsom.....Custodial Staff
Fred JonesCustodial Staff
William Lindsey.....Custodial Staff
Karla ThomasCustodial Staff
Darrell Wilkerson.....Custodial Staff
Dale Wise.....Custodial Staff
Wanda Croft.....Custodial Staff
Amanda Davis.....Secretary, Maintenance

STUDENT AFFAIRS

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Lora Beth Short Assistant Registrar
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Melvin Sloan Case Manager, Workforce Investment Act
Amanda Meads Student Affairs Assistant, Workforce Investment Act

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Shawn Utley Vice President, Economic Development
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Cornelius Ball Coordinator, DFCS Regional Training Center
Rhonda Sauls Secretary, Continuing Education
Chris Estes Industry Training Specialist
George Griffin Administrator, RAMP
Kelly Daniell Director, Economic Development
Lauren Pope Coordinator, Economic Development

INSTITUTIONAL EFFECTIVENESS

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Chileshe Wilson Coordinator, Institutional Research

ACADEMIC AFFAIRS

Jim Glass Executive Vice President, Academic Affairs
Yvonne Clark Administrative Assistant, Executive Vice President
Becky Richardson Dean, Academic Affairs
Tina Strickland Dean, Academic Affairs
Steve Taunton Director, Information Technology
Sue Byrd Specialist, Technical Support
Alicia Wetherington Specialist, Technical Support

Peggy Wilson Director, Online Instruction
 Katie Harrison.....Specialist, Distance Education
 Linda StanfillFacilitator, Online
 Udella Spicer Director, Library Services
 Priscilla Hunter..... Librarian

ADULT EDUCATION SERVICES

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 Jan Fowler..... Secretary, Adult Education
 Sandra Griffin Instructor, Adult Education
 Doug Hall Instructor, Adult Education
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FACULTY

ALLIED HEALTH

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 Sharonda Murphy.....Director/Instructor, Medical Assisting
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 Robin Kern Instructor, Practical Nursing
 Nancy Plymel Instructor, Practical Nursing
 Linda Huggins..... Instructor, Practical Nursing
 Nancy Hall..... Instructor, Allied Health
 Molly Jacobs Instructor, Allied Health
 Alfred Jones..... Director/Instructor, Radiologic Technology
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 Sherry King Instructor, Surgical Technology
 Sandy Fletcher..... Instructor, Surgical Technology Clinicals

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Cari Colby Instructor, Accounting
 Melody Tawzer..... Instructor, Accounting
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 Susan Davis Instructor, Business Administrative Technology
 Jeanne Dykes..... Instructor, Business Administrative Technology
 Linda Lofton..... Instructor, Business Administrative Technology
 Pierre Rogers..... Instructor, Computer Information Systems
 Ben Rehberg..... Instructor, Computer Information Systems
 Kristopher Strawder..... Instructor, Computer Information Systems
 Rebecca ClarkInstructor, Marketing

GENERAL EDUCATION

Robert Norman.....	Instructor, English
David Buckholts	Instructor, Mathematics
Tamara Gray.....	Instructor, Mathematics
Hamilton Scott.....	Instructor, Mathematics
Leigh Holston.....	Instructor, Psychology
Angie Willis.....	Instructor, English

PERSONAL AND PUBLIC SERVICES

Sonja McDonald	Instructor, Cosmetology
James Tompkins.....	Instructor, Cosmetology
Paul Tompkins	Instructor, Cosmetology
Donna Waters	Instructor, Cosmetology
Brandon Atkins.....	Instructor, Criminal Justice Technology
Tara Rakestraw.....	Instructor, Criminal Justice Technology
Kathryn Kent.....	Instructor, Early Childhood Care and Education
Sybil Knight.....	Instructor, Early Childhood Care and Education
Mary Evelyn Conger	Instructor, Horticulture
Penny Copeland.....	Instructor, Esthetician
Joey Fowler	Instructor, Fire Science Technology
Tyler Clemons.....	Instructor, Fish and Wildlife Management

TECHNICAL AND INDUSTRIAL

Lavon Miller.....	Instructor, Air Conditioning Technology
Tim Morton.....	Instructor, Auto Collision Repair
Lynn Tanner	Instructor, Automotive Technology
Toby Heard	Instructor, Automotive Technology
Greg Lane	Instructor, Electrical Systems Technology
John McFarland	Instructor, Carpentry
Richard Tucker.....	Instructor, Commercial Truck Driving
Joe Ford.....	Instructor, Drafting Technology
Joe Sumner	Instructor, RAMP
Andy Clark.	Instructor, Electronics Technology
Ubaldo Gonzalez.....	Instructor, Industrial Systems Technology
Bill Giles.....	Instructor, Welding and Joining Technology
Brandon Reed	Instructor, Welding and Joining Technology

HANDBOOK

This handbook is provided to assist new students in becoming acquainted with Moultrie Technical College. It is designed as a guide to orient all students and participants in degree, diploma, and certificate programs, business and industry seminars, workshops, and training sessions, and adult education classes to the functions, organizations, policies, and procedures at Moultrie Technical College. Each student should keep this handbook as a ready reference for questions that arise while attending Moultrie Technical College.

Statements in this document are for information and guidance only and cannot be considered the basis for a contract between the student and Moultrie Technical College. Although the provisions in the Handbook represent policies and procedures when published, Moultrie Technical College reserves the right to change any provisions, including academic requirements for graduation, without notice to individual students. Every effort will be made to advise the student body of changes. Information will be available in the offices of the Registrar, Admissions, the Executive Vice President, and the Vice President for Student Affairs.

Moultrie Technical College reserves the right to change or amend its regulations, curricula, fees and administrative procedures without prior notice.

ACCREDITATIONS, CERTIFICATIONS AND LICENSURES

Moultrie Technical College is accredited by the Council on Occupational Education. Inquiries regarding accreditation should be addressed to the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, or (770) 396-3898 or (800) 917-2081.

Moultrie Technical College is a candidate for accreditation with the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and technical certificates of credit. Contact the Commission on Colleges, 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the status of Moultrie Technical College. The Commission is to be contacted only if there is evidence that appears to support Moultrie Technical College's significant non-compliance with a requirement or standard. Normal inquiries about Moultrie Technical College, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the College and not to the Commission's office.

Specific program accreditations and certifications:

- The **AUTOMOTIVE TECHNOLOGY** program is accredited by the National Automotive Technicians Education Foundation. NATEF, 101 Blue Seal Drive, S.E., Suite 101, Leesburg, VA 20175.
- The **CARPENTRY** program is accredited by the Construction Education Foundation of Georgia. CEFGA, 1255 Lakes Parkway, Suite 390, Lawrenceville, GA 30043, 678-889-4445.

- The COSMETOLOGY program graduates are eligible to take the Georgia State Board of Cosmetology Examination. Georgia Board of Cosmetology, 237 Coliseum Drive, Macon, GA 31217-3858, 478-207-2440.
- EMERGENCY MEDICAL TECHNICIAN graduates are eligible to sit for the National Registry Emergency Medical Technician (EMT) Exam. ADVANCED EMERGENCY MEDICAL TECHNICIAN graduates are eligible to sit for the National Registry Advanced Emergency Medical Technician (AEMT) Exam. Upon successful completion of examination, the graduate will obtain national certification. Students gain state certification by submitting national certification paperwork to the state EMS office, which issues Georgia License certification numbers. Georgia Office of EMS and Trauma, The Skyland Center, 2600 Skyland Drive-Lower Level, Atlanta, GA 30319, 404-679-0547.
- The MEDICAL ASSISTING program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board (MAERB). Graduates may elect to test for Certified Medical Assistant or Registered Medical Assistant. CAAHEP, 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.
- The NEUROMUSCULAR THERAPIST program is approved by the National Certification Board of Therapeutic Massage and Body Work (NCBTMB) which allows the students to sit for the National Certification Exam. Students are eligible to sit for any Georgia State Board of Massage Therapies Licensing Exam. Students will hold certification as an NMT American™ version practitioner upon graduation as well as an MTC Neuromuscular Therapist diploma.
- The PATIENT CARE ASSISTANT program is approved by the Georgia Department of Community Health. Graduates are eligible to become certified as CNAs (Certified Nursing Aides) and to be registered with the Georgia Nurse Aide Registry (NAR). Georgia Medical Care Foundation, P.O. Box 105753, Atlanta, GA 30346, 678-527-3000.
- The PRACTICAL NURSING program is approved by the Georgia Board of Examiners of Licensed Practical Nurses, 237 Coliseum Drive, Macon, GA 31217-3858, 478-207-2440.
- The RADIOLOGIC TECHNOLOGY program is accredited by the Joint Review Commission on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182. Graduates are eligible to take the American Registry of Radiologic Technologists (ARRT) Examination, 1255 Northland Drive, Saint Paul, MN 55120-1155.
- The SURGICAL TECHNOLOGY program is accredited by the Commission on Accreditation of Allied Health Education

Programs (CAAHEP) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC-STSA). CAAHEP, 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.

EQUAL OPPORTUNITY STATEMENT

The Technical College System of Georgia and its constituent technical colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all TCSG and technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life and athletics. It also applies to the recruitment and employment of personnel and the contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veteran's Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

TCSG and the technical colleges are expected to promote the full realization of equal opportunity through affirmative and continuing practices. TCSG and each technical college shall develop Affirmative Action Plans based on federal guidelines to ensure compliance with applicable mandates. Each is required to report and monitor Affirmative Action Plan data as directed by federal compliance guidelines.

Inquiries concerning application of the above policy may be directed to:

Title IX Equity, Section 504 and ADA

Lisa Newton, Coordinator, (229) 217-4132

800 Veterans Parkway North, Moultrie, GA 31788

Veterans' Benefits

Cindy Murray, VA Representative, (229) 217-4131

800 Veterans Parkway North, Moultrie, GA 31788

MTC BOARD OF DIRECTORS

Kent Hamilton, Colquitt County	Ellen Eaton, Tift County
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COMMISSIONER

Ron Jackson

**1800 Century Place NE, Suite 400
Atlanta, GA 30345-4304**

Our History...Moultrie Technical College

In the fall of 1964, the original building of Moultrie Area Vocational-Technical School was constructed at a cost of \$325,000 at 361 Industrial Drive. The School opened its doors to 40 students, a staff of nine, and five programs of study; Automotive Mechanics, Diesel Mechanics, Machine Shop, Drafting and Design Technology, and Electronics. The following year, Heating & Air Conditioning, Accounting, Secretarial and Clerical Programs were added. Full-time enrollment increased to 100. In 1966, the Welding program was added, and full-time enrollment increased to 180. By the late 1960's, Cosmetology, Practical Nursing and related instruction (Communication Skills and Mathematics) programs were added. At this time, full-time enrollment had increased to 280.

By the end of the 1970's, full-time enrollment had increased to 430. Autobody Repair and Consumer Education programs had been added, as well as off-campus Practical Nursing programs in Tifton and Cordele. For the first time, Adult General Education for Colquitt County was added to the offerings of the school. Not only were programs added, a \$210,000 expansion was completed which provided growth space for office occupations, the Career Development Center and student lounge, as well as provided space for related subject classrooms. Moultrie Vocational-Technical School was continuing to grow.

In 1990, Adult Education and GED® test preparation expanded to Tift and Worth Counties. Moultrie Tech opened the Tiftarea Technical Center, a 40,000 square-foot campus off I-75 in Tifton, in 1998. On November 20, 2000, Moultrie Area Technical Institute officially changed its name to Moultrie Technical College and began offering Associate of Applied Technology degrees. During this time, Moultrie Tech broke ground for a new 111,000 square-foot, \$14 million campus located on Veterans Parkway in Moultrie. This campus officially opened in 2003. In 2001, Moultrie Tech's service area was expanded to include Turner County. Along with the expanded service area came a new 10,000 square-foot facility with ten additional employees in Ashburn. In the fall of 2001, a 60,000 square-foot expansion was planned for the Tifton campus with construction completed in 2004, including a world class conference center.

In 2005, the original MTC campus on Industrial Drive in Moultrie received a total facelift from floor to ceiling. The Tifton Campus added a 6,000 square-foot Cosmetology lab and space was added to include dual enrollment students from Tift County High School. The same year, the College built a 6,000 square-foot building next to Worth County High School in Sylvester to accommodate dual enrollment students and night courses for adults and continuing education. That building is now utilized by the MTC Adult Education department for GED® test preparation classes. Although the College no longer teaches credit classes from the Turner County Campus facility, dual enrollment classes are still taught at Turner County High School while GED® test preparation classes are offered at a separate site in Ashburn.

MTC's Tifton Campus saw additional growth in 2009 with the construction of a Fire Science Technology building and then again in 2010 with the building of an Economic Development/Continuing Education facility. On 92 acres of donated farmland in Tift County, the Fish & Wildlife Management program moved into a 1,300 square-foot lodge in 2009 as well.

Today, Moultrie Technical College has grown to a staff of over 140 full-time and 110 part-time employees. More than 140 diploma and certificate programs, as well as eight Associate of Applied Science degrees, are offered. Credit enrollment on a by-term basis is now over 2,000 students and continues to grow. Moultrie Technical College serves Colquitt, Tift, Turner, and Worth counties with campuses in Moultrie and Tifton and online studies reaching students all over the world. In 2013, the MTC Veterans Parkway Campus in Moultrie opened a \$10 million Health Sciences building allowing us to serve even more students.

With a conversion from the quarter calendar system to the semester calendar system in the Fall of 2011, MTC now touches over 11,000 lives a year through credit and adult education classes as well as continuing education and specialized industry training. MTC also has the one of the highest numbers of high school students in dual-enrollment programs in the state. The College has seen 13 consecutive years of fall term credit program enrollment growth. MTC boasts a 95-100 percent job placement rate every year and 100 percent pass rates on state board exams in Practical Nursing, Neuromuscular Therapist, Radiologic Technology and Emergency Medical Technician programs. The College's Surgical Technology program was named one of the Top 5 programs in the nation through the PAE Elite 20 honor.

In the past several years, MTC has acquired and now administers over \$6 million in federal grants which are designed to work hand-in-hand with the College's mission of workforce development and job training.

While change has been constant during Moultrie Technical College's history, it is evident that Moultrie Tech strives to remain on the cutting edge of technology and delivery of instruction. With the full participation of individual citizens, the collaboration of business, industry and education groups, the College will continue to strive to promote individual student development and to improve the quality of life in the communities we serve.

***Everywhere You Turn...Moultrie Technical College
Changes Lives!***

MISSION

Moultrie Technical College is a multiple campus institution of higher learning whose mission as part of the Technical College System of Georgia is to provide a culture of learning through occupational education, academic education, distance education, business and industry training, and workforce development supporting the education and economic advancement of Colquitt, Tift, Turner, and Worth counties.

The College fulfills its mission by providing accessible, quality education leading to associate degrees, diplomas, technical certificates of credit, and programs to assist adults in literacy education.

VALUES & BELIEFS

The employees at Moultrie Technical College recognize that the choices and decisions we make concerning our programs are based on our values – the beliefs that guide us. Therefore, we accept and support the following values:

- *Commitment to our students*
- *High quality programs, services and facilities for all customers*
- *Professional and caring faculty and staff*
- *Attractive programs, services and facilities*
- *Purposeful innovation*
- *Cost effectiveness*

VISION

Our vision is to be a part of a unified system of technical and adult education offering easy access to a lifelong, seamless education for all adult Georgians. Moultrie Technical College will be a part of the technical education system of the future that will create a quality work force for Georgia and assure economic competitiveness in the marketplace. This system will be the preferred option for those adults whose career choices require specific occupational qualifications beyond high school.

Moultrie Technical College will provide state-of-the-art, well-maintained and safe facilities with those conditions and support systems that ensure an optimal student-learning environment. Instructors will be inventors and creators of student activities and work, which is engaging, challenging, compelling and meaningful which results in a high quality of student learning. MTC will cooperate with the community, social services, business and industry, and other agencies and entities as we work together to meet the needs of the service area and to plan, develop and evaluate our programs and services.

ROLE & SCOPE

Moultrie Technical College provides high quality programs and services through which individuals have the opportunity to gain the knowledge, skills and attitudes essential to initial employment and advancement in a chosen career. Among these

programs and services are adult education, general academic education, technical education, customized industry training and continuing education.

OFFICE OF THE PRESIDENT

The primary role of the Office of the President is to provide leadership in all areas of the College to include strategic planning, fiscal policy and control, workforce development efforts, human resource development, marketing, physical resources and instructional programs. Precisely, the Office of the President ensures that the duties and responsibilities listed in the State Board Policy Manual as presidential functions are performed. The Office of the President provides the overall leadership, administration and direction for the College in accordance with applicable federal and state legislation, policy and guidelines.

ACADEMIC AFFAIRS DIVISION

The Office for Academic Affairs meets the educational needs of MTC students and its community, which contribute to the economic growth and stability of our four-county service area. Academic Affairs accomplishes this purpose through planning, implementing, and ensuring high-quality post-secondary technical education degree, diploma and certificate programs. The Division provides for a seamless education system by jointly planning and coordinating programs and services with other public agencies and organizations. Departments within this division include:

Adult Education Department

Adult Education offers free basic skills preparation to MTC service area residents who lack a high school diploma or otherwise need to upgrade their skills. Instruction is offered in literacy enhancement, GED® preparation, English language classes, and workforce skills training. Adult Education services are responsive to individual needs and are designed to help overcome educational barriers existing in the community and to assist in developing a quality work force. Adult Education also has the responsibility for joint planning and coordination of programs and services with other public agencies and organizations. In addition, it is the role of Adult Education to develop, implement, evaluate and continuously improve its programs and services.

Information Technology Department

Moultrie Technical College's Information Technology Department serves the technology needs of all college constituents including students, faculty and staff located in our four-county service area in order to facilitate and enhance student learning and employee productivity. These needs include providing secure access and support for all Internet,

hardware and software resources including infrastructure, personal computing and instructional technologies. The IT Department also provides support for voice mail, telephone systems, projectors, copiers and various other instruction-related equipment.

Library Services

The College, through ownership or formal arrangements, provides and supports student and faculty user privileges to adequate library collections and services and to other learning/information resources consistent with the programs of study offered. MTC libraries ensure that collections, resources and services are sufficient to support all of the College's educational and public service programs.

Online Instruction Department

The Online Instruction Department coordinates students' learning opportunities to take credit courses via the Internet, in partnership with the Georgia Virtual Technical Connection (GVTC), using the Angel Learning Suite. This department facilitates and promotes distance education as a convenient alternative to taking courses in a traditional classroom setting to overcome the barriers of time and distance.

INSTITUTIONAL EFFECTIVENESS DIVISION

The Office of Institutional Effectiveness leads and coordinates accreditation efforts and initiatives and projects related to examining, improving and reporting on effectiveness in key areas of the College's mission and strategic priorities using its institutional effectiveness system.

OPERATIONS & FACILITIES DIVISION

The Division of Operations & Facilities is responsible for all facilities and maintenance ensuring adequate physical resources to support the mission of the Institution and the scope of its programs and services. Programs are in place and operating to ensure safety, maintenance of equipment, facilities and grounds, and provide for the day-to-day operations of the College. A long-range Facilities Master Plan has been developed and maintained that addresses needed modifications, enhancements, and new building projects for the upcoming years. The Facilities Master Plan and Maintenance Plan projects necessary improvements which are needed to keep the campuses and facilities contemporary and up-to-date in all aspects of their appearance and operation, which in turn helps to satisfy the MTC mission.

STUDENT AFFAIRS DIVISION

The primary role of the Student Affairs Division is to provide student support services to meet the needs of students who are seeking admission to the College, are currently enrolled, or are graduates of Moultrie Technical College (MTC). The Student Affairs Division provides students with services including placement testing, personal and career guidance, financial assistance, records and transcript requests, career placement, and support for students with special needs. The Division assists students in identifying and enrolling in occupational programs that are most suitable to their needs, abilities and interests. Departments within this division include:

Admissions Department

The purpose of the Admissions Department is to collaboratively and diligently offer students and prospective students services for entry into Moultrie Technical College. This mission is achieved through requesting and maintaining required documentation without discrimination on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veterans of Vietnam Era or citizenship status in educational programs, activities or employment. This process encourages students to enter programs in which they have reasonable expectations of success in a degree, diploma or certificate level program.

Career Services Department

Career Services is committed to the MTC mission and initiatives set forth to serve students and the MTC service area. Services provided by the Department include job development, job seeking skills, career counseling, monthly career connection programs, and semester skills development training. Additionally, Career Services utilizes follow-up activities with employers and students with the major focus on the improvement of the quality of technical education.

Student Financial Services Department

The Office of Student Financial Services administers federal and state grant programs, as well as scholarships and veterans services. It provides assistance to students completing the application process for financial aid to obtain financial resources needed to attend college.

Registrar's Office

The Registrar's Office is dedicated to the MTC mission and strives daily to fulfill the duties and requests of the Office. The primary responsibility of the Registrar's Office includes transcript evaluation, transcript release, graduation, and management of grades and enrollment data for the College.

Special Populations/Students with Disabilities Office

The Special Populations/Disability Office serves single parents, displaced homemakers, single pregnant women, students with limited English proficiency, and students with disabilities. The Special Populations Coordinator assists eligible students and provides recruitment and retention services for these individuals. Additionally, students with documented disabilities are provided accommodations in testing and in the classroom based on their disability.

HUMAN RESOURCES DEPARTMENT

The Human Resources (HR) Department provides staffing, payroll and HR policy interpretation functions for the College. HR handles the day-to-day operations of people management, ranging from recruiting qualified persons for employment to counseling managers on employee relations issues, to assisting faculty and staff in the performance of their assigned duties.

INSTITUTIONAL ADVANCEMENT DEPARTMENT

The Moultrie Technical College Foundation, Inc., established in 1980, is a 501 (c)(3) organization created solely to support Moultrie Technical College. Its mission is to encourage, solicit, receive, and manage gifts and bequests of property and funds for educational and charitable purposes at Moultrie Technical College. The Foundation strives to stimulate community awareness of the benefits offered by our College and to supplement available resources through private funding. The MTC Foundation passionately supports the College in its mission to contribute to the economic and educational development of our community.

MARKETING AND PUBLIC RELATIONS DEPARTMENT

The purpose of the Moultrie Technical College Marketing and Public Relations Office is to heighten awareness of Moultrie Technical College and the Technical College System of Georgia, as well as the benefits of technical education, through creative use of a cohesive marketing and imaging strategy in print and electronic media, and in community partnerships and exposure in Colquitt, Tift, Turner and Worth Counties. The Department provides marketing, advertising, public/media relations, publications and web services to promote and support the mission of the College.

ADVISORY COMMITTEES

Program Advisory Committees annually evaluate instructional programs and make recommendations for changes in the following areas: program purpose and objectives, program admission requirements, program content and length, instructional materials, equipment, skill levels and/or proficiency required for program completion, and methods of program evaluation. The program advisory committees also make recommendations regarding the program structure, curriculum, and elimination and addition of programs. Recommendations recorded in the program advisory minutes are reviewed by the Executive Vice President.

CREDENTIALS AWARDED

Moultrie Technical College awards degrees, diplomas, and technical certificates based on the completion of programs of study described in this handbook. The Office of Economic Development awards non-credit certificates based on the completion of training, workshops, and seminars and/or testing. The Adult Education Office offers courses for those preparing for the General Educational Development (GED®) exam. The GED® exam is given monthly in several locations throughout the service area. There is a fee for the GED® exam. When passed, the student receives a diploma verifying the attainment of developed abilities normally acquired through completion of a high school diploma.

VISITORS

Visitors are welcome and invited to visit MTC. Each visitor is required to check with the Office of Student Affairs before touring the building or visiting the campus.

Children are not allowed on campus unless a responsible adult accompanies them and should not be left unattended. Children are not allowed in any classroom or lab when class is in session or during student activities. Visitors and children are not allowed to remain on campus for extended periods of time.

WARRANTY POLICY

To demonstrate confidence in and commitment to quality technical education programs which are relevant, current, and responsive to the stated expectations of Georgia's businesses and industries, MTC will warrant every graduate from programs offering an associate degree, diploma, or technical certificate of credit according to the following stipulations:

1. This warranty guarantees that the graduate has demonstrated the knowledge and skills and can perform each competency as identified in the industry-validated Standard or Program Guide. Any program graduate who is determined to lack such competence shall be retrained at no cost to the employer or graduate for tuition or instructional fees.

2. A claim against the warranty may be filed by either an employer in conjunction with a graduate; or a graduate if the graduate can not perform one or more of the competencies contained in the industry-validated Standard or Program Guide, including failure to pass a State of Georgia required licensing examination.
3. This warranty is included as a part of the original tuition cost at all state governed technical colleges in Georgia and is applicable to graduates of any degree, diploma, or technical certificate of credit program who entered the program subsequent to the mandated standards implementation date.
4. The warranty will remain in effect for two consecutive years following the date of graduation and will be honored by any state governed technical college that offers the same program.
5. This warranty shall be issued in writing to each graduate who entered a program on or after the mandated standards implementation date for the applicable program standard.

SPECIAL POPULATIONS ASSISTANCE

Moultrie Technical College provides services and assurance of nondiscrimination for all students in admissions, programs/training and all activities.

Special populations include:

- * Individuals with disabilities
- * Individuals from economically-disadvantaged families
- * Individuals preparing for nontraditional fields
- * Displaced homemakers
- * Individuals with limited English proficiency

Services include those that will enhance or improve the academic, technical, and employability skills of special population students. The Technical College System of Georgia is committed to developing and implementing procedures that will encourage and support each student in his/her pursuit of a rewarding career, with emphasis on high-skill, high-wage or high-demand occupations.

For more information contact:

Special Populations/Disability Services Coordinator, Lisa Newton at 229.217.4132

ADMISSIONS

GENERAL REQUIREMENTS

Applicants for admission must be at least sixteen (16) years of age. Education requirements vary according to the particular program of study. Program standards set the requirements for a high school diploma or General Educational Development (GED®) diploma for admission into a program of study. Prior to graduation from MTC, all students in programs not requiring a GED® or high school diploma for entry must receive a GED® or high school diploma. The President of MTC has the authority to waive the 16 years of age requirement for secondary students who are participating in an articulated program of study.

ADMISSIONS POLICY

MTC does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law) in educational programs, activities, or employment.

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

In addition, pursuant to O.C.G.A. 16-10-20, it is a felony to make a false statement on any document. Applicants furnishing false, incomplete, or misleading information will be subject to rejection or dismissal without a refund.

Credentials submitted become and remain the property of MTC and will not be returned to the applicant, duplicated, nor transferred to another institution.

Admission to specific programs requires that applicants have adequate educational preparation, as measured by satisfactory placement assessment scores and prerequisite assessment. If evaluation of admission information indicates that an applicant is not prepared to enter a particular program, the applicant will be offered the appropriate course(s) to provide the needed preparation. Information on entrance standards required for each program may be obtained in the Office of Student Affairs.

Information on obtaining results of the Scholastic Aptitude Test may be supplied by a high school counselor or by writing to the College Entrance Examination Board, P.O. Box 592, Princeton, New Jersey 08541. MTC will acknowledge acceptable SAT scores for five years from the date of the test.

ADMISSIONS PROCEDURE

1. Submit a completed application for admission and pay a \$20 (subject to change) non-refundable application fee.
2. Complete the COMPASS placement exam offered by MTC or submit satisfactory SAT, ACT, ELA, or ASSET scores if taken within the past five years. Official transcripts from regionally or nationally accredited postsecondary institutions documenting equivalent program-level English and math coursework may be used in lieu of completing the assessment.
3. Submit an official copy of a high school transcript or GED® diploma transcript with test scores and all postsecondary transcripts. Applicants who have completed (C or better) a minimum of 30 semester or 45 quarter hours at the degree level may submit official college transcripts in lieu of high school diploma or GED® diploma. Special Education or Attendance diplomas are not recognized for admission purposes.

Approved accreditation agencies recognized by the TCSG:

- The Southern Association of Colleges and Schools Commission on Colleges
- The Georgia Accrediting Commission
- The Georgia Association of Christian Schools
- The Association of Christian Schools International
- The Georgia Private School Accreditation Council
- The Accrediting Commission for Independent Study
- The Southern Association of Independent Schools
- The Distance Education Training Council
- The Florida Council of Independent Schools
- The Florida Association of Christian Colleges and Schools
- The South Carolina Independent School Association
- The Texas Private School Accreditation Commission
- A public school regulated by a school system and state department of education
- The Florida Council of Private School
- The Alabama School Association

**Students from secondary schools outside the United States must have transcripts translated and evaluated by an approved outside organization. Approved list is available in the Admissions Office or on the MTC website.*

4. Complete and submit all student financial aid information.

The Admissions Office will notify applicants by letter of acceptance status.

HOME SCHOOLED STUDENTS

Applicants of *home schools* in Georgia who do not attend a recognized accredited program must adhere to the following alternative path for admission:

Students home schooled prior to July 1, 2012 school year-

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

Students home schooled after July 1, 2012 school year-

- Parents of student's home schooled in Georgia must annually submit to the Georgia Department of Education a Declaration of Intent to Utilize a Home Study Program. The student must submit a copy of this documentation with the official signature code prior to admittance to any MTC program of study that requires a high school diploma or GED.
- The student must adhere to the Georgia Department of Education attendance requirements for home schooled students.

INTERNATIONAL STUDENTS

Submit a completed admission application and nonrefundable application fee in U.S. currency by credit card, money order, or check drawn on a U.S. bank payable to the college by the appropriate admission deadline.

Submit official transcripts from your high school (or GED® diploma) and all colleges attended by the application deadline. 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® diploma transcript. All international transcripts must be evaluated by an approved evaluation service and sent directly to the College. Visit the Moultrie Technical College website at www.moultrietech.edu for a list of Approved Transcript Evaluation Agencies.

High school transcripts or diplomas should be evaluated by the 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.

Verifying Student Lawful Presence

Effective January 1, 2012, all students applying for in-state tuition must provide validation of lawful presence in the United States. The following documents will serve as proof of lawful presence in the United States and documentation will be required before you are eligible for consideration of in-state tuition:

- A current Driver's License issued by the State of Georgia after January 1, 2008.
- A current ID issued by the State of Georgia after January 1, 2008.
- A current Driver's License or ID issued by a state that verifies immigration status and only issues to persons lawfully present in the United States. The Technical College System of Georgia (TCSG) will accept the following:
 - **Alabama:** Issued after August 1, 2000
 - **Florida:** Issued after January 1, 2012 AND have a gold star in the upper right hand corner
 - **South Carolina:** Issued after November 1, 2008
 - **Tennessee:** Issued after May 29, 2004
- A certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. A photocopy is not acceptable.
- An approved completed FAFSA for the current financial aid year.
- A current, valid Permanent Resident Card (USCIS form I-151 or I-551).
- A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240).
- A current U.S. Passport.
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).

Any student who cannot be verified as lawfully present in the United States is not eligible to be considered for in-state tuition, regardless of how long he or she has lived in Georgia. In addition to being lawfully present in the United States, students must meet the in-state tuition requirements as outlined in TCSG Board Policy and Procedure V.B.3 to warrant an in-state classification. Students that are initially classified as out-of-state, and successfully petition to have their residency changed to in-state also have to meet the verification requirement.

ADMISSIONS CATEGORIES

English and math coursework successfully completed (C or better) may be used in lieu of completing the corresponding portion of the TCSG-approved assessment instrument.

Minimum admissions requirements shall be established for each program.

Students shall be admitted to Moultrie Technical College in one of the following categories: Regular, Provisional, Learning Support, Special or Transient.

Regular Status

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

Provisional Status

Students who do not meet admissions standards in one subject area on the placement exam, are granted provisional status. Provisionally admitted students may take learning support classes, and certain specified occupational courses as long as class pre- and co-requisites are satisfied. Upon overcoming deficiencies and meeting regular program-specific admission requirements, students are eligible for admission to programs on a regular basis.

Learning Support Status

Applicants who score below the provisional program-specific admissions standards established through TCSG and MTC in English, math and reading are granted Learning Support status if these scores fall low in two or more areas. Learning Support students may take learning support classes only. Upon overcoming deficiencies and meeting regular program specific admission requirements, students are eligible for admission to programs on a regular or provisional basis. Students with this status are not eligible for federal financial aid (i.e. Pell, SEOG, or Federal Work Study).

Students with limited English proficiency who do not pass the entrance exam will be encouraged to enroll in English literacy. Learning Support students may take learning support classes only. Upon overcoming deficiencies and meeting regular program specific admission requirements, students are eligible for admission to programs on a regular or provisional basis

LEARNING SUPPORT GRADING/EXITING PROCEDURE:

The Moultrie Technical College Learning Support courses grading and exiting policies for Diploma-, Certificate-, Degree-seeking students are as follows:

Grading Policy

Course averages will be reported as letter grades according to the scale below. Entrance exam scores have no bearing on letter grade assignments.

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

Additionally, Work Ethics grades will be assigned on the MTC 3-point system.

- 3 points - Exceeds Expectations
- 2 points - Meets Expectations
- 1 point - Needs Improvement
- 0 points - Unacceptable

Exit Policy and Grading Composition

Each Learning Support class is comprised of various numbers of required modules. Learning Support students must complete all required modules to satisfy the Learning Support requirement for their diploma or degree-level programs. Each semester, a Learning Support student is enrolled in one of the courses below. The student is given a letter grade for the modules completed that semester. Completion of a module is achieved when the student with scores 85% on the pretest for that module or completes all assignments for that and scores a 70% on the post test. A student who fails to complete all required modules in one semester will need to take additional Learning Support courses until all modules are completed for the student's program of study.

The grade calculation and required modules for each Learning Support class are listed below.

MATH 0090

Grade Calculation:

- Post Test 70%
- Homework 30%

Module Breakdown:

- Diploma students:
Modules 1-6
- Degree Students:
Modules 7-15

READ 0090

Grade Calculation:

- Post Test 70%
- Homework 30%

Module Breakdown:

- Diploma students:
Modules 1-17
- Degree Students:
Modules 1-25

ENGL 0090

Grade Calculation:

- Post Test 70%
- Homework 30%

Module Breakdown:

- Diploma students:
Modules 1-6
- Degree Students:
Modules 1-8

All degree-seeking students must meet COMPASS admittance scores.

Special (Unclassified)

The Special student admission category is designed to be an admissions method for non-award seeking students. The following specifics define the parameters of this classification.

1. Be classified as non-award seeking at time of entry by the admissions office.
2. Be granted special student status upon recommendation of the Director of Admissions/Student Affairs.
3. Receive credit for regular program coursework, which is satisfactorily completed.
4. Receive credit for a non-limited number of courses, but have the ability to transfer only 15 credit hours into a specific program for award seeking purposes.
5. Have the option of applying for regular student status but must go through the regular student admissions process. This includes taking the state approved placement assessment. The number of hours taken as a special student in no way waives the requirement of the regular admissions process.
6. Adhere to the specific institutional prerequisite requirements when selecting courses.
7. Or be classified as a transient student.

ADMISSIONS APPEAL

Applicants who feel that they have been discriminated against on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status are encouraged to make use of the appeal process. Those who are dissatisfied with an admissions decision or have a complaint are also encouraged to discuss with the Director of Admissions any concern relative to denial of admission based on the discrimination factors listed.

1. The applicant may appeal in writing within 30 days of admissions decision to the Admissions Appeal Committee, which shall consist of the Vice President for Student Affairs, Executive Vice President, and the Program Instructor. The written complaint should contain a complete description of the alleged discrimination and should be submitted to the Director of Admissions to be forwarded to the Admissions Appeal Committee.
2. Within 5 working days of the receipt of the complete appeals package, notification of the date, time, and location of the Admissions Appeals Committee meeting will be sent to the applicant. If the applicant wishes to appear before the Committee, but is unable to make the scheduled meeting, he/she should contact the Vice President for Student Affairs before the scheduled meeting.
3. When the Committee has reviewed all the information it deems necessary and made its decision, the Committee will send a written report to the applicant within 5 working days of the receipt of the complete appeals package.
4. The decision of the Admissions Appeals Committee may be appealed in writing to the President of MTC. An appointment will be set for the applicant to appear to state his/her case. The President's decision of the appeal is final.

AUDITING A CLASS

Applicants wishing to audit a course must submit an application and pay the application fee and all regular fees. Applicants for audit are not required to take the placement assessment. Credit is not awarded for courses taken on an audit basis.

TRANSIENT

A student may be permitted to enroll as a transient student on a space-available basis in order to complete work to be transferred to a home college. The student will submit an application and pay an application fee and all regular fees. The home college will provide a transient student agreement indicating the student is in good standing and that the student may return to graduate.

MTC does not permit a first semester student to be a transient student at another college. Transient students are not allowed in the final semester of an Allied Health program. Special Admit students are not awarded outgoing transient status. *To apply for transient admission, please submit application at www.gvtc.org.*

CAMPUS LOCATIONS

Veterans Parkway Campus – 800 Veterans Parkway North, Moultrie, GA 31788

Industrial Drive Campus – 361 Industrial Drive, Moultrie, GA 31788

Tifton Campus – 52 Tech Drive, Tifton, GA 31794

Application to programs offered at these sites can be made through the Office of Student Affairs on the Moultrie or Tifton campuses. All student records and administrative records relating to the programs are maintained on the Moultrie Veterans Parkway Campus.

ONLINE

MTC offers online courses. Students interested in enrolling in online classes should log on to www.moultrietech.edu/online to review the Technology Requirements for online learning. Students who have completed admissions requirements may register for an online course through their program advisor after verifying the hardware and software requirements. For more information regarding online courses, contact the Director of Online Instruction at 229-217-4227 or program advisor.

DOUBLE MAJORS

Students are allowed to enroll in a maximum of two majors with common core curriculum at one time.

DUAL ENROLLMENT

A dually enrolled student is a high school student taking postsecondary courses for both high school and postsecondary credit. A dually enrolled student is eligible to receive HOPE provided he/she meets other eligibility requirements. Hours paid by HOPE will not be included in the paid hours limits for HOPE Scholarship Programs. For more detailed information, contact the Office of the MTC High School Coordinator at (229) 217-4256 or the local high school guidance office.

JOINT ENROLLMENT

A jointly enrolled student is a high school student taking postsecondary courses for postsecondary credit only. A jointly enrolled student is eligible to receive HOPE provided he/she meets other eligibility requirements. Hours paid by HOPE will be included in the paid hours limits for HOPE Scholarship Programs. For more detailed information, contact the Office of the MTC High School Coordinator at (229) 217-4256 or the local high school guidance office.

ACCEL

The purpose of the Accel Program is to provide Georgia high school students with the opportunity to earn college degree-level credit hours as they simultaneously meet their high school graduation requirements. This program offers career-oriented students the option to begin working toward a college degree while still pursuing a high school diploma. The following guidelines govern this program:

- Students must be classified as an 11th grader (high school junior) or 12th grader (high school senior) in a public or private high school in Georgia that is eligible to participate in the Accel program.
- Students must submit an Accel application to the high school and be approved through the advisement process at both the student's high school and postsecondary institution to be a dual credit student.
- Students must abide by the rules of both the high school and the postsecondary institution the student is attending and can be denied participation in the Accel program for such violations by either the high school or the postsecondary institution.
- Students must complete an application for college admission, make appropriate scores on the ASSET or COMPASS exams or provide appropriate ELA, ACT, or SAT scores, and provide documentation of parental consent.
- Students will receive a letter grade and a work ethics grade that will appear on the College transcript. The high school transcript will reflect the numerical grade that corresponds to the letter grade.
- Accel pays the exact amount of a student's tuition each semester depending on the number of hours attempted.
- Students must meet eligibility requirements for Accel such as selective service registration if applicable, Georgia residency, etc.
- Hours for which a student receives Accel payment will not be included in the paid hours limit for HOPE Scholarship programs.

MOVE ON WHEN READY

Funds for full-time college while still in high school Move On When Ready (MOWR) is a 2009 state law that allows Georgia students entering eleventh or twelfth grade to take all of their courses at a TCSG college or through any other state institution or a virtual course approved by the State Board of Education. The student pays no college tuition because the law provides that the funding that would normally be applied to the high school education instead follows the student to the college, as arranged by the Georgia Department of Education. To be eligible, students must have spent the prior school year in attendance at a public high school in Georgia. Students who enroll in a TCSG college or other Georgia colleges or universities in the MOWR program receive credits that allow them to complete the requirements for their high school graduation and diploma.

INTERNATIONAL STUDENTS

It is the policy of the state that VISA status is not a condition for admission to technical colleges; however, prospective students must meet the state approved admission requirements as outlined for all students. While VISA status is not a condition for admission, it is critical information that may be collected for effective student advisement and tuition purposes. MTC does not issue I-20 VISAs.

SENIOR CITIZENS

Residents of Georgia who are 62 years of age or older are eligible for a tuition waiver at the standard rate of tuition. Proof of age must be presented at registration to receive the standard tuition waiver. All fees will be assessed. Admission under this provision is granted on a space available basis and does not apply to continuing education classes.

ADMISSION INTO ALLIED HEALTH PROGRAMS

Applicants for admission into Allied Health programs should be aware of the time limit policy and the exemption test policy. General core classes have no time limit. Health program credit is limited to a two (2) year period of time. Students who have successfully completed allied health core courses, yet the course time limit has expired, may be allowed to take an exemption test upon approval of the Allied Health Coordinator. The exemption grade must meet a minimum of 70 or better. There are criminal records check and drug screening requirements for all allied health programs. Please refer to the complete policies in this handbook.

Transient students are not allowed in the final semester of any Allied Health program.

Transfer students are required to take a skills test.

No student will be allowed to transfer into occupational courses of programs that have a competitive process. The transfer student must go through the same process that is required of Moultrie Technical College students.

ACADEMIC REGULATIONS FOR ALLIED HEALTH PROGRAMS

Students enrolled in Allied Health degree or diploma programs must achieve a minimum “C” average in each required course in order to graduate.

The following requirements and policies apply for satisfactory progress in the programs:

- Students who receive a grade of “D,” “F,” “W,” “WP,” or “WF” in any Allied Health degree or diploma course, including core, will be considered as having 1 unsuccessful attempt towards that degree or diploma.
- Students who have 2 unsuccessful attempts in any Allied Health degree or diploma course or combinations of courses will be prohibited from

enrolling in another Allied Health degree or diploma course prior to a 2 year suspension from any Allied Health degree or diploma program from the date of the last unsuccessful course grade.

*If core that usually has no time limit for credit is taken within 5 years, the grades will not be averaged as part of the competitive admissions process.

*During the first 3 days of class, students registered in any PNSG course will be given a Comprehensive Drug Calculation, Fundamentals of Nursing, and Pharmacology Exam. A score of 90 or greater is required before a student will be allowed to administer medications at the approved clinical sites. All students will have 3 attempts to make the 90 (or above) within the first 3 days of class. If after 3 attempts, the student does not have a 90 or greater, he/she will be dropped from his/her PNSG courses. There will be no financial aid penalty assessed for those courses; however, the student will be suspended from all Allied Health degree and diploma programs for 2 years.

NOTICE OF CRIMINAL RECORDS CHECK FOR ALLIED HEALTH PROGRAMS

Moultrie Technical College has a policy regarding the placement of persons with criminal records in healthcare facilities. Anyone who has been convicted of a felony offense, the neglect or abuse of a dependent person, a sexual offense, or any other “covered crime” may not be allowed to work in clinical or externship sites as a student of Moultrie Technical College.

Criminal records checks are obtained by a source approved by the clinical or externship sites. The student will obtain the background check when instructed to do so by his/her program instructor. A student in the Allied Health program is responsible for all costs related to obtaining a criminal records screen.

Moultrie Technical College does not make final determinations about unsatisfactory criminal records checks. These determinations will be made by the clinical or externship sites involved in the practice of the student. If a student is denied clinical or externship practice by any required site, he/she may not attend any other site required by his/her program.

It is the student’s responsibility to keep his/her record current. If there is a break in education, the student may have to repeat the criminal records check prior to going to clinical sites.

Because this portion of the student’s record is neither permanent nor educational, the criminal records check will be maintained in the Allied Health program files. Criminal records checks will be discarded one year after the student graduates. If the student is affected by this policy, the student should discuss the situation immediately with his/her advisor to try to resolve any discrepancies as quickly as possible. A satisfactory determination on the records check must be documented before

the student can be placed in any clinical, practicum or externship setting as a part of an Allied Health program. If Moultrie Technical College officials suspect or know of a change in the criminal background status, the clinical, practicum or externship site can require the student to provide documentation or to repeat the background check.

If a student received an unsatisfactory determination on a criminal records check, he/she may be unable to obtain licensure, registration, certification, or employment in his/her chosen field. It may be necessary for the student to reconsider his/her chosen field of study.

NOTICE OF DRUG AND ALCOHOL SCREEN REQUIREMENTS FOR ALLIED HEALTH PROGRAMS

A student in an Allied Health program at Moultrie Technical College must conform to the high moral and ethical standards of the health care professional that he/she wishes to become. These standards include providing safe, effective and supportive client care. To provide this care, a student must be free of chemical substances that may impair his/her performance.

To help ensure that these standards are being met, any student enrolled in an Allied Health program must obtain an initial drug screen as a part of the physical examination requirements that he/she must undergo prior to clinical or externship participation. This test will be performed during time constraints set by his/her program instructor. The Allied Health student may also be subject to alcohol screens dependent upon clinical site requirements. In addition to pre-clinical screening, the allied health student is subject to random drug and/or alcohol tests.

A student who has a positive result for an illegal drug, a therapeutic or prescription drug, or alcohol which impairs judgment or performance will not be allowed to enroll or continue in a class that has clinical or externship activities since those classes involve direct client care. The refusal to have a drug/alcohol screen or the failure to get a drug /alcohol screen within the time constraints is treated as though it were a positive result.

If a student is already enrolled in an Allied Health program and his/her behavior is suggestive of substance abuse, he/she will be immediately removed from the classroom or clinical/externship setting and required to obtain a drug and/or alcohol screen immediately.

A student in the Allied Health program is responsible for all costs related to drug and alcohol screen testing.

A student who has a break in education must have a repeat drug and/or alcohol screen prior to returning to the clinical site.

Be aware that substance abuse may keep one from obtaining licensure, registration, certification or employment in his/her chosen field.

ADMISSION INTO THE MEDICAL ASSISTING PROGRAM

The Medical Assisting degree program is available to the student who has completed the Medical Assisting diploma at a CAAHEP or ABHES accredited school and has achieved either the CMA (AAMA) or RMA (AMT) certification. A student must provide proof of active CMA or RMA certification status to the Office of Admissions and the Medical Assisting program chair prior to enrolling. The student must maintain the active certification status while enrolled in the associate degree program.

A recent graduate may enroll in the program for one semester by providing the unofficial CMA or RMA passing scores to the Office of Admissions and the program chair. To register for the following semester and continue in the program, the student must submit a copy of the official certification to the Office of Admissions, program chair and his/her advisor.

ADMISSION INTO THE NEUROMUSCULAR THERAPIST PROGRAM

It is possible to be granted admission into MTC and not be granted admission into the Neuromuscular Therapist program. Candidates for admission to the program will be involved in a competitive process for a limited number of available positions.

Due to guidelines formulated and administered by the appropriate licensing agency of the State of Georgia, the requirements for general admission into the Neuromuscular Therapist Program exceed the requirements for general admission into MTC. The criteria utilized for the competitive process for students into the program were chosen based on MTC's experience with and expectation for its graduates' successes in passing the National Certification Exam given by the National Certification Board for Therapeutic Massage and Body Work (NCBTMB), receiving a license to practice issued by the Georgia Board of Massage Therapy, and obtaining employment within their chosen profession. (Effective date: July 1, 2007.)

Neuromuscular Therapist is a one-year diploma program that begins each fall semester. The competitive process takes place each summer semester beginning around the end of May. There are a limited number of students accepted into the occupational courses after the competitive core has been completed.

The competitive process is based on several criteria. The grades from ENGL 1010, MATH 1012, PSYC 1010, COMP 1000, ALHS 1011, ALHS 1090, will reflect 60% of the total points available. The Psychological Services Bureau (PSB) exam* is 25% of the total points available, and the interview is worth 15% of total points available.

The process is as follows:

1. *Meet regular admission requirements.*
2. *If no transfer or past credit has been awarded, students will be admitted into the Neuromuscular Therapist program taking the academic core courses considered “preparatory” for the Neuromuscular Therapist curriculum.*
3. *Attend a mandatory orientation. Dates are posted on the MTC website.*
4. *At the end of the academic core courses (to be completed no later than summer semester), students are evaluated to determine those students who will continue into the Neuromuscular Therapist program for the remaining 4 semesters of study. Students will graduate at the end of summer semester the following year.*
 - a. *Academic core course grades*
 - b. *The PSB exam score percentage**
 - c. *Interview with Allied Health Committee*
5. *Should a student fail to gain admission, he/she may apply for the next incoming class. The student will also receive guidance concerning other program options.*
6. *In the event of a tie, the student with the earliest application date will be accepted.*

***The PSB is a three-hour exam consisting of five parts that test academic aptitude, spelling, reading comprehension, natural sciences, and vocational adjustment. It is required for students to take the exam with MTC. The exam scores are valid for one year from the date of the exam. Students may take the exam one time within a six-month period.**

ADMISSION INTO THE PRACTICAL NURSING PROGRAM

It is possible to be granted admission into MTC and not be granted admission into the Practical Nursing program. Candidates for admission to the program will be involved in a competitive process for a limited number of available positions.

Due to guidelines formulated and administered by the appropriate licensing agency of the State of Georgia, the requirements for admission into the Practical Nursing Program exceed the requirements for general admission into MTC. The criteria utilized for the competitive selection of students into the program were chosen based on MTC’s experience with and expectations for its graduates’ successes in passing the State Board Examination, receiving a license to practice, and obtaining employment within their chosen profession.

The Practical Nursing occupational courses begin in both fall and spring semesters on both the Moultrie and Tifton campuses.

To gain entry into the occupational phase of the program, a student must attend a mandatory orientation and complete six core courses (ENGL 1010, MATH 1012, PSYC 1010, COMP 1000, ALHS 1011 and ALHS 1060) and take the PSB exam* with MTC. The Practical Nursing occupational courses are one year in length. The competitive process is based on two criteria. The grades from the core courses will reflect 65% of the total points available. The PSB test is 35% of total points available.

Any core courses may be taken with MTC or transferred in from another college; although once a course is taken with MTC, the MTC grade stands in the grade evaluation. Courses taken two times with MTC are averaged i.e. C & A = B, B & A = A.

*During the first 3 days of class, students registered in any PNSG course will be given a Comprehensive Drug Calculation, Fundamentals of Nursing, and Pharmacology Exam. A score of 90 or greater is required before a student will be allowed to administer medications at the approved clinical sites. All students will have 3 attempts to make the 90 (or above) within the first 3 days of class. If after 3 attempts, the student does not have a 90 or greater, he/she will be dropped from his/her PNSG courses. There will be no financial aid penalty assessed for those courses; however, the student will be suspended from all Allied Health degree and diploma programs for 2 years.

The process is as follows:

1. *Meet regular admission requirements.*
2. *If no transfer or past credit has been awarded, students will be admitted into the Practical Nursing program taking the academic core courses considered “preparatory” for the nursing curriculum.*
3. *Attend a mandatory orientation. Dates are posted on the MTC website.*
4. *At the end of the academic core courses, students are evaluated to determine those students who will continue into the Practical Nursing program for the remaining four (4) semesters of study. The evaluation includes the following:*
 - a. *Academic core course grades*
 - b. *The PSB score percentage**
5. *Should a student fail to gain admission, he/she may apply for the next incoming class. The student will also receive guidance concerning other program options.*
6. *In the event of a tie, the student with the earliest application date will be accepted.*

***The PSB is a three-hour exam consisting of five parts that test academic aptitude, spelling, reading comprehension, natural sciences, and vocational adjustment. It is required for students to take the exam with MTC. The exam scores are valid for one year from the date of the exam. Students may take the exam one time within a six-month period.**

ADMISSION INTO THE RADIOLOGIC TECHNOLOGY PROGRAM

It is possible to be granted admission into MTC and not be granted admission into the Radiologic Technology Associate of Applied Science Degree program. Candidates for admission to the program will be involved in a competitive process for a limited number of available positions.

Due to guidelines formulated and administered by the appropriate certifying agency, the requirements for admission into the Radiologic Technology Program exceed the requirements for general admission into MTC. The criteria utilized for the competitive process for students into the program were chosen based on MTC's experience with and expectations for its graduates' successes in passing the national examination sponsored by the American Registry of Radiologic Technologists, receiving certification to practice, and obtaining employment within their chosen profession.

Radiologic Technology is a two-year associate degree program that begins each fall semester. The competitive process takes place each summer semester beginning around the end of May. There are a total of 20 students in both the junior and senior classes.

The competitive process is based on several criteria. The grades from ENGL 1101, ENGL 2130, MATH 1111 or 1101, BIOL 2113 and 2113L, BIOL 2114 and 2114L, PSYC 1101, COMP 1000 and ALHS 1090 will be considered. The grades in the core courses will reflect 50% of the total points available and will not be calculated if the course is retaken. If a course is taken twice after fall semester, the courses will be averaged. Allied Health core is acceptable within 2 years. The PSB exam* is 30% of total points available and the interview is worth 20% of total points available.

The process is as follows:

1. *Meet regular admission requirements.*
2. *If no transfer or past credit has been awarded, students will be admitted into the Radiologic Technology program taking the academic core courses considered "preparatory" for the radiologic technology curriculum.*
3. *Attend a mandatory orientation. Dates are posted on the MTC website.*
4. *At the end of the academic core courses, students are evaluated to determine those students who will continue into the Radiologic Technology program for the remaining five (5) semesters of study. The evaluation includes the following:*
 - a. *Academic core course grades*
 - b. *The PSB exam score percentage**
 - c. *Interview with Allied Health committee*
5. *Should a student fail to gain admission, he/she may apply for the next incoming class. The student will also receive guidance concerning other program options.*

6. *In the event of a tie, the student with the earliest application date will be accepted.*

***The PSB is a three-hour exam consisting of five parts that test academic aptitude, spelling, reading comprehension, natural sciences, and vocational adjustment. It is required for students to take the exam with MTC. The exam scores are valid for one year from the date of the exam. Students may take the exam one time within a six-month period.**

ADMISSION INTO THE SURGICAL TECHNOLOGY PROGRAM

It is possible to be granted admission into MTC and not be granted admission into the Surgical Technology program. Candidates for admission to the program will be involved in a competitive selective process for a limited number of available positions.

Due to guidelines formulated and administered by the appropriate certifying agency, the requirements for admission into the Surgical Technology Program exceed the requirements for general admission into MTC. The criteria utilized for the competitive process for students into the program were chosen based on MTC's experience with and expectation for its graduates' successes in passing the national examination sponsored by the National Board of Surgical Technology and Surgical Assisting* (NBSTSA), receiving certification to practice and obtaining employment within their chosen profession. *Effective date TBD.

Surgical Technology is a five-semester diploma program beginning each fall semester. The competitive process takes place after each fall semester.

The competitive process is based on two criteria. The grades from ENGL 1010, MATH 1012, PSYC 1010, COMP 1000, ALHS 1011, ALHS 1090, SURG 1010 and SURG 1080 will reflect 75% of the total points available. Grades from courses that have been repeated at Moultrie Technical College will be averaged. The PSB exam* is 25% of the total points available.

The process is as follows:

1. *Meet regular admission requirements.*
2. *If no transfer or past credit has been awarded, students will be admitted into the Surgical Technology program taking the academic core courses considered "preparatory" for the Surgical Technology curriculum.*
3. *Attend a mandatory orientation. Dates are posted on the MTC website.*
4. *At the end of the academic core courses, students are evaluated to determine those students who will continue into the Surgical Technology program and will graduate at the end of summer semester. The evaluation includes the following:*
 - a. *Academic core course grades*
 - b. *The PSB exam score percentage**

5. *Should a student fail to gain admission, he/she may apply for the next incoming class. The student will also receive guidance concerning other program options.*
6. *In the event of a tie, the student with the earliest application date will be accepted.*

***The PSB is a three-hour exam consisting of five parts that test academic aptitude, spelling, reading comprehension, natural sciences, and vocational adjustment. It is required for students to take the exam with MTC. The exam scores are valid for one year from the date of the exam. Students may take the exam one time within a six-month period.**

PROGRAM GUIDE	Program Length	Admission Dates	Semester Tuition effective Fall 2013	Estimated 1st Semester Book Costs
Accounting	4 terms	Each Semester	\$1275	\$350
Accounting - Degree	5 terms	Each Semester	\$1275	\$400
Air Conditioning Technology	3 terms	Each Semester	\$1275	\$250
Auto Collision Repair	3 terms	Each Semester	\$1275	\$250
Automotive Fundamentals	3 terms	Each Semester	\$1275	\$250
Automotive Technology	5 terms	Each Semester	\$1275	\$250
Business Administrative Technology	4 terms	Each Semester	\$1275	\$350
Carpentry	4 terms	Each Semester	\$1275	\$250
Commercial Truck Driving	1 term	Each Semester	\$1275	\$200
Computer Support Specialist	4 terms	Each Semester	\$1275	\$450
Cosmetology	3 terms	Each Semester	\$1275	\$450
Criminal Justice Technology	5 terms	Each Semester	\$1275	\$450
Criminal Justice Technology - Degree	6 terms	Each Semester	\$1275	\$500
Drafting Technology	4 terms	Each Semester	\$1275	\$334
Early Childhood Care & Education	4 terms	Each Semester	\$1275	\$450
Early Childhood Care & Education - Degree	5 terms	Each Semester	\$1275	\$500
Electrical Systems Technology	4 terms	Each Semester	\$1275	\$230
Electronics Technology	4 terms	Each Semester	\$1275	\$300
Emergency Medical Technician	1 term	Varies	\$1275	\$200
Emergency Medical Technician - Advanced	1 term	Varies	\$1275	\$200
Esthetician	3 terms	Each Semester	\$1275	\$550
Fire Science Technology	4 terms	Each Semester	\$1275	\$250
Fish & Wildlife Management	3 terms	Each Semester	\$1275	\$300
Green Technology	5 terms	Each Semester	\$1275	\$250
Horticulture	4 terms	Each Semester	\$1275	\$250
Industrial Systems Technology	4 terms	Each Semester	\$1275	\$350
Internet Specialist-Web Site Design	4 terms	Each Semester	\$1275	\$450
Internet Specialist-Web Site Design-Degree	5 terms	Each Semester	\$1275	\$450
Marketing	4 terms	Each Semester	\$1275	\$550
Marketing - Degree	5 terms	Each Semester	\$1275	\$550
Medical Assisting	5 terms	Varies	\$1275	\$400
Medical Assisting – Degree	6 terms	Varies	\$1275	\$450
Networking Specialist	5 terms	Each Semester	\$1275	\$450
Networking Specialist - Degree	5 terms	Each Semester	\$1275	\$450
Neuromuscular Therapist	4 terms	Varies	\$1275	\$650
Patient Care Assistant	2 terms	Each Semester	\$1275	\$400
Practical Nursing	5 terms	Varies	\$1275	\$650
Radiologic Technology – Degree	6 terms	Each Semester	\$1275	\$500
Surgical Technology	5 terms	Varies	\$1275	\$450
Welding & Joining Technology	3 terms	Each Semester	\$1275	\$182

FEE SCHEDULE FY 2014
EFFECTIVE FALL SEMESTER 2013

CREDIT HOURS	TUITION	ACTIVITY	REGISTRATION	INS	TECHNOLOGY	INSTRUCTIONAL	TOTAL
15 or More	\$1275.00	\$24.00	\$39.00	\$4.00	\$105.00	\$50.00	\$1497.00
14	1190.00	\$24.00	\$39.00	\$4.00	\$105.00	\$50.00	\$1412.00
13	\$1105.00	\$24.00	\$39.00	\$4.00	\$105.00	\$50.00	\$1327.00
12	\$1020.00	\$24.00	\$39.00	\$4.00	\$105.00	\$50.00	\$1242.00
11	\$935.00	\$24.00	\$39.00	\$4.00	\$105.00	\$50.00	\$1157.00
10	\$850.00	\$24.00	\$39.00	\$4.00	\$105.00	\$50.00	\$1072.00
9	\$765.00	\$24.00	\$39.00	\$4.00	\$105.00	\$50.00	\$987.00
8	\$680.00	\$24.00	\$39.00	\$4.00	\$105.00	\$50.00	\$902.00
7	\$595.00	\$24.00	\$39.00	\$4.00	\$105.00	\$50.00	\$817.00
6	\$510.00	\$24.00	\$39.00	\$4.00	\$105.00	\$50.00	\$732.00
5	\$425.00	\$24.00	\$39.00	\$4.00	\$105.00	\$50.00	\$647.00
4	\$340.00	\$24.00	\$39.00	\$4.00	\$105.00	\$50.00	\$562.00
3	\$255.00	\$24.00	\$39.00	\$4.00	\$105.00	\$50.00	\$477.00
2	\$170.00	\$24.00	\$39.00	\$4.00	\$105.00	\$50.00	\$392.00
1	\$85.00	\$24.00	\$39.00	\$4.00	\$105.00	\$50.00	\$307.00

PROGRAM FEE EXCEPTIONS

COMMERCIAL TRUCK DRIVING: \$125.00 per Credit Hour x 9 Hours = \$1125.00 (Additional Fees Required)

OUT OF STATE STUDENTS: Tuition is two times the regular tuition

OUT OF COUNTRY STUDENTS: Tuition is four times the regular tuition

MALPRACTICE INSURANCE: Students in Early Childhood Care and Education, Cosmetology, Esthetician, and all Allied Health programs (except EMT) will be assessed an \$11.00 malpractice insurance fee each Fall Semester. EMT malpractice insurance is \$46.00.

SENIOR CITIZENS: Upon request, Georgia students 62 years of age or older who are otherwise qualified may attend MTC, for credit courses only, without charge of payment of the standard tuition rate on a space-available basis. Proof of age must be presented at registration to receive the tuition waiver. All fees will be assessed. Admission under this provision does not apply for Continuing Education classes.

ONLINE STUDENTS: TRANSIENT students taking online classes are not charged insurance or activity fees. MTC does not charge online students for proctoring when taking classes through a TCSG college. Online students should be aware that other sites may charge fees. The student is responsible for any expenses incurred to secure a proctor.

DUAL ENROLLED HIGH SCHOOL STUDENTS: Do not pay fees associated with traditional enrollment.

STUDENT FINANCIAL SERVICES

Financial aid includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS), Georgia HOPE Grant, and the Georgia HOPE Scholarship.

Students may also be eligible for assistance under the Workforce Investment Act (WIA), Veteran's Administration Program (VA), or the Vocational Rehabilitation Program. Selection of students to receive financial aid will be made without regard to race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status.

ELIGIBILITY REQUIREMENTS

To qualify for federal financial aid (Pell, FSEOG, FWS, etc.), a student must:

- *Complete and sign a Free Application for Federal Student Aid (FAFSA) and provide the Office of Student Financial Services with verification documentation, if required*
- *Have a high school diploma or GED® diploma*
- *Be registered with the Selective Service, if 18-year old male or older*
- *Be a US citizen or an eligible non-citizen*
- *Be enrolled as a provisional or regular student in an eligible program*
- *Not be in default on a student loan nor owe a refund on a Title IV program*
- *Be making satisfactory academic progress in accordance with policy*
- *Not hold a Bachelor's degree or higher*
- *For Pell, not have exceeded the Pell Lifetime Limit*

To qualify for the Georgia HOPE Grant, a student must:

- *Complete a Free Application for Federal Student Aid (FAFSA) or Hope Application (GSFAPPS)*
- *Meet Georgia residency requirements*
- *Be registered with the Selective Service, if an 18-year-old male or older*
- *Be a US citizen or an eligible non-citizen*
- *Not be in default on a student loan nor owe a refund on a Title IV program or a State program*
- *Make satisfactory academic progress in accordance with policy*
- *Be enrolled in a program leading to a diploma or certificate*
- *Not exceed HOPE hours cap limits*
- *Adhere to Georgia's Drug Free Act, O.C.G.A. 20-1-24*
- *Not hold a Bachelor's degree or higher*

To qualify for the Georgia HOPE Scholarship, a student must:

- *Complete a Free Application for Federal Student Aid (FAFSA) or a HOPE application (GSFAPPS)*
- *Meet Georgia residency requirements*
- *Be making satisfactory academic progress in accordance with policy*
- *Be enrolled in a program leading to an associate degree*
- *Have graduated from high school or the equivalent within seven (7) years of enrollment at Moultrie Technical College*
- *Not hold a Bachelor's degree or higher*
- *Be determined a HOPE Scholar from high school or earn eligibility after the 30, 60 or 90 attempted hours checkpoints*
- *Not exceed HOPE hour cap limits*
- *Adhere to Georgia's Drug Free Act, O.C.G.A. 20-1-24*

HOPE Residency Considerations

- *A student who meets Georgia residency requirements at time of high school graduation, or equivalent, is required to be a Georgia resident for at least 12 months prior to the first day of the term for which the student enrolls.*
- *A student who does not meet Georgia residency requirements at the time of high school graduation, or equivalent, must be a legal resident of Georgia for at least 24 months prior to the first day of the term for which the student enrolls.*
- *Military personnel, their spouse and dependents are considered to meet Georgia residency requirements for HOPE purposes if they are stationed in Georgia on active duty or if Georgia is their home state of record.*

Learning Support Students

A student who is determined to be HOPE Grant eligible may receive HOPE Grant payment for Learning Support coursework that is required for his or her declared diploma or certificate program. The HOPE Scholarship does not pay for Learning Support coursework for degree-seeking students. Pell Grant recipients who are admitted as provisional or regular status may use Pell funds for up to 30 semester hours of learning support coursework. Students admitted as Learning Support status are not eligible for federal aid payments.

APPLICATION PROCEDURES

To apply for federal and state aid, a student should complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Students seeking financial aid must complete a new FAFSA each year. All forms necessary for financial aid can be obtained in the MTC Office of Student Financial Services where staff is available to assist students with the appropriate forms. Forms are also available on the MTC website.

FORMS OF FINANCIAL AID

FEDERAL PELL GRANT: Pell is a Title IV Program awarded based on need to full-time and part-time students who have not earned a bachelor's degree. The Pell Grant is not repaid by the student. The amount of Pell awarded is based on the Estimated Family Contribution (EFC) shown on the student's SAR/ISIR (which is the result of completing a FAFSA), the cost of attendance, federal appropriations, and the student's enrollment and class load each semester.

If student has completed the awarding and verification process, financial aid funds will be available in the Bookstore the day prior to the term start date to use for books/supplies purchases. The amount of financial aid funds available will be subject to charge limits established by the Business Office.

To receive Pell Grant, students must be provisionally or regularly accepted in an eligible program. Continuing Education, Special Admit and Adult Education students are not eligible for any source of financial aid.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG): FSEOG is a federally funded grant for undergraduates who are Pell eligible. Priority for FSEOG is given to students with lowest EFC (Estimated Family Contribution) as determined by the FAFSA.

FEDERAL WORK STUDY (FWS): The work-study program provides part-time employment to students who need the income to help meet the cost of education. Eligible students must have an unmet need and be enrolled in an eligible program. Students cannot begin work until the application, verification, and awarding processes are complete. Students awarded FWS can earn no more than the amount of FWS awarded. Work-study jobs are assigned around the students' class schedules. Interested students should contact the Office of Student Financial Services. Funding amounts are set by the U.S. Department of Education and limited positions are available.

GEORGIA HOPE (Helping Outstanding Pupils Educationally) GRANT: Georgia's unique lottery-funded program provides non-repayable grant monies to Georgia residents attending a Georgia public technical college to earn a certificate or diploma. The HOPE Grant pays a portion of tuition up to a maximum of 63 semester hours. Full-time enrollment is not required, but the student must be making satisfactory academic progress to maintain eligibility. A student who has defaulted on a student loan or who owes a refund to Title IV or HOPE programs is not eligible to receive HOPE. Dual enrollment hours earned by high school students are excluded from the 63-hour HOPE cap limit. To retain eligibility for the HOPE Grant, students must maintain a 2.0 GPA at the 30- and 60-paid hour check points. Students who hold a Bachelor's degree or higher are ineligible for HOPE Grant funds.

GEORGIA HOPE (Helping Outstanding Pupils Educationally) SCHOLARSHIP: Georgia's unique lottery-funded program provides non-repayable scholarship monies to Georgia residents attending a Georgia postsecondary institution to earn a degree. AAS degree-seeking students with a 3.0 HOPE GPA may obtain the HOPE Scholarship to pay a portion of tuition up to a maximum of 127 hours. Only students who graduated from Georgia high schools as HOPE Scholars in 1993 or later are eligible for the HOPE Scholarship as entering freshman. Other students may qualify if they achieve a 3.0 HOPE cumulative Grade Point Average at the end of the 30th, 60th or 90th hour attempted and meet the residency requirements. THE HOPE GPA IS BASED ON ALL DEGREE LEVEL COLLEGE CREDIT HOURS ATTEMPTED AFTER HIGH SCHOOL GRADUATION. All students receiving the HOPE Scholarship will be re-evaluated for eligibility at the 30th, 60th or 90th hour attempted. Full-time recipients will be evaluated at the conclusion of spring semester, and part-time recipients will be evaluated after three semesters of part-time attendance. Students must maintain a 3.0 HOPE cumulative GPA to continue to receive the HOPE Scholarship. Once a degree-seeking student has attempted 127 semester hours of credit or has earned a baccalaureate (four year) degree, he/she is no longer eligible for the HOPE Scholarship. The HOPE Scholarship is available up to seven (7) years following graduation from high school or the equivalent.

STRATEGIC INDUSTRIES WORKFORCE DEVELOPMENT GRANT (SIWDG): The SIWDG is a State of Georgia grant that is available to students enrolled in certain high-demand fields in Georgia, as decided by the Georgia Legislature. Recipients of the SIWDG must meet HOPE Grant eligibility requirements and receive HOPE funds for the term in which SIWDG is awarded. SIWDG is awarded to eligible students enrolled in designated programs only.

WORKFORCE INVESTMENT ACT (WIA): The purpose of this act is to prepare economically disadvantaged youth, unskilled adults, or people facing serious barriers to employment with the training necessary for entry into the labor force. For those who qualify, WIA will pay the cost of tuition, fees, books, and in some cases an attendance stipend. More complete information may be obtained by contacting the WIA Case Managers at MTC.

VETERANS ASSISTANCE: Most of the programs at MTC are eligible for veterans training benefits. Persons eligible for veterans training assistance can begin the eligibility process by visiting the MTC website's veterans page, by contacting the MTC veterans certifying official, or through their local or regional veterans administration office.

GEORGIA HERO (Helping Educate Reservists and their Offspring) SCHOLARSHIP PROGRAM: Georgia HERO was created to provide financial aid to students seeking a postsecondary education who meet the following criteria:

- 1) Current members of the Georgia National Guard or US Military Reserves who are/were deployed overseas on active service, on or after February 1, 2003, to a location designated as a combat zone; or
- 2) Children of Georgia National Guard members or US Military Reservists who are/were deployed overseas on active service, on or after February 1, 2003, to a location designated as a combat zone; or
- 3) Spouses of National Guard members or Reservists who were deployed overseas on active service, to a location of designated as a combat zone and who were killed in the combat zone, or died as a result of injuries received in the combat zone, or became 100 percent disabled as a result of injuries received in the combat zone.

SCHOLARSHIPS: Various civic, social and professional organizations provide scholarships for deserving students. In most cases, these scholarships are awarded based upon academic performance, financial need, and the availability of funds. Students are notified of scholarship opportunities through campus postings, student emails and instructors.

PAYMENT OF FUNDS

Students receive their financial aid awards on a semester basis. Unless paid by other sources, the student's tuition, fees, and bookstore charges will be deducted from the award and the balance remaining will be paid directly to the student by the end of the 4th week of the semester. Direct deposit is available.

SATISFACTORY ACADEMIC PROGRESS POLICY

Students receiving financial assistance through federal and state programs (Pell, FSEOG, FWS, HOPE Grant, and HOPE Scholarship) must be making satisfactory academic progress in their program of study. The standards by which satisfactory academic progress is determined are outlined below:

Qualitative measure: The student must maintain no less than a 2.0 Grade Point Average (GPA) on all courses appearing on his/her entire academic transcript. HOPE Grant requires a 2.0 GPA at all checkpoints. The HOPE Scholarship requires a 3.0 GPA at all checkpoints. These are a cumulative measure.

Quantitative measure: Students must maintain a 67% completion rate on all coursework appearing on their entire academic transcript, meaning students total hours earned divided by the total hours attempted must be 67% or higher. This is a cumulative measure.

Students are required to complete his/her program of study within 150% of the time normally required for the program. Once all hours attempted reach one and one-half of the total hours required to complete the program, the student is no longer eligible for any type of state or federal financial aid.

Satisfactory academic progress is monitored each semester. Should a student drop below the minimum requirements in either measure in a given semester, the student will be placed on financial aid warning status the next semester of enrollment. A student is eligible to receive aid for this warning status semester. If, after receiving funds on warning status, the student is not making satisfactory progress, the student will be placed on financial aid suspension and will be ineligible for any type of financial aid. Transfer students will be considered as meeting satisfactory academic progress during their first semester of enrollment. After this first semester, transfer students are fully responsible for complying with MTC's academic progress requirements.

Courses in which a student receives grades of IP, I, W, WP, WF, U or F are not considered completed hours, but they are counted as attempted work. All attempted courses as shown on the transcript, even from prior programs, will be considered for qualitative and quantitative satisfactory academic progress, whether or not the student received financial aid for these courses. Financial aid will only cover 30 hours of remedial work.

Students failing to meet standards of progress will be notified by the Director of Student Financial Services.

Reinstatement Provisions: If a student's aid is terminated due to unsatisfactory academic progress, the student must pay all of the educational expenses until he/she is eligible for reinstatement by meeting satisfactory progress requirements. Should the student feel that there are extenuating circumstances which have prevented him/her from meeting standards of progress, he/she has the right to appeal.

Appeals must be written, must specifically address the extenuating circumstance, must be accompanied with documentation, and be filed with the Office of Student Financial Services. Appeals will be considered by the Director of Student Financial Services. The director's decision on each appeal will be mailed to the student within 30 days of receipt of the student's letter. (An appeal form is available in the Office of Student Financial Services to assist students in writing an appeal.)

Appeal approvals will be considered only if it is mathematically possible for the student to bring themselves into compliance with the Satisfactory Academic Progress policy within one term. For students performing well below the policy minimum, an Academic Plan will be mandated, if the appeal is approved. Granted appeals will place the student on financial aid probation. Progress must be made for the Probation term, or the student will be returned to financial aid suspension.

REFUNDS FOR STUDENTS RECEIVING FEDERAL TITLE IV AID /RETURN OF TITLE IV FUNDS POLICY

The Higher Education Amendments of 1998 require the recalculation of semester award amounts of Title IV funds (Pell or SEOG) for students who totally withdraw. If a student receiving Title IV funds withdraws during a payment period

(or period of enrollment), the amount of Title IV aid the student did not earn must be calculated. The percentage of aid earned is derived from the number of days completed divided by the number of days in the enrollment period. Should the recalculated aid amount earned be less than the amount of aid the student has received, the student will be ineligible for further aid until the excess amount has been repaid to MTC. The return of Title IV Funds Policy is contingent upon the withdrawal date, or last date of attendance. Please refer to the Drop/Add and Student Responsibilities sections of the handbook for directions on formally withdrawing from classes.

TUITION & FEES

Tuition and fees are assessed as follows:

Tuition, Georgia Resident:	\$85 per credit hour
Tuition, Out-of-State Resident:	\$170 per credit hour
Tuition, Out-of-Country Student:	\$340 per credit hour
Student Activity fee:	\$24 per semester
Registration fee:	\$39 per semester
Insurance fee:	\$4 per semester
Instructional fee:	\$105 per semester
Institutional fee:	\$50 per semester
Application fee:	\$20 (non-refundable and subject to change)

NOTE: Fees are subject to change at the beginning of any semester. All fees are payable at registration for each semester. No student is considered registered or enrolled until all fees are paid. Acceptable forms of payment include approved financial aid sources, cash, check, money order, debit card, VISA, MasterCard, or Discover Card. Payments may also be made online by check or credit card.

LATE REGISTRATION FEE

ALL students who register after New Student Registration Day each semester will be charged a late registration fee of \$45 (subject to change).

RETURNED CHECKS

Personal checks will be accepted with proper identification in the amount of fees, services, books, or class supplies. When a bank refuses to honor a personal check, MTC will charge a service fee of \$30 to the person who presented the check.

Students will be notified by mail of a dishonored check and given 10 days to satisfy this debt. If payment to MTC in the form of cash, money order or cashier's check is not made within 10 days, MTC will place an "administrative hold" on the student's account and records. Until the Vice President of Administration clears the "administrative hold," the student will not be issued semester grade reports, transcripts, or any other student records, or allowed to register, graduate or receive college services. If the dishonored check was for tuition, MTC may also administratively drop or withdraw the student from class(es).

FINANCIAL OBLIGATION

Students who are delinquent in the payment of any financial obligation will not be allowed to register for another semester until all delinquent fees are paid. Grade reports, transcripts or other records will not be issued until all fees are paid.

OUT-OF-STATE STUDENTS

Students whose legal residence is outside the State of Georgia are assessed tuition twice that charged for Georgia residents.

DEFINITION OF LEGAL RESIDENCE

Tuition varies according to the residence status of the student. A person's legal domicile is his/her permanent dwelling place. Individuals who are classified by MTC as non-resident but who later claim to qualify as legal residents must request re-evaluation of residency status. Residence status is not changed automatically and the burden of proof rests with the student to demonstrate that he/she qualifies as a legal resident under the regulations of the State Department. Petitions for change in residency must be made prior to the beginning of a semester to be effective that semester. The following rules have been adopted by MTC for the purpose of determining the residency status of a student:

1. A person 18 years of age or older may register as an in-state student by showing that he/she has been a legal resident of Georgia for a period of at least twelve months immediately preceding the final day of registration.
2. A person under 18 years of age may register as a Georgia resident only upon showing that his/her supporting parent or guardian has been a legal resident of Georgia for a period of at least twelve months immediately preceding the final day of registration. For financial aid purposes, a student is generally considered dependent until age 24. Parent's residency is considered the student's residency until that time.
3. Non-resident aliens shall be classified as international students for tuition purposes.
4. For tuition purposes, resident aliens are classified as out-of-state residents one year after the date shown on their resident alien card. Resident aliens are not considered residents of the state of Georgia until they have met the definition of legal residents.
5. If the parents or legal guardians of a minor change their legal residence from Georgia, the minor may continue to pay resident fees for a period of twelve consecutive months. After the expiration of the twelve-month period, the student may continue registration only upon the payment of fees at the non-resident rate.

6. In the event that a legal resident of Georgia is appointed as guardian of a non-resident minor, such minor will be permitted to register as a Georgia resident for tuition purposes.
7. Military personnel and their dependents stationed in Georgia and on active duty shall pay the same fees assessed residents of Georgia.

INTERNATIONAL STUDENTS

International students (non-resident aliens, students on I-20 Foreign Visas and foreign residents, to include diplomatic, consular, mission, and other non-resident personnel) shall pay tuition four times that paid by a Georgia resident. Admission of international students is granted only on a space available basis.

TRANSFER OF FEES

Fees may not be transferred from one semester to a future semester. If a student is unable to attend school during the semester for which fees were paid, the refund procedure should be followed.

FORMAL WITHDRAWAL

Students may receive a full refund of all tuition and fees paid, provided they withdraw prior to the first day of class of any semester. Beginning the first day of class through the third day of class, 100% of tuition and fees will be refunded. Beginning the fourth day of class, no tuition and fees will be refunded. Students receiving Federal Title IV funds are not required to submit a written request to obtain funds.

REFUND OF TUITION AND FEES

CLASSES CANCELLED BY THE COLLEGE

If a class is cancelled by MTC, students will receive a 100% refund of tuition and fees.

WITHDRAWAL PRIOR TO THE FIRST DAY OF CLASS

Students who withdraw prior to the first day of class receive a 100% refund of tuition and fees.

WITHDRAWAL WITHIN THREE DAYS OF THE FIRST DAY OF THE SEMESTER

Students who withdraw within three days of the first day of the semester will receive a 100% refund of tuition and applicable fees.

WITHDRAWAL AFTER THREE DAYS OF THE FIRST DAY OF THE SEMESTER

Students who withdraw after three days of the first day of the semester will receive no refund of tuition and fees.

REFUND PROCESSING

Students who withdraw prior to the first day of class and students who withdraw within three days of the first day of the semester are recorded by the Registrar on the student account. Students are not required to request a refund. Refund checks are processed and mailed to students within four weeks of the first day of class.

DEFINITIONS

ACTIVITY FEE: Funds collected that support student and institutional activities as determined by the official student organization as designated by MTC. (The activity fee applies to all students taking one or more credit hours.)

ADD: An increase in the number of credit hours taken.

APPLICATION FEE: A non-refundable, one-time fee charged to all credit course/program applicants, which shall not be applied toward tuition or other fees.

DROP: A reduction in the number of credit hours taken because a student never attended or dropped during the first 3 days of the term.

INSTRUCTIONAL TECHNOLOGY FEE: A fee of \$105 is assessed each semester to cover the cost of instructional resources. Payment for this fee is due at registration.

REGISTRATION FEES: Semester fees assessed all students in order to complete the registration process.

TUITION FEES: The student's share of instructional costs other than books.

WITHDRAWAL: When a student officially withdraws, drops out, takes an approved leave of absence, is expelled, or otherwise fails to complete the program on or after the third day of the term.

REFUND OF BOOKS AND SUPPLIES

Refunds will be made for books that are returned in new, resalable condition without any marks or writing, unsoiled, and accompanied with a receipt within two weeks of purchase from the MTC Campus Stores. No refund will be made for used books, expendable supplies, and equipment (i.e. cosmetology kits, CDs, jump drives, tools, uniforms, etc). No cash refund will be given. Refunds will be made by check within two weeks of returns.

ACADEMIC AFFAIRS

Each student must become familiar with all current, published regulations and procedures required by MTC and the program in which he/she is enrolled. A current, published regulation will not be waived nor will an exception be granted because a student pleads ignorance or asserts that he/she was not informed of a specific requirement by a faculty advisor or by a College staff member.

ACADEMIC ADVISEMENT PROCEDURE

All degree/diploma/certificate-seeking students are assigned academic advisors. The advisor is the student's major program instructor. Students may contact the Office of Student Affairs to determine advisor assignment. Currently enrolled students should contact their advisors to determine their course load for the upcoming semester. Students are encouraged to seek counsel from their advisors to resolve problems or issues encountered within the academic program.

The academic advisement session can also include, but is not limited to, the following items:

For New Students:

1. Admission Process
2. Placement Testing
3. Orientation Session
4. Official Transcripts
5. Major
6. Career Objectives
7. Specialized Program
Admission Requirements
8. Special Needs or
Time Constraints
9. Learning Support
10. Online Courses
11. Financial Aid
12. Financial Obligations
That Must Be Met By 1st Day
13. Dual Major Advisement
14. Affirm Student's Decision to
Attend
15. Inform Student of Clubs
and Organizations

For Current/Returning Students:

1. Major and Goal
2. Learning Support Completion
3. Satisfactory Progress
4. Academic Probation or Suspension
5. Readmission Requirements
6. Special Needs or Time Constraints
7. Co/Prerequisites in General Core
8. Co/Prerequisites in Program Courses
9. Online Courses
10. Financial Aid
11. Financial Obligations that Must Be
Met By 1st Day
12. Dual Major Advisement
13. Affirm Student's Decision to Attend
14. Inform Student of Clubs
and Organizations

ACADEMIC WORKLOAD

Each course taken at MTC is assigned semester credit hours. In most instances, students will not be available to attend class more than six hours per day (approximately 30 hours). Therefore, students will not be permitted to register for more than 16 semester hours without approval from the Executive Vice President.

COURSE AVAILABILITY

A current listing of all courses at MTC is available in the form of a semester schedule. This schedule may be obtained from the Office of Student Affairs, the Office for Academic Affairs, a program advisor, or the MTC website at www.moultrietech.edu.

TRANSFER CREDIT

Any student wishing to transfer from another school to MTC must be in good academic standing at his/her former school. The applicant shall be responsible for providing transcript documentation. Granting of credit for previous training will be done within the first semester. The institution of higher education where credit was earned must be accredited by a regional or national accreditation agency. MTC does not accept non credit, military, experiential learning or professional certificate of credit.

If the applicant wishes to transfer credit for coursework obtained at another school, the following stipulations will be upheld:

1. The applicant must furnish, as part of the application process, a certified sealed (original) or certified electronic copy of his/her transcript from the former institution.
2. Coursework transferred must be concurrent with the curriculum outline of the program of study the applicant wishes to enter.
3. Only coursework with a final grade of “C” or better will transfer.
4. The applicant must successfully undergo a skills examination provided by the departmental instructor(s) at MTC when applicable.
5. No more than 75% of the course credit from a program of study may be transferred from other institutions.
6. Transfer of program credit is limited to a “seven-year period of time” from when the credit was earned. Select core classes have no time limit. Allied Health occupational course credit is limited to a two (2) year period of time.
7. Exemption credit from another college will not be accepted.
8. Learning Support credit from another college will not be accepted.

ADVANCED PLACEMENT (AP) CREDIT

The Registrar will grant appropriate credit to students who receive scores of three or higher on the College Board Advanced Placement test(s). Applicants must have official test scores mailed directly from the College Board to the Registrar at MTC. The Registrar will award credit for approved AP examinations. Samples are listed below.

EXAM

Macroeconomics
English Language and Composition I
English Language and Composition II
College Algebra
Statistics

COURSE

ECON 1101
ENGL 1101
ENGL 1102
MATH 1111
MATH 1127

Students should direct questions to the Registrar about credit for other AP courses or credit received.

COLLEGE-LEVEL EXAMINATION PLACEMENT (CLEP) CREDIT

MTC awards credit for standardized examinations including but not limited to, College Level Examination Program (CLEP), Advanced Placement (AP) examinations, and International Baccalaureate (IB) credit. Credit for standardized examinations will be recorded on the student's MTC transcript with a grade designation of "TR" and will not be calculated in the student's academic GPA:

Students wishing to earn CLEP credit for any courses should contact the Registrar at (229) 891-7000.

CHANGE OF MAJOR/PROGRAM TRANSFER

The procedure for a transfer to another curriculum program is outlined below:

1. Consult Admissions. Complete an application for the new program.
2. Request transfer from the advisor(s) of program transferring to and from (admission and program placement requirements must be met for the program for which transfer is requested). Students transferring from one program to another within the institution will be given full credit for all courses common to both programs.
3. If approved, notify the advisor and/or instructor of the details of the transfer.

Students admitted into a diploma program on a non-award (special admit) basis and wishing to transfer to diploma basis must meet all admission and placement requirements of that diploma program. Only 25 quarter or 17 semester credit hours of coursework may be used toward graduation requirements. In order to receive credit toward graduation for coursework taken on a non-diploma basis, students should change their admission status prior to completing 25 quarter or 17 semester credit hours of their program.

GRADUATION REQUIREMENTS

A GED® diploma or high school diploma is required for admission to MTC and to a program area unless specified by state standards. Prior to graduation, all students in programs not requiring a GED® diploma or high school diploma for entry must receive a GED® diploma or a high school diploma. Students on a regular admission status who have not yet earned a GED® diploma must furnish evidence to their advisors that they are concurrently enrolled in GED® diploma preparation classes, have registered to take the GED® diploma exam, or are waiting on GED® diploma scores.

To be eligible for graduation, a student must:

1. Receive a passing or satisfactory grade for all courses listed in the appropriate curriculum and/or transferred from another institution.
2. Earn a minimum cumulative 2.0 GPA in his/her program of study.
3. Complete a minimum of 25% of required program coursework with MTC.
4. Meet any other program specific requirements which have been approved by the Executive Vice President.
5. Pay all financial obligations to MTC and remove any holds on records.
6. Complete an application for graduation by mid-term of the semester prior to the semester of anticipated graduation. A \$35 fee will be assessed to the students' account upon receipt of the graduation application.
7. If a student fails to meet all the graduation requirements after applying for a specific date, the student must re-apply for graduation. A new application and fee will be required.

Students are eligible to walk in the graduation ceremony within one year of the completion of their program of study.

NOTE: MTC does not recognize the Special Education Diploma, a certificate of attendance, or home schooling as meeting the requirements of the high school diploma. Please visit the Admissions section of the MTC Student Handbook.

GENERAL EDUCATION CORE COMPETENCIES

Moultrie Technical College provides educational opportunities in all associate degree programs and diploma programs offered that afford students a broader skill set and enable students to demonstrate competency in the following areas:

- Students will speak and write effectively. (Communication)
- Students will read and analyze written materials. (Analytical Skills)
- Students will perform relevant mathematical operations and procedures. (Computational Skills)
- Students will develop interpersonal and collaborative skills necessary to work effectively in groups with others who hold diverse opinions, beliefs and attitudes. (Interpersonal Skills)

PROGRAM EXIT ASSESSMENT

An integral part of a student's education as he/she moves through a given program of study is the ability to transfer and apply knowledge to the workplace. As a key component of degree, diploma, and select technical certificates, an exit assessment has been designed which includes any of the following: a specific exit exam, project, portfolio, skills check-off, capstone course, etc. measuring student knowledge. When students pass the exit assessment, they demonstrate they have retained knowledge related to their program of study which will carry over to their chosen career. Students must pass the exit assessment to graduate. Students will be given the opportunity for remediation in areas of weakness and will be required to retake the exit assessment.

RE-ADMISSION PROCEDURE

Students may apply for re-admission to MTC through the Admissions Office prior to the semester the students wish to return. Re-entry into the same or another program of study is permissible; however, placement assessment and other pre-requisite criteria must be met. If a student is re-admitted into the same program, he/she will be evaluated for graduation from the catalog for the term in effect at the time of re-admission. Existing policies apply for other conditions relative to re-admission.

GRADING SYSTEM

Grades are available on Banweb at the end of each semester. The rating scale and grade point value are as follows:

<u>GRADE</u>	<u>GRADE POINT VALUE</u>
A = 90 - 100 Excellent	4
B = 80 - 89 Good	3
C = 70 - 79 Average	2
D = 60 - 69 Poor	1
F = 0 - 59 Failing	0
I = Incomplete	
W = Withdraw	Not computed in GPA
WP = Withdraw Passing	Not computed in GPA
WF = Withdraw Failing	Computed in GPA as an "F"
EX = Credit by Exam	Not computed in GPA
TR, TRA, TRB, TRC = Transfer Credit	Not computed in GPA
A* = Satisfactory Completion of a Learning Support Course	Not computed in GPA
B* = Satisfactory Completion of a Learning Support Course	Not computed in GPA
C* = Satisfactory Completion of a Learning Support Course	Not computed in GPA
F* = Unsatisfactory Completion of a Learning Support Course	Not computed in GPA
IP = In Progress	
AU = Audit/Warranty Claim	

I: This indicates that a student has completed a substantial portion of the coursework; but for nonacademic reasons beyond the student's control, has not completed the coursework required. An "I" not satisfactorily removed by the 10th day of the following semester will be changed to an "F"

IP: A grade of "IP" is assigned for work to be completed in the next semester where the student is in an individual instructional setting. The course must be completed during the next semester unless otherwise approved by the Executive Vice President. If the grade of "IP" is not removed by the end of the semester and the Executive Vice President does not approve an extension, a grade of "F" will be assigned.

EX: This indicates that a student has exempted a course with MTC. Credit is given, but no grade points are calculated.

TR, TRA, TRB, TRC: This indicates that a student has been given credit for coursework from another accredited postsecondary institution which is the same or equivalent to coursework required in this college. Coursework to be considered for transfer credit must have a grade of “C” or better. Credit will be granted, but no grade points will be calculated.

W: This indicates that a student attended past the third day of the semester but has withdrawn within the first nine weeks of a semester. No credit is given, and no grade points will be calculated.

WP: A “WP” is assigned when the student has formally withdrawn after the first nine weeks of a semester with a passing grade. “WP” is not used in GPA calculations, but is used in hours attempted for financial aid academic progress.

WF: A “WF” is assigned when the student has formally withdrawn after the first nine weeks of a semester and had an average of “F” or is making unsatisfactory progress as defined by approved departmental policy at the time of withdrawal. “WF” is used in GPA calculations, earns no credit hours, and carries 0 grade points for each credit hour attempted.

AU: Audit/Warranty Claim is agreed upon between the student and the instructor prior to registration into that class. An “audit” carries no credit. Course requirements for audited classes are agreed upon by the student and instructor prior to registration.

COMPUTING GRADE POINT AVERAGE (GPA)

Each letter grade has a point value (i.e., A-4, B-3, C-2, D-1). A student may determine the grade points for each course by multiplying the number of points a grade is worth times the number of credit hours the course carries. Ex.: a “B” (worth 3 points) in a 3 credit hour course is worth 9 grade points and an “A” (worth 4 points) in the same 3 credit hour course is worth 12 grade points. The grade point average is calculated by adding the total grade-point values for all courses and dividing by the total number of credits attempted during the same period.

Example: ENGL 1010 3 credit hours Grade A (4 points) = 12
 MATH 1012 3 credit hours Grade C (2 points) = 6
 COMP 1000 3 credit hours Grade F (0 points) = 0
 EMPL 1530 1 credit hour Grade B (3 points) = 3
 10 Total credits = 21 points
 21 points divided by 10 credits = 2.1 grade point average

A cumulative minimum grade point average of 2.0 is required in all work attempted. While a student may earn a cumulative average of 2.0, which includes one or more grades of “D,” grades below a “C” are seldom transferable to other courses for which the current course is a prerequisite.

CREDIT HOUR CALCULATION FOR ENROLLMENT STATUS

Full-time Status	12 or more credit hours
Three-Fourths Status	7 to 11 credit hours
Half-Time Status	6 credit hours
Less than Half-Time Status	1 to 5 credit hours

CREDIT COMPLETED

MTC earned grades of “A,” “B,” “C,” and “D” will be considered as credits satisfactorily completed in most program areas. All Allied Health courses require at least a “C.”

NOTE: A “C” or better is required in some courses that are pre-requisites for other courses.

ACADEMIC REGULATIONS EXCLUDING ALLIED HEALTH PROGRAMS

Occupational course credits are limited to a seven-year period of time from which the credit was earned. The same limits are adhered to regardless of where the credit was earned or whether or not the credits are encapsulated in an earned credential. English, Math and Psychology courses do not have a time limit.

ACADEMIC REGULATIONS FOR ALLIED HEALTH PROGRAMS

Students enrolled in Allied Health degree or diploma programs must achieve a minimum “C” average in each required course in order to graduate.

The following requirements and policies apply for satisfactory progress in the programs:

- Students who receive a grade of “D,” “F,” “W,” “WP,” or “WF” in any Allied Health degree or diploma course, including core, will be considered as having 1 unsuccessful attempt towards that degree or diploma.
- Students who have 2 unsuccessful attempts in any Allied Health degree or diploma course or combinations of courses will be prohibited from enrolling in another Allied Health degree or diploma course prior to a two-year suspension from any Allied Health degree or diploma from the date of the last unsuccessful course grade.

*If core that usually has no time limit for credit is taken within 5 years, the grades will not be averaged as a part of the competitive admissions process.

*During the first 3 days of class, students registered in any PNSG course will be given a Comprehensive Drug Calculation, Fundamentals of Nursing, and Pharmacology Exam. A score of 90 or greater is required before a student will be allowed to administer medications at the approved clinical sites. All students will have 3 attempts to make the 90 (or above) within the first 3 days of class. If after 3 attempts, the student does not have a 90 or greater, he/she will be dropped from his/her PNSG courses. There will be no financial aid penalty assessed for those courses; however, the student will be suspended from all Allied Health degree and diploma programs for 2 years.

CREDIT BY EXAMINATION

MTC students who wish to exempt a course by examination should follow this process for “exemption of a course.”

1. The student interested in receiving credit by examination must confer with his/her academic advisor to ensure that credit being sought will apply toward graduation requirements. The student should complete an Exemption Application Form in the Office of Student Affairs.
2. The Office of Student Affairs will approve or disapprove the Exemption Application Form and notify the student and the program chair of the student’s program of study by sending a copy of the approved application.
3. If the Exemption Application Form is approved, the student will take his/her copy of the approved application to Administrative Services/ Bookstore and pay the appropriate fee (25% of the course tuition). The Bookstore will complete the payment section of the approved application form and issue a receipt to the student.
4. The student will take the approved application and fee receipt to the instructor responsible for the class to be exempted. The instructor or program chair will schedule a time and location for the examination. If the student is already enrolled in the class to be exempted, the student must notify the instructor by the end of the third day of the semester.
5. The instructor and/or program chair will grade the exemption test and record the test score on the approved application form provided by the student, sign the form, and forward it to the Registrar’s Office. If the grade meets the minimum score of 70 or better, the student’s grade sheet, if applicable, and transcript will reflect an EX for the course exempted.

NOTE:

- * A student may not request an exemption examination for courses in which he/she has previously been enrolled.
- * A student who has successfully completed Allied Health core courses and the course time limit has expired, may be allowed to take an exemption test upon approval of the Allied Health Coordinator. The exemption grade will be used in the competitive process.
- * A student may not take an exemption test more than once for the same course.
- * A student must make a minimum score of 70 or better to be exempted from taking the course.
- * A student does not have to register for a class he/she plans to exempt.

CREDIT NOT COMPLETED

The grades of “F,” “WF,” “WP,” “I,” “IP,” and “W” will not be considered as credits completed. When circumstances beyond the control of a student or an instructor prevent the completion of course requirements during a semester, an “I” (incomplete) is recorded until the final grade is established. A student receiving a grade of “I” will not register nor pay a registration fee for that work in the next semester, but will continue working to eliminate the incomplete. Financial aid will not be available based on work done to eliminate an “I.” If the grade of “I” is not removed by the tenth day of the next semester, a grade of “F” will be assigned.

A grade of “IP” is assigned for work to be completed in the next semester when the student is in an individual instructional setting. The course must be completed during the next semester unless otherwise approved by the Executive Vice President. If the grade of “IP” is not removed by the end of the semester and the Executive Vice President does not approve an extension, a grade of “F” will be assigned.

WORK ETHICS

To be effective, technical education must include two key elements. First, it must provide training and experiences that simulate the conditions found in the actual work place. The program content, instructional methods, tests, equipment, lab projects, and practices must be current, up-to-date, and reflect the conditions the student will encounter on the job. Of equal importance, an effective technical education program must identify and develop those personal characteristics often referred to as “good work habits.” These characteristics include punctuality, dependability, initiative and teamwork. Studies indicate that 85% of employees lose jobs due to a lack of good work habits rather than a lack of good job skills. Factors most often cited are tardiness and absenteeism, failure to follow instructions, and an inability to get along with supervisors or fellow workers. At MTC, we believe it is extremely important to identify, evaluate and encourage good work habits as an integral part of the instructional program. We have, therefore, developed a

system to evaluate work ethics in each occupational program. Work ethics grades are averaged on a semester basis, and the grade earned is considered as a separate subject which is included on the student's permanent record. Performance factors include attendance, character, teamwork, appearance, attitude, productivity, organizational skills, communication, cooperation and respect.

Grading System for Work Ethics Grade

- 3 – Exceeds Expectations
- 2 – Meets Expectations
- 1 – Needs Improvement
- 0 – Unacceptable

ADD/DROP POLICY

A student may add a course within seven calendar days of the first day of the semester provided there is enough space available, with approval from the student's advisor and after receiving a revised schedule. No course can be added to a student's schedule after seven calendar days of the first day of the semester. A student may drop a course within three class days of the first day of the semester with approval from the student's advisor and after receiving a revised schedule. If a course is dropped within three class days of the first day of the semester, no grade will be recorded for the class. If a class is dropped after three class days of the first day of the semester, the instructor shall assign an appropriate "W" grade. A class cannot be dropped during the last two weeks of the semester unless extenuating circumstances exist. Approval for dropping the class under such circumstances must be issued by the Executive Vice President. To formally withdraw from any class, the student should notify his/her program advisor of his/her intentions.

ACADEMIC HONORS

Each semester, those students who distinguish themselves with exemplary grades will be awarded an academic honor and be named to the President's List or the Merit List.

Students will be placed on the President's List providing they meet the following criteria for the semester:

1. A full-time student taking at least 12 credit hours
2. 4.0 GPA
3. No work ethics grade below a "2"

Students will be placed on the Merit List providing they meet the following criteria for the semester:

1. A full-time student taking at least 12 credit hours
2. 3.5-3.99 GPA
3. Have no academic grade below a "B"
4. No work ethic grade below a "2"

ACADEMIC PROBATION

Degree, diploma and certificate students, whether part-time or full-time, must maintain a cumulative GPA of 2.0 in their program of study. During any semester of enrollment, a student whose cumulative GPA is less than 2.0 will be placed on academic probation. To be removed from academic probation, a student must achieve a semester GPA of 2.0 or better the next semester the student is enrolled. Failure to do so will result in academic suspension.

ACADEMIC SUSPENSION

Students who do not achieve a minimum semester 2.0 GPA while on academic probation status will be placed on academic suspension from MTC. Students on academic suspension are not in “Good Standing” at MTC and are not permitted to enroll for one semester.

ACADEMIC RE-INSTATEMENT

Students who are placed on academic suspension from MTC may apply for readmission to MTC after not enrolling for one semester. The student must submit the application for readmission to the Admissions Office.

STUDENT APPEAL OF GRADES

A student who wishes to appeal or contest a grade must follow the appeals process:

1. Appeal the matter in writing to the instructor who taught the course within 10 calendar days from the beginning of the following semester from the grade being appealed.
 2. The instructor will respond to the student in writing within 10 business days from the date of the appeal.
 3. If this response does not satisfy the student, he/she may appeal in writing to the Dean for Academic Affairs.
 4. If the Dean for Academic Affairs does not satisfy the appeal, the student may appeal the decision to the Executive Vice President.
 5. The Executive Vice President may conduct a conference including himself/herself, the Dean for Academic Affairs, the student, and the instructor. The Executive Vice President will respond to the appeal in writing within 10 business days from the date of the student’s appeal to him/her.
 6. If a student does not agree with the decision of the Executive Vice President, the student may appeal in writing the decision to the President of MTC. The President’s decision of the appeal is final.
- NOTE: See access to Student Academic Records for additional information.

STUDENT INFORMATION

Moultrie Technical College has written procedures for protecting the privacy of students’ educational records. As prescribed by the Technical College System of Georgia Policy V.J. Student Record, the College “adheres to the requirements of the Family Educational Rights and Privacy Act of 1974 and Department procedures concerning the accuracy and privacy of student records.” Every instructor

signs a Confidentiality Statement and submits it to the Human Resources Department where the statement is filed.

STUDENT RECORD HOLD

If a hold has been placed on a student's record, the record will not be released under any circumstances nor will the student be allowed to graduate. To make inquiries regarding a hold, the student should check with the Registrar's Office. Holds may be placed on a student's record for the following reasons: academic suspension, administrative dismissal, incomplete admissions file, unmet financial obligations, incomplete financial aid files, incomplete registration information, etc.

A hold may be placed on a student's record by the following offices:

1. Administrative Services (Business Office)
2. Student Affairs
3. Academic Affairs
4. Student Financial Services
5. Registrar's Office

CRIMINAL RECORDS CHECKS REQUIREMENT FOR EARLY CHILDHOOD CARE AND EDUCATION

The state of Georgia has a law regarding the placement of persons with criminal records in childcare facilities. According to Right from the Start: Georgia Department of Early Care and Learning (DECAL), anyone who has been convicted of a felony offense, or of neglecting or abusing a dependent person, a sexual offense, or any other "covered crime" will not be allowed to work in facilities in these fields as a student, student intern, co-op student, or paid employee. Students enrolled in the Early Childhood Care and Education program are affected by this law.

Criminal records checks are obtained from DECAL and local law enforcement agencies (i.e. police or sheriff's department). The records checks obtained from DECAL are marked satisfactory or unsatisfactory. Only DECAL can issue a satisfactory determination. Criminal records checks obtained from law enforcement list any known offense that may have to be interpreted by DECAL in accordance with DECAL regulations. If an offense on the criminal records check shows up as a covered crime as designated by DECAL, the report is unsatisfactory. All appeals must be handled by DECAL.

Moultrie Technical College does not make any determinations about satisfactory/unsatisfactory criminal records checks. If a student has any questions about his/her criminal records check or how to clear it, he/she should address these questions to DECAL.

Criminal records checks are good for a 12-month period, and it is the responsibility of the student to keep the records current. Because this portion of the records is neither permanent nor educational, the criminal records check will be maintained in the program department files. Criminal records checks will be discarded after one (1) year.

If a student is affected by this law, he/she should discuss the situation immediately with his/her advisor and try to resolve any discrepancies as quickly as possible. A satisfactory determination on the records check must be documented before the student can be placed in any clinical, practicum, lab, or internship setting as a part of the Early Childhood Care and Education program.

If a student has received an unsatisfactory determination on a criminal records check, his/her employment options will be limited in the field of childcare. It may be necessary for the student to reconsider the chosen field of study.

OCCUPATION-BASED INSTRUCTION

Moultrie Technical College offers occupation-based instruction in programs in which the experience is appropriate. Occupation-based instruction includes practicums and internships/externships. Programs that require occupation-based experiences do so on the basis of designated essential competency areas and courses for the given program.

INTERNSHIP/EXTERNSHIP

There are several majors, which either include a required internship/externship course or offer an internship/externship course option in the curriculum.

Students may be responsible for locating an acceptable site for the internship/externship. The program advisor/instructor will assist as needed and will be consulted regarding the appropriateness of internship/externship sites should any questions arise during the initial process. The program advisor/instructor will distribute the Internship/Externship Student Packet to the student, who will return the completed Internship/Externship Information Sheet and Contract to the program advisor/instructor. Additional paperwork (including timesheets, daily logs, etc.) will be submitted to the appropriate program advisor/instructor.

The Internship/Externship Employer Packet will be delivered to the employer at the first visit of the semester by the program advisor/instructor. This packet contains a mid-term and final evaluation of the student's progress to be submitted to the program advisor/instructor.

LIVE WORK

Certain programs have live-work opportunities to benefit students. Cosmetology utilizes this method of learning quite extensively as students work in an actual live-work lab at the College. Other programs that have live work as an option include Automotive Technology, Auto Collision Repair, Air Conditioning Technology, Carpentry, Computer Information Systems, Esthetician, Electrical Systems Technology, Electronics Technology, Neuromuscular Therapist, and Welding & Joining Technology.

An instructional live-work procedures notebook is kept in each program area that includes state policy procedures, Moultrie Technical College procedures, program procedures, and necessary paperwork that is required before live work can take place. A nominal fee may be involved, and in most cases, the person or agency provides materials.

Safety is heavily emphasized and taken into consideration when decisions are being made regarding live work whether on campus or off campus. Live work is approved only in cases in which student learning can be maximal and does not interfere with on-campus learning. Work by students is not guaranteed. Live work projects will not be of a production nature and do not compete with private companies.

Live Work Confidentiality Statement

Moultrie Technical College incorporates “live-work” opportunities for students to obtain work experience while completing their education. These opportunities come with the requirements of confidentiality and professionalism.

It is unacceptable to post any pictures, comments or references to any clients or customers, clinical sites, and/or affiliates on Facebook, MySpace, Twitter or any other social media/blog/Internet site, irrespective of the nature of the comments. This is a violation of client/customer confidentiality expectations and considered unprofessional conduct.

Failure to comply with these guidelines may result in disciplinary action up to and including suspension or termination from the program.

ONLINE COURSES

Online courses, via the Internet, are available in many different program areas at MTC. These courses are designed to help students overcome the barriers of time and distance that might hinder them from obtaining a postsecondary education in the field of their choice. Online courses are qualitatively equivalent to those offered on campus in that they require the same learning outcomes as traditional courses. For example, online students will be required to meet assignment due dates, communicate with the instructor, and complete online assessments. TRANSIENT students taking online classes are not charged insurance or activity fees. MTC does not charge online students for proctoring when taking classes through a TCSG college. Online students should be aware that other sites may charge fees. The student is responsible for any expenses incurred to secure a proctor. Online courses are offered through the Georgia Virtual Technical Connection (GVTC). This is a secure site, so it is important that students not share their login and password with others.

Policy for Proctoring Non-Technical College System of Georgia Students

A non-Technical College System of Georgia student who requests Moultrie Technical College to proctor an exam is required to complete the following process:

1. The student must contact MTC's Online Department to secure a date for the proctored event.
2. Once the date has been approved, the student must have the home college send the necessary information for testing the MTC Online Department.
3. The student must pay a \$30.00 proctoring fee to the MTC Campus Store, and show the receipt to the MTC Online Department before the exam is proctored.
4. For paper exams to be returned to the home college, the students or home college must supply the MTC Online Department with a stamped, addressed envelope.

Guidelines for Proctoring Non-Technical College System of Georgia Students

1. The student is not allowed to use a cell phone or other personal equipment in the testing center. Phones must be silenced while in the testing center.
2. The student is required to show a picture ID to the proctor prior to testing.
3. The student is required to show the MTC Campus Store receipt for the \$30.00 proctoring fee prior to testing.
4. The student is not allowed to leave the testing center and return to resume the exam once the exam has begun (this includes leaving to answer a phone or to use the rest room).
5. The student must place all personal items underneath the desk or in a designated area (including books, paper, cell phone, pocketbook, etc.) during testing unless specific instructions are provided by the instructor allowing certain items to be used during testing.

ACADEMIC FREEDOM

Moultrie Technical College defines academic freedom as the freedom to teach, learn, and express ideas without unreasonable restrictions from the College. Instructors should be devoted to improving their own scholarly competence while using self-discipline and good judgment in their teaching. Moultrie Technical College believes faculty and students deserve an atmosphere conducive to learning and should have considerable freedom to examine, research, create, and discuss issues of interest to them. Faculty must use caution not to introduce material that has no relation to the instructional field.

Faculty members and students who feel their academic freedom has been violated are encouraged to utilize the Faculty Academic Freedom Grievance Procedure:

1. The faculty member/student should discuss with the Executive Vice President (EVP) any concerns relative to a violation of rights of academic freedom.
2. If the faculty member/student feels the grievance has not been resolved upon meeting with the Executive Vice President, the faculty member/student may appeal in writing to the Academic Freedom Grievance

Committee, which shall consist of the Executive Vice President, two faculty members, and a Dean. The written complaint should contain a complete description of the violation and should be submitted to the Executive Vice President to be forwarded to the Academic Freedom Grievance Committee.

3. The date of the Academic Freedom Grievance Committee hearing will be set within five (5) days.
4. The Committee will send a written report of the decision to the faculty member/student within five (5) days of the hearing.
5. The faculty member/student may appeal the decision of the Academic Freedom Grievance Committee in writing to the President of the College.

The President's decision is final.

STUDENT INFORMATION

ORIENTATION/REGISTRATION

An orientation program is conducted for new students each semester. Orientation is an important step toward getting started smoothly at MTC. During orientation, new students will meet college staff who will play important roles in the education process and be informed of college policies and procedures. Students will also have the opportunity to disclose special populations (SP) status for additional assistance. If for some reason a student is unable to attend orientation, he/she should contact the Admissions Office.

BANNER WEB SYSTEM

All students can access instructions for BANNER Web from the MTC web page at www.moultrietech.edu. Students can now obtain immediate access to academic information from any computer with Internet access provided there are no holds to an account.

- * View grades and/or unofficial academic transcripts
- * Retrieve personal class schedule
- * View semester class schedule
- * Access course catalog
- * Register for classes during pre-registration if currently enrolled
- * View student account information
- * Pay account balance
- * Request an official transcript

GUIDANCE & PLANNING

Each student at MTC is considered to be a unique individual. A staff member is available each working day to assist students with their educational and/or career problems that would affect their educational plans. Students may visit the Office of Student Affairs to discuss options. For special assistance, the Vice President for Student Affairs will refer the student to community service agencies, which are equipped to deal with issues such as drug or alcohol abuse, marital or family problems, and other health or social-related problems.

ATTENDANCE

Students are expected to be punctual and attend all classes for which they are registered. Instructors will keep an accurate record of class attendance. 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 missed instructional time 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, and/or contacting the instructor (either in person, by telephone, or by email) - may result in a failing grade.

Some courses and programs at MTC may have more demanding attendance requirements due to the nature of the course or program. These requirements are stated in an approved program handbook, course syllabus, or contract executed with the student.

Class attendance is calculated from the first officially scheduled class meeting to the last scheduled meeting. The following rules apply to all students taking courses for credit.

1. Students who do not receive credit for all scheduled class work and/or who have combined absences and tardies greater than 10% of the approved course requirements for which the student is registered may be subject to any or all of the following at any time during the semester:
 - a. Suspension from a class or program
 - b. Dismissal from a class or program
 - c. Ineligibility to enroll the following semester
2. A student who does not meet attendance requirements of item #1 will be allowed to re-enter in accordance with the re-admission policy of MTC.
3. If a student is dropped from his/her program of study due to absences, consideration for reinstatement will depend upon the nature of the absences, the recommendation of the instructor(s), and the approval of the Office for Academic Affairs.
4. After three tardies, the tardies will count as one hour absent. Item #1 will apply.
5. Attendance requirements for students in programs regulated by outside agencies (ex. WIA, Veterans Affairs) or boards will follow the requirements of those agencies or boards.
6. A student scheduled for a job interview or state merit/civil service test who provides the instructor with documentation from the Career Services Office will be marked absent, but excused.
7. Without prior approval of the instructor(s), make-up work and tests will be allowed only for absences resulting from extenuating circumstances. An absence is an absence. Students cannot make up absences, only missed work, if approved by their instructor(s).
8. The Office for Academic Affairs and appropriate instructor(s) will determine acceptability of extenuating circumstances. Consideration will be given for the following reasons:
 - a. Sickness of student (doctor's statement may be required)
 - b. Sickness of member of student's immediate family (doctor's statement may be required)
 - c. Death of relative or other close person
 - d. Legal (court, police, jury duty, etc.)
9. Leave of absence will be granted to any student who must be absent for military or National Guard duty. The student will receive an "IP" in the course and will be allowed to make up missed work upon re-entry. Students absent due to any other reason (illness or personal) will receive a "W," "WP," or "WF" as applicable in the course.

10. Practical Nursing, Radiologic Technology, Surgical Technology, and Neuro-muscular Therapist students will follow #9 but will be readmitted to the program and allowed to take courses as they become available and as space permits.

ACCESS TO STUDENT ACADEMIC RECORDS

The Registrar will maintain student records at all times. Access to student or former student records will be limited to students, instructors and administrators within MTC - except as indicated in section three (third-party access) as follows.

The academic record is an internal document or electronic image maintained by the Office of Student Affairs that reflects the unabridged academic history of the student at MTC. It is a chronological listing of the student's total quantitative and qualitative learning experiences and achievements and may include any information pertinent to the evaluation thereof.

The transcript of the academic record is a document that, at the request of the student or former student, is forwarded to people or agencies for their use in reviewing the academic performance of the student.

MTC, without violating the Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, may disclose certain information, known as directory information. "Directory Information" generally includes a student's name, addresses, telephone numbers, date of birth, major and field of study, dates of enrollment, and degrees and awards including nature and date received and school or division of enrollment. Students who wish to restrict the release of this information should notify the Registrar in writing of the specific information not to be released. Such notification should be done within the first 10 days of class.

For more information regarding FERPA, contact the Office of Student Affairs at 229-891-7000. Complaints of alleged violations may be addressed to: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

1. Student Access:

- a. Students who are enrolled or have been enrolled at MTC have the right to inspect their academic records. Such inspection must be requested in writing and scheduled with the Registrar.
- b. A complete copy of the student's transcript may be obtained by the student presenting a written request to the Registrar. Telephone requests will not be honored. At least three working days must be allowed for processing services after receipt of the request.

- c. Students have a right to challenge the contents of records.
Students who believe their files contain inaccurate or misleading information may request in writing that MTC amend the records identifying the part they would like to be changed and why. If the requested changes are made, MTC will notify the student in writing. If the requested changes are not made, MTC will also notify the student in writing and advise the student of the right to a hearing before an impartial party or panel designated by MTC. The student will also be notified that he/she may be represented at the hearing (at his/her own expense) by an attorney or other people of his/her choice.
- d. Students are denied transcript services for indebtedness to MTC or other holds placed on their records.
- e. Grades or test scores are not made accessible to students via telephone and requests will be denied.

2. Instructor and Administrator Access:

- a. Only those instructors and administrators who have a “legitimate educational interest” in the student’s record will be permitted access.
- b. Student folders will be reviewed within the confines of the Office of Student Affairs whenever possible. A formal checkout and return system will be used when necessary.
- c. Instructors and administrators will request permission from the Registrar to review student records.

3. Third-Party Access:

- a. Police officers, court officials, and attorneys must have a subpoena or court order before student record information can be released. The record keeper and the legal counsel might contact the local courts, law enforcement agencies, and attorney to assure they are aware that delay is necessary in responding to such subpoena.
- b. Personnel from accrediting organizations and government-authorized studies will be permitted access; although, all personally identifiable information will be destroyed after use.
- c. A person serving on the Board of Directors may examine student records.
- d. Relatives of students will not have access to the students’ records.
Only the students will have access to their records. A student’s records may be released with his/her written consent.
- e. In an emergency, information may be released if a person’s health or safety is at stake and if the person receiving the information is in a position to act on it. Such action ensures that information will be released to as few people as possible.
- f. Upon request, MTC discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The following information is contained in a student's files: application for admission, standardized test results, school transcripts, grades, and any other documentation deemed necessary by the Office of Student Affairs.

PROGRAM REGULATIONS

Programs have written program rules and regulations affecting program activities. Each student will receive a copy of these regulations during the program.

Students should be thoroughly familiar with both the program regulations and the MTC Handbook-Catalog. The full catalog is available online at www.moultrietech.edu. Regulations contained in both documents are set forth to guide students in their daily activities while at MTC.

TRANSCRIPT REQUEST

Transcripts of a student's records will be sent to properly authorized individuals, agencies, and institutions at the written request of the student. To ensure the confidentiality of a student's records, no transcripts will be forwarded from the Registrar's Office without a signed request from the student. Requests for copies of transcripts should be made in advance of the time they are needed as there is a processing period of three business days and a fee per transcript. Transcript requests are available in the Office of Student Affairs, through the student bannerweb account, or the website at:

www.moultrietech.edu/current/transcript_request.pdf.

STUDENTS WITH DISABILITIES

Moultrie Technical College is committed to assisting students with documented disabilities: 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 Disabilities Act, which substantially limit one or more major life activities, may be eligible for services. For more information visit: <http://www.ada.gov/pubs/adastatute08.htm#12102>.

The Rehabilitation Act of 1973, Section 504/The Americans with Disabilities Act of 1990

The Rehabilitation Act of 1973, Section 504, provides the foundation for equal access for students with disabilities. Under this law, qualified individuals with disabilities are defined as persons with a physical or mental impairment that substantially limits one or more major life activities. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. The Americans with Disabilities Act of 1990 furthers civil rights of persons with disabilities by mandating equal education opportunity. Moultrie Technical College complies with these laws to serve students with disabilities.

A person with a disability is any person who:

- has a physical or mental impairment that substantially limits one or more life activities
- has a record of such an impairment
- is regarded as having such impairments

Some common disabilities are:

- Visual Impairments
- Deaf or Hard of Hearing
- Orthopedic/Mobility Disorders
- Psychiatric/Psychological Disabilities
- Specific Learning Disabilities
- Traumatic Brain Injury

Some accommodations or services include:

- Extended time for class projects and tests
- Preferred seating in classrooms
- Permission to audio record classroom lectures
- Sign language interpreters
- Readers
- Magnification software
- Books in electronic format
- Other assistive technology
- Referral to agencies serving people with disabilities

Laws and regulations governing services provided to students in secondary education and students in post-secondary education are different. It is the student's responsibility to self-disclose and provide documentation of the disability to the Special Populations Office in order to receive support.

The Special Populations Office serves students who have documented disabilities, have met the Moultrie Technical College admissions criteria, and are otherwise qualified. The Special Populations Office is the centralized department for receiving disability-related documentation and approving requested accommodations. Students voluntarily register with the Special Populations Coordinator and provide documentation to support their requested accommodations. Disability services staff assess the individual's disability with respect to the documentation presented and the accommodations requested. Documentation provided must meet the Technical College System of Georgia criteria and should include the diagnosis, characteristics of the disability, as well as functional limitations for a college environment. Eligibility determination will be based on the degree (if any) to which the disability will affect a student's program of study and participation.

In addition to documentation, a student with disabilities must be otherwise qualified for admission to or participation in a program of study with or without a reasonable accommodation.

Student Responsibilities

Students desiring accommodations must:

- Self-identify at the Special Populations Office
- Participate in an intake interview to determine suitable accommodations
- Provide appropriate documentation of the disability that supports accommodation requests
- Meet all admissions requirements to be admitted to Moultrie Technical College
- Meet all requirements to be admitted to the chosen program of study
- Request classroom accommodations through the Special Populations Coordinator each and every semester
- Understand that other student services (Financial Aid, Admissions, Career Services, etc.) are the responsibility of the student
- Adhere to the Code of Conduct in the MTC Student Handbook

Accommodations are determined on an individual basis and based on documentation provided and the interview with the student. The intake interview, documentation review, and arrangements for accommodations can be a lengthy process. Students are encouraged to apply for services early to ensure that accommodations will be in place once classes begin.

Instructors do not allow accommodations to a student who has not followed the procedures of self-identifying, providing appropriate documentation, and been notified by the Special Populations Coordinator each semester.

Students with disabilities who wish to request accommodations must contact the Special Populations Coordinator and set an appointment to meet with a disability services staff member to begin the documentation approval and academic adjustment process. Services are available on all campuses and may be coordinated by the Special Populations Coordinator or her designee. The Special Populations Coordinator's Office is located in Building A, Veterans Parkway Campus, Room 141A. Please make an appointment by calling or emailing the Special Populations Coordinator Lisa Newton at (229) 217-4132 or lnewton@moultrietech.edu.

Confidentiality

All disability documentation and information is confidential between the student and disability services staff but may be disclosed under need-to-know emergency circumstances.

CAREER SERVICES

The Career Services Office works cooperatively with students, faculty, staff and administration to create trust, cultivate jobs, and maintain a working relationship with business and industry. Career Services are available to all students, alumni and leavers of MTC without regard to race, creed, color, religion, national origin, gender, age or disability. MTC provides life-long career placement services to all MTC students.

A primary goal for Career Services is to assist with the transition from the role of a student to the role of an employee. After the student is equipped with the knowledge and skills necessary to compete successfully in the job market, every measure is implemented to secure employment. The Career Services Office provides a variety of services which include, but are not limited to, job search information, interview techniques, job leads, assistance with resume writing, as well as computerized assistance to help the student in researching the job market.

Notices of employment are posted to the MTC Career Website and found in the Career Services Offices. This website can be accessed by all MTC students and alumni by contacting the Career Services Office for registration information.

GRADUATION/PLACEMENT DATA

To comply with federal regulations, MTC also collects, prepares, publishes and distributes graduation and placement data. This information is presented to new students at orientation and can be secured from the Career Services Office.

LIBRARY SERVICES

MTC has libraries located on the Moultrie (VPC and IDC) and Tifton campuses with staff available to assist with the information and research needs of MTC students, faculty, staff, and service area residents. Electronic and print library resources are available including books, e-books, periodicals, audiovisual materials, online tools, and information sources including GALILEO (Georgia's Virtual Library), the library's web page and online catalog. We also provide study areas, information literacy instruction, computer access, copying, and participate in resource sharing with the TCSG (Technical College System of Georgia) libraries, public libraries, and other post secondary institutions in the area to allow students, faculty and staff with the MTC ID to access and borrow materials from these facilities. The MTC ID is processed through library services.

CHANGE IN NAME, ADDRESS OR TELEPHONE NUMBER

Students should notify in writing the Admissions Office and the Student Financial Services Office of any change in name, address or telephone number.

ADULT BASIC EDUCATION/GED® DIPLOMA TESTING

Free adult education classes are taught at the following locations: Moultrie Campuses, Tifton Campus, Sylvester-Worth County Adult Education (Literacy) Center, and at other locations in Colquitt, Tift and Turner counties and can be scheduled as morning or evening classes. This training prepares the student for the GED® diploma exam (the test of General Educational Development®), which, if passed, gives the student a certificate verifying the attainment of developed abilities normally acquired through the completion of a high school program of study.

LOST AND FOUND

Items found on the campus should be turned in to the Office of Student Affairs. Lost items may be claimed in this office.

CAMPUS STORE

Bookstores for students are located on the Moultrie Veterans Parkway and Tifton campuses. Students are responsible for providing their own books, workbooks, and other essentials as needed. The program instructors provide book lists, and books must be paid for when purchased. The Campus Store hours are posted outside the stores' entrances.

AUTOMOBILES

Students are allowed the privilege of parking vehicles in designated areas at their own risk on the campus during class hours. Individuals operating and/or possessing vehicles on campus shall not have in or on their vehicle weapons, firearms, fireworks, alcoholic beverages, illegal drugs, and/or stolen property.

A 10-mile per hour speed limit will be enforced on the campuses of MTC. Drivers on campus must also follow marked traffic lanes and honor stop signs and one-way drives. Individuals who fail to observe parking and traffic regulations may lose the privilege of bringing a vehicle on campus and/or be subject to disciplinary sanctions.

PARKING

The parking spaces marked for visitors and handicapped should be used only by those individuals.

FIELD TRIPS

All field trips are planned to be educational. The Executive Vice President approves field trips submitted by the instructor and all designated students are expected to participate. The students must be accompanied by at least one instructor or other staff member. Any student under the age of 18 must have written permission from his/her parent/guardian to go on these field trips. Students on field trips represent MTC, and their behavior should at all times be above reproach.

CLASS RINGS

Students enrolled at MTC are eligible to purchase a class ring provided they meet the following requirements:

1. A student must have completed one-half of the courses prescribed in the course outline. Rings must be ordered on the designated dates announced by the Vice President of Student Affairs.
2. A graduate desiring to purchase a ring may do so.

Students order rings directly from the outside contracted vendor.

STUDENT CENTER

A student lounge and snack bar are provided for students' use while on campus.

BULLETIN BOARDS

Bulletin boards are located at various points in the buildings. All students are expected to keep up to date on the materials posted on the bulletin boards in their classrooms and in the Student Center. Only school-related items are to be posted on these bulletin boards.

STUDENT ORGANIZATIONS AND ACTIVITIES

MTC encourages student participation and involvement in student organizations and activities related to their areas of interest and to the goals and objectives of MTC.

ELECTRONICS AND AMATEUR RADIO CLUB (ARC)

The Electronics and Amateur Radio Club (ARC) is established to promote a better understanding of Amateur Radio Operators and students enrolled at Moultrie Technical College. The club's purposes are to increase the knowledge both from an operating and theoretical standpoint, and to further the technical knowledge of the club through the presentations; to promote interest in amateur radios and Electronics; and to organize an active, reliable group of Amateur Radio Operators to handle communications during such emergencies as may disrupt other lines of communications.

NATIONAL TECHNICAL HONOR SOCIETY (NTHS)

This is a non-profit honor organization for students enrolled in occupational and technical programs. Its purposes are to promote service, leadership, honesty, career development, and skilled workmanship; to reward student achievement; to encourage and assist student educational and career goal settings; to promote a stronger linkage between local technical colleges and business and industry; and to promote the image of technical education in America. Candidacy for membership is by instructor nomination. Only those students who are degree/diploma seeking students, have a minimum of 3.75 GPA for all hours attempted, have completed at least 45 quarter or 30 semester credit hours, and have a satisfactory Work Ethics evaluation from an instructor are eligible for this prestigious nomination. A fee is associated with this membership.

PHI BETA LAMBDA (PBL)

PBL is the national organization for all students in postsecondary institutions enrolled in business and business-related programs. Its purpose is to bring business and education together in a positive working relationship through innovative leadership and career development opportunities. Members learn how to engage in individual and group enterprise; how to hold office and direct the affairs of a group; how to work with other organizational representatives; and how to compete honorably on the local, state and national levels.

ROENTGEN RAY SOCIETY

Roentgen Ray Society is an organization for Radiologic Technology students. The purpose of the organization is to promote involvement in activities intended to foster, support and encourage the development of professional attributes and affiliations among students in Radiologic Technology.

SKILLSUSA

SkillsUSA is an organization for students enrolled in Industrial, Health, and Personal Services Technologies. The purpose of this organization is to assist members in the development of their leadership and skill abilities. Members compete on the local, state and national levels. Members are active in college-sponsored activities and community service projects.

STUDENT LEADERSHIP COUNCIL (SLC)

SLC is an organization composed of representatives from each of the career programs.

The purposes are to:

- coordinate and direct authorized student organizations and activities
- promote good school/community citizenship
- promote positive school morale
- provide a forum for student expressions
- promote the general welfare of MTC
- provide a clear channel of communication between the faculty, administration and student body

GOAL AWARD PROGRAM

The Georgia Occupational Award for Leadership (GOAL) program was established in 1971 to recognize and reward excellence among the students studying at Georgia's postsecondary technical colleges. Jointly sponsored and administered at the state level by the Technical College System of Georgia and the Business Council of Georgia, the GOAL program is an outstanding example of education joining hands with business and industry. It is the first program of its kind in the nation to honor excellence among technical students at the postsecondary level. Every year, instructors nominate students to represent their programs in the annual GOAL competition. The MTC winner then competes at the regional and state level to represent the Technical College System of Georgia during the next year.

SAFETY, SECURITY AND LIABILITY

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (formerly the Campus Security Act of 1990) requires that institutions whose students receive federal student aid maintain and report annually certain campus security policies and crime information. In order to comply with this law, MTC provides information to all students and employees. Students receive the information at orientation. Any applicant for enrollment or employment will be provided this information upon request.

The safety of students, visitors, faculty and staff is a top priority of MTC and is the goal of a combined effort of the school administration and local law enforcement officials. Local law enforcement officials provide 24-hour-a-day patrol protection to all campuses.

Students and others can minimize chances of becoming a victim by remembering a few simple rules:

LOCK UP! Lock your car. Please do not encourage someone to take items from your car by leaving the doors unlocked.

DON'T LEAVE YOUR PROPERTY UNATTENDED! You are inviting theft if you leave your books, purse, etc. unattended in the classroom, library, restroom or any other campus facility.

IDENTIFY YOUR BELONGINGS! Put your name and address on textbooks, inside the cover, and on an inside page or two.

BE A LITTLE SUSPICIOUS! Don't take chances. Be careful about lending keys, student ID's, etc., to someone you do not know very well.

THE SAME GOOD SENSE THAT CAN HELP KEEP YOUR PROPERTY SECURE CAN ALSO HELP KEEP YOU SAFE. REMEMBER THAT JUST BEING ON CAMPUS IS NOT SUFFICIENT PROTECTION ... DON'T PUT YOURSELF IN A VICTIM'S POSITION.

REPORT SUSPICIOUS BEHAVIOR! Any suspicious behavior should be reported immediately to your instructor, or if time is not a factor, to the Office of Administrative Services. If the situation warrants, the local authorities will be called. Any incident on campus involving safety and security violations is reported in a written format to the Office of Student Affairs. Reports are submitted on an "Incident Report" form. Copies of all law enforcement reports of incidents occurring on campus are filed in the Office of Administrative Services.

SCHOOL LIABILITY

Students are responsible for equipment, books, personal articles, or automobiles and materials brought to the school for repair. MTC will not be liable for any personal articles left or brought to school that might be stolen or broken. MTC will not be liable for damage or theft of items, equipment, etc., or vehicles brought to the campus for repair.

HEALTH SERVICES

As a non-residential college, MTC expects students to secure normal medical services through a family physician; however, in the event of serious injury or other medical emergencies on campus, the nearest designated instructor or staff member will notify (if appropriate) an administrator. If the emergency is deemed serious, the appropriate professional emergency care service will be secured by the administration. MTC refers serious accidents or illnesses to the nearest hospital (or hospital of the student's choice) for emergency care and will notify the student's next of kin. Students must understand that they or their families, not MTC, are responsible for the cost of such emergency care including any necessary ambulance service. Students are given information on drug abuse, alcohol abuse, and Acquired Immune Deficiency Syndrome (AIDS) through health consultants, programs and seminars. Proper health and safety practices are used in each program of study. Employees refer students to respected community service agencies or organizations when needed.

INSURANCE

Accident - Each degree, diploma and technical certificate student is required to purchase student accident insurance on a semester basis while enrolled at MTC. Accident insurance is also available to Adult Basic Education or Business and Industry students through payment of the fee (optional for non-credit students). To file a claim, report to the Office of Administrative Services.

Liability - Students in Allied Health programs (Practical Nursing, Radiologic Technology, Emergency Medical Technician, Medical Assisting, Neuromuscular Therapist, Surgical Technology, etc.), Cosmetology, and Early Childhood Care and Education must have liability insurance in order to participate in the clinical, live work, externship/internship training portion of their respective programs. This insurance is purchased by MTC in a group policy and paid annually by an individual student fee.

ACQUIRED IMMUNE DEFICIENCY SYNDROME

Since there is no evidence of non-sexual, non-blood-related transmission of human immunodeficiency virus (HIV-AIDS), students will not be excluded from labs or classrooms based on their contraction of this virus. Students or applicants for admission as students shall be regarded as such without screening or questioning pertaining to the virus. Students in programs related to personal services

should follow the universal precaution standards and practices of hygiene, sanitation and safety. The confidentiality of information and records regarding HIV and AIDS, or an associated illness, must be preserved.

EMERGENCY PROCEDURES

1. In case of a threatening natural disaster, students will be alerted to report to a designated shelter area.
2. A continuous ringing of MTC's fire alarm system indicates fire drills. Please follow required routes of evacuation as indicated by signs posted in each classroom and office. The "all clear" signal is a series of short rings of the alarm system. Upon this signal, students may return to classrooms.
3. In case of an accident or sickness while on campus, instructors should be notified immediately. The Office of Student Affairs or the instructor will call for emergency transportation to the nearest medical treatment center or medical treatment of the student's choice.
4. Ambulances will be called when required, but students will be billed for the cost of the ambulance.
5. Minor first aid kits are available in the program areas.

MTC ALERT – EMERGENCY AND ANNOUNCEMENT NOTIFICATION SYSTEM

Moultrie Technical College offers a free emergency and important school announcement service to all students. MTC Alert is a mass notification system comprised of e-mail, voice and text messaging that is designed to send emergency messages rapidly for the safety and benefit of our students. Messages will be sent by authorized MTC employee(s) via a system provided by High Ground Solutions/SchoolCast. Upon a student's admittance into Moultrie Technical College, his/her contact information will be automatically entered into the system. Participation is not optional. However, students will have the opportunity to update their information each semester through the MTC Student Affairs Office. Students should be aware that possible charges may be incurred from their wireless device carriers for text messages received from the MTC Alert System.

FIRE AND TORNADO DRILLS

Fire and tornado drills are held periodically. Remember these basic rules.

1. Follow instructions given by your instructor or staff member.
2. Move quickly to designated areas (see evacuation plan posted in each classroom).
3. Return directly to class when the "all clear" is sounded or as instructed.

STUDENT CONDUCT AND DISCIPLINE

STUDENT BEHAVIOR

In order to provide an environment conducive to learning, MTC 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 and/or suspension or expulsion by the authorized administrator. A student in violation of student behavior is considered not in good standing with the college and is unable to represent the college in a student leadership manner. Such misconduct shall include the commission of, or the attempt to commit, any of the following offenses:

1. Academic dishonesty, including but not limited to, cheating, plagiarism and collusion.
2. Forgery, alteration or misuse of MTC documents or records.
3. Falsifying information with the intent to deceive.
4. Physically abusing or intentionally inflicting severe emotional distress upon another person on campus (including sexual harassment as defined by State Policy).
5. Theft or malicious destruction, damage, unauthorized possession, or misuse of MTC property or the private property of another member of the academic community whether occurring on or off campus.
6. Engaging in an activity that disrupts the educational process of MTC or infringes upon privacy, rights, or privileges of another person on campus.
7. Verbal or physical abuse, or insubordination toward any faculty member, administrator or employee of MTC.
8. Participation in any form of gambling while on MTC property.
9. Unauthorized entry to any portion of MTC's facilities or campus which has been reserved, restricted in use, or placed off limits, as well as unauthorized presence in MTC facilities after closing hours, or unauthorized possession or use of a key to MTC facilities.
10. Possession or use of firearms, other dangerous weapons, fire works, or explosives.
11. 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.
12. Lewd, indecent, obscene behavior or expression.
13. Violation of any federal, state, or local law.

14. Intentional misuse of any fire alarm or fire-fighting equipment at MTC.
15. Use of tobacco in any form will be prohibited within any of MTC's buildings and MTC's vehicles. The use of smokeless tobacco is prohibited in buildings or labs on MTC's campuses.
16. Disorderly conduct, including rioting, inciting to riot, assembling to riot, raiding, inciting to raid, or assembling to raid properties of MTC.
17. 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.
18. Loitering in the hallways and/or classrooms/labs when classes are in session.
19. Operation of a student organization not approved by MTC administration and Board of Directors.
20. Failure to follow established program/departmental regulations.
21. Failure or refusal to comply with meeting request from advisor or college administration.
22. Inappropriate behavior on social media and/or networking applications.

DISCIPLINARY REGULATIONS/SANCTIONS

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

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

Filing a Complaint

Any person may file a complaint with the Vice President for Student Affairs or the technical college president's designee against any student for an alleged violation of the Student Code of Conduct. The individual(s) initiating the action should complete a Student Code of Conduct Complaint Form which is available from the Office of Student Affairs and provide it to the Vice President for Student Affairs or the technical college president's designee.

- a. Within five business days after the Student Code of Conduct Complaint Form (the "Complaint") is filed, the Vice President for Student Affairs or the technical college president's designee shall complete a preliminary investigation of the incident, and schedule a meeting with the student against

whom the complaint was filed in order to discuss the incident and the allegations. In the event that additional time is necessary, the Student will be notified. After discussing the complaint with the student, the Vice President for Student Affairs or the technical college president's designee shall determine whether the student committed the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct.

- b. The student shall have 5 business days from the date contacted by the Vice President for Student Affairs or the technical college president's designee to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond to the Vice President for Student Affairs or the technical college president's designee within 5 business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the Vice President for Student Affairs or the technical college president's designee will consider the available evidence without student input and make a determination
- c. In the event that a Complaint alleges violations of the Student Code of Conduct by more than one student, each student's disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.
- d. If the Vice President for Student Affairs or the technical college president's designee determines that the student has violated the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described below. If the Vice President for Student Affairs or the technical college president's designee determines that the alleged conduct did not occur, or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

Restitution – A student who has committed an offense against property may be required to reimburse the technical college or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.

Reprimand – A written reprimand may be given to any student. Such a reprimand does not restrict the student in any way, but it signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the technical college community, and that any further violation may result in more serious sanctions.

Restriction – A restriction upon a student's privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent the technical college in any way, denial of use of facilities, alteration

or revocation of parking privileges, or restrictions from participating in extracurricular activities.

Disciplinary Probation – Continued enrollment of a student on probation may be conditioned upon adherence to specified terms. Any student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to be in violation of these terms while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.

Failing or Lowered Grade – In cases of Academic Misconduct, the Vice President for Student Affairs or the technical college president's designee will make a recommendation to the Vice President for Academic Affairs or his/her designee who may authorize the instructor to award a failing or lowered grade in the course, or a loss of credit on the assignment or examination.

Disciplinary Sanctions Appeals Process

1. A student who wishes to appeal a disciplinary decision by the Vice President for Student Affairs or the technical college president's designee regarding an assigned sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade must file a written notice of appeal through the technical college president's office for review by the Hearing Body within five business days of notification of the decision. A Disciplinary Sanction Appeal Form is available in the Office of Student Affairs. The person filing the initial complaint against the student must be notified of the hearing date.
2. If the Vice President for Student Affairs or the technical college president's designee recommended a sanction of disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the matter will be referred to the Hearing Body by the Vice President for Student Affairs. The student need not file a written notice of his or her desire to appear before the Hearing Body. The person filing the initial complaint shall also be given notification of the hearing.
3. The student will then have the right to appear in a hearing before a Hearing Body assigned by the technical college president or his/her designee within 10 business days to present evidence and/or testimony. If the student has been placed on an interim disciplinary suspension, the hearing must be held as soon as possible, preferably within five days. The student has the right to be assisted by any single advisor he/she chooses, at his/her own expense. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Hearing Body. The Hearing Body may consist of a single person or a group of people drawn from the technical college community. There shall be a single official record, such as a tape recording, of all hearings before the

Hearing Body. The official record shall be the property of the technical college. The standard of proof in all hearings shall be a preponderance of the evidence. The chairperson of the Hearing Body shall notify the technical college president and the Vice President for Student Affairs in writing of the Hearing Body's decision. The technical college president or his/her designee will notify the student in writing of the Hearing Body's decision.

4. If the student appeared before the Hearing Body to appeal the Vice President for Student Affairs or the technical college president's designee's sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade, the Hearing Body's decision regarding the appeal is final. A copy of the Hearing Body's written decision will be provided to both the student and the person who filed the original complaint.
5. If the student appeared before the Hearing Body after the Vice President for Student Affairs or the technical college president's designee recommended disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the student shall have the opportunity to appeal directly to the technical college president.
6. If entitled to an appeal to the technical college president, the student shall have 5 business days after receiving written notification of the Hearing Body's decision to request an appeal in writing. The student shall ensure that all relevant information is included with this request. The person who filed the original complaint shall be notified of the student's appeal.
7. The president of the technical college or his/her designee's review shall be in writing and shall only consider evidence currently in the record, new facts not brought up in earlier stages of the appeal shall not be considered. The technical college president or his/her designee shall deliver the decision to the student and the person who filed the original complaint within 10 business days. The decision of the technical college president or his/her designee shall be final and binding.

DRESS CODE

MTC recognizes that the dress and grooming of students are significant factors in the successful operation of the educational program. Furthermore, it is recognized as an educational responsibility of MTC that students are made aware that appropriate dress, appearance and hygiene are conducive to their personal well-being and the well-being of others.

Generally, common sense and good taste should prevail in matters of dress. Because of safety and other concerns, in some programs, a professional dress code must be adhered to and enforced. This dress code will be established with the approval of MTC's administration. (For example, some programs will require lab coats, uniforms, or long garments to protect the skin.)

Uniforms are required in all Allied Health programs, the Cosmetology program and in the Esthetician program.

The following regulations shall be observed to cultivate a proper attitude toward dress and grooming by the student:

1. Shoes are to be worn at all times.
2. Longer knee-length types of shorts such as dress shorts are acceptable. Athletic shorts or shorts more than 3 inches above the knee are not permitted.
3. Cleanliness of a person and his/her clothing is required.
4. May not wear any clothing, jewelry, emblem, badge, symbol, or other insignia that advocates or encourages the use or abuse of drugs, tobacco, or alcohol; expresses vulgarity or advocates prejudice or discrimination against people based on race, ethnicity, gender, religion, national origin, or sexual orientation; or advocates or encourages violence, profanity, sexual or illegal activity.
5. May not wear, possess, use, distribute, or display any clothing, color, jewelry, emblem, badge, symbol, colored bandana, or sash which represents or evidences membership or affiliation with any gang or promotes gang-related activity. Authorized college officials shall determine if incident in question is a distraction that may violate this rule.
6. Tank tops, halter tops, tube tops or other top garments defined as skimpy, scooped at the neck and shoulder, and/or showing excessive amounts of skin area are inappropriate for the professional atmosphere of our college.
7. Pants MUST BE worn at waist level at all times (no sags).
8. Undergarments must be completely covered at all times.
9. Allied Health students enrolled in program-specific courses will adhere to individual program dress codes.

*** For documented medical reasons, the administration is authorized to approve exceptions to the above requirements.*

ACCEPTABLE COMPUTER AND INTERNET USE

Students and employees utilizing MTC-provided Internet access are responsible for good behavior online just as they are in a classroom or other areas of MTC.

Using a computer without permission is theft of services and is illegal under state and federal laws. Federal law prohibits the misuse of computer resources. In addition, the following specific computer crimes are prohibited by state law in Georgia (Ga. Code 16-9-90 et seq.):

- **COMPUTER THEFT** (including theft of computer services, intellectual property such as copyrighted material, and any other property);

- **COMPUTER TRESPASS** (unauthorized use of computers to delete or alter data or interfere with others' usage);
- **COMPUTER INVASION OF PRIVACY** (unauthorized access to financial or personal data or the like);
- **COMPUTER FORGERY** (forgery as defined by other laws, but committed on a computer rather than on paper);
- **COMPUTER PASSWORD DISCLOSURE** (unauthorized disclosure of a password resulting in damages exceeding \$500 – in practice, this includes any disclosure that requires a system security audit afterward);
- **MISLEADING TRANSMITTAL OF NAMES OR TRADEMARKS** (false identification or falsely claiming to speak for a person or organization by using names, trademarks, logos or seals).

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.

All information created, stored, or transmitted by MTC computers or networks are subject to monitoring for compliance with applicable laws and policies.

The following uses of MTC's computers, networks and Internet access are not permitted:

- a. To access, upload, download or distribute obscene material;
- b. To transmit obscene, abusive, or threatening language;
- c. To violate any local, state or federal statute;
- d. To vandalize, damage, or disable the property of another individual or organization;
- e. To access another individual's password, materials, information or files without permission;
- f. To violate copyright or otherwise use the intellectual property of another individual or organization in violation of the law, including software piracy;
- g. To engage in any personal commercial enterprise without advance approval in writing by the President of MTC;
- h. To knowingly endanger the security of any MTC computer or network;
 - i. To willfully interfere with another's authorized computer usage;
 - j. To connect any computer to any of MTC networks - unless it meets technical and security standards set by the IT Department;
- k. To create, install, or knowingly distribute a computer virus, "Trojan horse," or other surreptitiously destructive program on any MTC computer or network facility, regardless of whether any demonstrable harm results; and
- l. To modify or reconfigure the software or hardware of any MTC computer or network without proper authorization.

Penalties: *Violations of these policies incur the same disciplinary measures as violations of other college policies or state or federal laws, including criminal prosecution.*

SOCIAL MEDIA GUIDELINES

These procedures outline the publication guidelines for Moultrie Technical College's (MTC) page(s) on social media, including Facebook, Twitter, YouTube, Instagram and any additional social media sites that the College chooses to use in the future. These are online social utilities that allow individuals, or group of individuals, to create a place for a group of people to come together online to post information, news and events. Moultrie Tech's social media presence is intended to provide the College community with a venue to share information, thoughts and experiences through discussions, postings, photos and videos.

The MTC pages will provide students and other constituents with up-to-date College information and the opportunity to communicate with page administrators and other page users. These procedures are intended to outline proper-use guidelines to ensure the most effective use of the pages.

Because the technology that drives Web communication changes rapidly, these procedures may be adjusted to reflect issues that arise in the management and implementation of the page or for any other reason that supports MTC's priorities for the page.

Oversight of all MTC-affiliated pages is the responsibility of the Marketing & Public Relations Office, who will periodically review pages to ensure MTC policies and procedures are followed and that the pages are being produced in accordance with the best interests of Moultrie Technical College.

Responsible Parties

Director of Marketing & Public Relations: (229) 217-4139

Graphic Designer: (229) 217-4138

Vice President for Student Affairs: (229) 217-4143

Department, Program and Student Organization Social Media Sites

Individual departments, programs and student organizations wishing to develop a social media presence **MUST** contact MTC's Marketing & Public Relations Office **BEFORE** developing any pages and/or accounts to gain written permission. Academic program pages/accounts must be overseen by a faculty member. Student organization pages/accounts must be overseen by a faculty advisor.

Multiple page administrators are recommended, or at least two to ensure a backup. For student organizations, faculty advisors should overlap outgoing and incoming student administrators to make sure the transition is smooth.

In regards to Facebook, departments and organizations will need to create a Fan Page under the Company, Organization and Institution category -- NOT a Profile Page, which is intended for personal use. Contacting the Marketing and Public Relations Office beforehand can ensure that proper steps are taken when developing the page. Once the departmental, program or organizational pages are set up, that department or organization is responsible for content development (see below).

Because the MTC pages on social media sites are interactive tools, page administrators should monitor pages closely and frequently to supervise user conduct. Any questionable conduct should be reported to the MTC Marketing & Public Relations Office. Facebook terms and conditions, found at <http://www.facebook.com/terms.php>, must strictly be followed as well.

Content Development

When associated with MTC, these pages should adhere to MTC policies and procedures. All content must relate directly to MTC business, programs and/or services. Content placed by administrators cannot promote individual opinions or causes which are not directly related to college purposes.

Groups choosing to use online services need to be aware that they are using the College's name and that this can impact the image and reputation of specific individuals, the group and the College.

Developing "friendships" and links with the official MTC pages (specifically the general College and MTC Foundation pages) is REQUIRED; "friendships" with other student group and academic program pages are encouraged.

Logo and Titles

For titles of Facebook pages, we recommend using "Moultrie Technical College" for the first three words for consistency and best results in searches, for example:

- Moultrie Technical College XXXX Department
- Moultrie Technical College Student Leadership Council
- Moultrie Technical College XXXX Program

The MTC logo is for the sole use of the main College Facebook page as is the page title "Moultrie Technical College." MTC-affiliated pages may not use the College logo as a homepage image to avoid confusion with the main College page.

Misuse of College Name

Use of the College name for soliciting funds or other activity without approval of proper College authorities or any misuse of the College's name is prohibited.

Photos and Videos

Uploaded photos and videos must relate directly to MTC and/or student life and should not be used as a promotional tool for programs, products or services outside of MTC. All photos and videos must adhere to existing MTC policies and

procedures. Photos posted on social networking sites should be done so with the utmost care. Nothing posted online is private, and photos should be regarded as such. The following guidelines should be used when posting photos:

- Photos of children should not be posted without expressed consent from the parents. Even then, such photos should be avoided.
- Care should be taken not to post photos of individuals who would object. This may involve obtaining the appropriate permissions. MTC student permissions are covered under the Photographic Likeness and Quotation Release Procedures in the MTC Student Handbook. Faculty and staff members should be consulted before posting their photos.
- Photos posted on social networking sites must be appropriate. As a guideline, they should be photos that could be posted on the College's official Website. Examples of photos that should be avoided include, but are not limited to, photos involving alcohol, nudity, medical and hospital patients, and graphic scenes.

Updating and Adding Content

All MTC-affiliated pages should be maintained and as up-to-date as possible. In general, the more frequent the content is updated, the more users will access the pages.

Content should be short and written in active voice. Remember to consider the audience; the style and tone of content should be direct and student-oriented.

Existing policies and procedures governing student and employee behavior apply to all MTC-affiliated Facebook pages. MTC takes no responsibility for content developed by nonemployees or nonstudents.

Social Media Posting Procedures

Moultrie Technical College respects First Amendment rights and embraces free speech values. Our goal is to encourage free speech on Moultrie Technical College related social networking site(s), as well as to promote community values and ideals.

For these reasons, the contents of the Moultrie Technical College Wall, Discussion Board, Blogs, Fan Photos, and other areas available for posts are a combination of content submitted by individual administrators of the Moultrie Technical College page(s) and individual Facebook members (Moultrie Technical College students, faculty, staff, alumni and community members). Content submitted by individuals does not in any way reflect the opinions or policies/procedures of the College.

Please be aware that all content and posts are bound by the Facebook Terms of Use, Code of Conduct, and the MTC Student Handbook section on Student Conduct and Discipline and Acceptable Computer and Internet Use procedures. In addition, MTC reserves the right to block or remove the content of any post that

violates campus policies or procedures including, but not limited to, harassing, threatening or profane language aimed at creating a hostile or intimidating environment and disparaging comments regarding individual students or groups affiliated with the College. Content may be removed at any time without prior notice for any reason deemed to be in MTC's best interest.

Twitter, Instagram and YouTube Guidelines

Page development and postings for Twitter, Instagram and YouTube will follow the same guidelines as the aforementioned Facebook policies where appropriate and applicable.

HEOA P2P UNAUTHORIZED FILE SHARING PREVENTION COMPLIANCE

Unauthorized Distribution of Copyrighted Materials is Against Federal Law

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

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

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

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

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Unauthorized Distribution of Copyrighted Materials is Prohibited by TCSG Policy. TCSG State Board Policy II.C.4 prohibits the unauthorized distribution of copyrighted materials via TCSG systems or networks. Maximum penalties under Georgia Law are a \$50,000 fine and 15 years of imprisonment, plus civil liability in addition to the potential federal penalties listed above.

Legal Alternatives for Downloading or Otherwise Acquiring Copyrighted Materials

For a list of legal alternative sites for downloading copyrighted materials, please visit <http://www.educause.edu/legalcontent>.

WEAPONS POLICY

Moultrie Technical College is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting by expressly prohibiting the possession of a firearm, weapon, or explosive compound/material on campus or any satellite campus and off-site work units in a manner contrary to state or federal law. A complete description of the weapons policy may be found under TCSG Policy II.C.10.

ALCOHOLIC BEVERAGE POLICY

MTC seeks to encourage and sustain an academic environment that both respects individual freedom and promotes the health, safety and welfare of all members of its community. The consumption of alcoholic beverages by students, staff and visitors is strictly prohibited on campus without the approval of the President and local board of directors. No alcohol will be served or sold at student sponsored functions including internships, externships, practicums, clinical sites, co-operative or academic sponsored programs or activities. Refer to the TCSG Policy II.C.6 Use of Alcohol and the Procedure for Use of Alcoholic Beverages on Campus for further information.

DRUG FREE CAMPUS POLICY

MTC is in compliance with the “Drug Free Schools and Communities Act of 1989” (Public Law 101-226, Section 22), which requires colleges to adopt and implement a program to prevent the illicit use of drugs and abuse of alcohol by students and employees.

1. No student at MTC may engage in the unlawful possession, use or distribution of illicit drugs and alcohol on MTC’s property, or as part of its sponsored activities. Such unlawful activity may be considered sufficient grounds for serious punitive action, including expulsion.
2. If a student, while attending MTC, is convicted (including a plea of nolo contendere) of committing certain felony offenses involving any criminal drug and/or alcohol statute of any jurisdiction, regardless of whether the alleged violations occurred at MTC or elsewhere, the student will be suspended immediately and denied state and/or federal funds from the date of conviction.
3. MTC shall notify the appropriate state/federal agency within 10 days of receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction.

4. Within 30 days of notification of conviction, MTC shall with respect to any student so convicted:
 - a. Take additional appropriate action against such student up to and including expulsion, as it deems necessary.
 - b. Provide such student with a description of any drug or alcohol counseling treatment, rehabilitation, or re-entry programs that are available for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.
5. MTC shall maintain and make available to each student a copy of applicable legal sanctions under local, state and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol.
6. The student will receive a copy of the Drug Free Campus policy during orientation. The student will also sign a document indicating that he/she has received a copy of the policy as well as a copy of the legal sanctions regarding the illegal use of illicit drugs and alcohol. A copy of the illegal sanctions will also be available to any student or employee in the Office of Student Affairs.
7. MTC will provide seminars and programs for students on the legal consequences and the health risks associated with the use of illicit drugs and alcohol abuse.
8. MTC will provide a list of the drug and alcohol treatment and rehabilitation centers in the service area. A list of hotlines will also be available for students and employees. This information will be provided in orientation and made available in the Office of Student Affairs.
9. MTC will conduct a regular review of the program to determine its effectiveness and implement changes to the program if needed. The review will also determine that the sanctions required by the program are consistently enforced.
10. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of these rules.

TOBACCO USE

MTC's tobacco use guidelines specify that smoking is not allowed in the common areas such as reception areas, laboratories, libraries, classrooms, offices or student centers. Students, faculty and staff are allowed to smoke outside the buildings in designated areas. Dipping or chewing of tobacco products is also prohibited in any of the buildings, classrooms, laboratories, libraries, offices or student centers.

GRIEVANCE PROCEDURES

It is the policy of the Technical College System of Georgia to maintain a grievance process available to all students that provides an open and meaningful forum for their grievances, the resolution of these grievances, and is subject to clear guidelines. This procedure does not address grievances related to the unlawful harassment, discrimination and/or retaliation for reporting harassment/discrimination against students or disciplinary sanctions. Please refer

to those sections of the MTC handbook for guidance with those grievances. For all timelines established herein, if a student will need additional time, an extension may be granted at the Vice President for Student Affairs' discretion.

Informal Grievance Procedure: Students with grievable issues should resolve those issues, if possible, on an informal basis without the filing of a formal grievance.

1. A student has 10 business days from the date of the incident being grieved to resolve the matter informally by approaching their instructor, department chair or any other staff or faculty member directly involved in the grieved incident.
2. Where this process does not result in a resolution of the grievable issue, the student may proceed to the formal grievance procedure below.

Formal Grievance Procedure: where a student cannot resolve their grievance informally, he or she may use this formal grievance procedure.

1. Within 15 business days of the incident being grieved, the student must file a formal grievance in the Office of the Vice President for Student Affairs (VPSA) or the technical college president's designee with the following information:
 - a) Name
 - b) Date
 - c) Brief description of incident being grieved
 - d) Remedy requested
 - e) Signed
 - f) Informal remedy attempted by student and outcome
2. If the grievance is against the VPSA, the student shall file the grievance with the technical college president.
3. The VPSA, or the technical college president's designee, will investigate the matter and supply a written response to the student within 15 business days.
4. If the grieved incident involves possible unlawful harassment, discrimination or retaliation for reporting unlawful harassment/discrimination, the investigation will be handled pursuant to the Procedure: Unlawful Harassment and Discrimination of Students.
5. If the grieved incident is closely related to an incident being processed through the harassment/discrimination or disciplinary procedures, the proceedings under the Unlawful Harassment and Discrimination of Student's procedure will take precedence, then the disciplinary procedure and then the student's grievance will be addressed. The grievance will not be processed until after the other procedures have run their course.
6. The VPSA, or the technical college president's designee, shall be granted an additional 15 business days to investigate the grievance upon notice to the grieving student.

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

has the right to appeal. A student shall file a written appeal to the technical college president within five business days of receiving the response referenced in VI.B.3. above.

The appeal will be decided based entirely on documents provided by the student and the administration, therefore the student must ensure that he or she has provided all relevant documents with his or her appeal.

At the sole discretion of the technical college president, grievance appeals at his/her institution may be held in one of the following two ways:

- a) The technical college president may review the information provided by the student and administration and make the final decision; or
- b) The technical college president may appoint a cross-functional committee to make the final decision.

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

The aggrieved party who is not satisfied with the president's resolution may appeal to the local board in writing by submitting the appeal to the chairperson of the board of directors. The chairperson shall review the appeal with the appeals committee and shall schedule a committee-board meeting if the appeals committee so recommends.

Any person who is not satisfied with the decision made by the local board shall have the right to file an appeal with the State Board at 1800 Century Place, Atlanta, Georgia 30345-4304.

Any person who is not satisfied with the decision made by the State Board shall have the right to file an appeal with the Council on Occupational Education, 41 Perimeter Center East, NE, Suite 640, Atlanta, Georgia 30346, (770) 396-3898, (800) 917-2081, Fax (770) 396-3790.

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

SEXUAL HARASSMENT

Sexual harassment of any student or employee is prohibited. Students or employees who engage in sexual harassment on school premises, on or off school premises, and/or at a school-sponsored activity will be subject to the appropriate disciplinary action, which may include suspension from MTC.

Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. It is defined as a form of sex discrimination that is illegal under Title IX of Education Amendments of 1972 for students.

MTC will provide programs and literature for students to promote awareness of sexual harassment policies.

NOTE: For more information regarding Technical College System of Georgia policies, log on to www.tcsg.org.

Sexual Offender Registry

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

Retaliation against a complainant by anyone is strictly prohibited.

Informal Grievance Procedures for Students (including civil rights and sexual harassment complaints): Student complaints may be resolved on an informal basis without the filing of a formal grievance.

- a. 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 Coordinator, the ADA & Section 504 (Disability) Coordinator/Lisa Newton, or their designee, depending on the nature of the grievance. The Coordinator is located on the Veterans Parkway Campus, Office A-141, in Moultrie and can be reached at (229) 217-4132. 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, program or division 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.
- b. 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 Grievance Procedures for Students:

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

- a. Within 90 calendar days of the incident being grieved, the student must file a formal grievance in the office of the Title IX Coordinator, ADA & Section 504 (Disability) Coordinator/Lisa Newton, or their designee, depending on the nature of the grievance. Barring extenuating

circumstances, formal grievances filed after 90 calendar days will not be considered.

- b. If the grievance is against the Title IX/ADA Coordinator, the student shall file the grievance in the Office of Student Affairs.
- c. Both the complainant and the respondent shall be given opportunity to present witnesses and evidence to support their statements. The Title IX/ADA & 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.
- d. If the grieved incident is closely related to an incident being processed through the disciplinary procedure, the civil rights grievance will take precedence, and the grievance will not be processed until after the civil rights procedure has run its course.

Confidentiality

The confidentiality of all parties involved shall be upheld and respected throughout the grievance process.

Reprisal Against Plaintiff

There will be no reprisal, coercion, harassment, or other negative action or treatment against a student.

PHOTOGRAPHIC LIKENESS AND QUOTATION RELEASE PROCEDURES

Upon a student's admission to the College, it is understood that his/her name, quotations and photographic likeness may be used in all forms and media for advertising, trade and any other lawful purposes on behalf of Moultrie Technical College or the Technical College System of Georgia and that he/she will not receive now or in the future compensation for this usage.

It is also understood that his/her name, quotations and photographic likeness may be posted on MTC's website and/or social media sites and can be downloaded by a computer user on or off campus. Therefore, students agree to indemnify and hold harmless from any claims The Technical College System of Georgia, the State of Georgia, and all employees of Moultrie Technical College.

As a student age 18 or older, it is his/her responsibility to notify the Moultrie Technical College Office of Student Affairs at 800 Veterans Parkway North, Moultrie, GA 31788, if he/she refuses to have his/her name, quotations or photographic likeness used for the College's unlimited purposes.

In addition, all students under the age of 18 must have parental or guardian permission for his/her name, quotations or photographic likeness to be used by the College. The Moultrie Technical College Office of Marketing and Public Relations is responsible for obtaining a signed release form in these instances. Copies of these forms may be obtained through the College's Marketing and Public Relations office by calling (229) 217-4138 or (229) 217-4139.

PUBLICATION OF HIGH ACADEMIC ACHIEVEMENTS

Upon my admission to the college, I understand that my name and approximate grade point average may be published in print or online regarding induction into the National Technical Honor Society, placement on the President's List or Merit List, or for other high academic achievements. I understand that it is my responsibility to notify the MTC Office of Student Affairs at 800 Veterans Parkway North, Moultrie, GA, 31788, within the first 10 days of class each semester if I refuse publication of my high academic achievements.

INTELLECTUAL PROPERTY & COPYRIGHT POLICIES

Moultrie Technical College encourages the development, writing, invention, or production of intellectual property designed to improve the productivity of the College or to enhance the teaching/learning environment. In order that the College may fully utilize to the best extent all works produced for it and provided for its use, an employee or student producing work for the College or its use represents and warrants that such work

- Does not violate any law;
- Does not violate or infringe any intellectual property right of any person or firm;
- Does not libel, defame, or invade the privacy of any person or firm.

Intellectual property includes, but is not limited to, any copyrightable subject matter or materials, patentable inventions, online courses, computer software or materials, or works of art that might be normally developed on a proprietary basis. Intellectual property also includes the common meaning, definition, and description of intellectual property as established by the Copyright Act (Title 17 of the United States Code). In addition, intellectual property may also include intellectual and creative works that can be copyrighted or patented, such as literary, dramatic, musical, and artistic works, computer software, multimedia presentations, and inventions.

Unless otherwise provided in a separate agreement, the College owns all rights to a copyrightable or patentable work created by the employee or student with the support of College resources. Ownership refers to a legally binding agreement specifying the named party or parties to whom the intellectual property belongs

and who will be attributed as the owners of the intellectual property in the general public. College resources include, but are not limited to, offices, computers, standard office equipment and supplies, libraries, labs, funds, and personnel. The ownership of a copyright or patent resulting from the development of intellectual property and any rewards or recognition attributed to the copyright or patent will be determined according to the conditions described in the two sections below.

Ownership resides with the employee or student, who is entitled to compensation and gross revenues received, if any one of the following criteria is met:

- The work is the result of individual initiative, not requested or required by the College;
- The work is not the product of a specific contract or assignment made as a result of employment or enrollment with the College;
- The work is not prepared within the scope of the employee's job duties or course/program requirements; or
- The work is not completed using equipment or resources provided by the College. Ownership resides with the College if any of the above criteria are not met and/or if anyone of the following criteria applies:
 - The work is prepared within the scope of the employee's job duties or course/program requirements;
 - The work is the product of a specific contract or assignment made in the course of the employee's employment or student's enrollment with the College; or
 - The development of the work involved facilities, time, and/or other resources of the College including, but not limited to, released time, grant funds, College personnel, salary supplement, leave with pay, equipment, or other materials or financial assistance.

Revenues derived from the development and creation of college-ownership of intellectual property is distributed to college revenue funds as determined by the Executive Vice President. Any employee or student of Moultrie Technical College must obtain the express approval of the President prior to the development of intellectual property if there is any question pertaining to ownership. All cases in which questions arise as to equities, rights, division of revenues, or any other intellectual property-related matter shall be referred to the Intellectual Property Committee for consideration, interpretation of policy, and decision. Appeal of a committee decision shall be to the Executive Vice President, then to the President, and finally to the State Board of the Technical College System of Georgia. Appeals within the College must be made in writing within 60 days of written notice of a final decision. Appeals to the State Board of the Technical College System of Georgia shall be made in accordance with State Board policy.

In recognizing the importance of the Copyright Law of the United States (Title 17, United States Code), the following copyright guidelines will be enforced at Moultrie Technical College.

1. Purchasing personnel will make every effort to obtain free duplication rights from the copyright holder. In the event that free duplication is not allowed, the purchasing of duplication rights will be explored.
2. Any use or reproduction of copyrighted materials will be done either with the written permission of the copyright holder or within the bounds of “Fair Use” guidelines provided in the Copyright Act. Verbal permission will not be accepted.
3. Copying or using copyrighted material not specifically permitted or exempted by the copyright right law will not be allowed.
4. Liability for willful infringement will be placed upon the person making copies or using the material.
5. Appropriate warning notices will be placed on or near all print, video, or computer equipment capable of making or modifying copies.
6. Copyright manuals detailing permissible and restricted activities will be housed in the library for reference.
7. A copyright consultant will be appointed to investigate/answer copyright questions and/or concerns of employees and students.
8. An annual copyright awareness session will be conducted for all employees.
9. Retention of appropriate copyright records will be maintained.
10. Audiovisual duplicating equipment will be housed in the library, and written copyright permission must be provided before items will be duplicated.

The State Board will not provide legal support in such a case where the person has been made aware of the copyright law and the individual still has pursued utilizing materials in such a manner as to result in infringement.

Please visit our website at www.moultrietech.edu for the most current updates to the MTC Student Handbook and Catalog.