Spring Addendum to the 2014 - 2015 Student Handbook and Catalog

JADE MARSHALL, G.O.A.L. WINNER

NEIL CLEMENTS, RICK PERKINS WINNER

DANIEL BETTS, EAGLE WINNER
The information in this Catalog/Student Handbook accurately reflects policies in force at the time of publication. Students are admitted to the College under and are subject to the provisions of the Catalog/Student Handbooks for the term they initially enroll. Students in all programs are admitted under and are subject to the provisions of the Catalog/Student Handbook and applicable addendums for the term they are admitted to the program at Southwest Georgia Technical College. If for any reason, a break in enrollment occurs, students must reapply and satisfy the Catalog/Student Handbook requirements for the term of their re-entry to any program. The provisions of this catalog are not to be regarded as an irrevocable contract between Southwest Georgia Technical College and the student. The College reserves the right to change any provision or requirement at any time.

COLLEGE ACCREDITATION STATUS

Southwest Georgia Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Southwest Georgia Technical College.

Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Southwest Georgia Technical College and not to the Commission’s office. The Commission is to be contacted only if there is evidence that appears to support an institution’s significant non-compliance with a requirement or standard. Please direct all questions to: Southwest Georgia Technical College, 15689 U.S. Highway 19 North, Thomasville, GA 31792, 229.225.5060, Fax 229.227.2666.

Refer to the Program Accreditation section of the Catalog/Student Handbook for program accreditation status.

WARRANTY STATEMENT

Curriculum standards have been developed with direct involvement of business and industry. These standards serve as the industry-validated specifications for each occupational program. These standards allow the Georgia system of technical colleges to offer their business partners this guarantee:

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

This warranty is in effect for a period of two years after graduation.
EQUAL OPPORTUNITY STATEMENT OF COMPLIANCE

Southwest Georgia Technical College is a unit of the Technical College System of Georgia. 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 administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, and athletics. It also applies to recruitment and employment of personnel and the contracting for goods and services.

This College is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with Title IX of the Education Amendments of 1972, which prohibits the discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability, and with the American With Disabilities Act (ADA).

The following individual has been designated as the employee responsible for coordinating the College’s implementation of Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972:

Joyce Halstead  
Vice President, Student Affairs  
15689 Highway 19 N, Building A, Room 266  
Thomasville, GA 31792 (229) 225-5062  
jhalstead@southwestgatech.edu

The following individual has been designated as the employee responsible for coordinating the College’s implementation of Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act (ADA):

Dr. Jeanine Long  
ADA Coordinator  
15689 Highway 19 N, Building A, Room 257  
Thomasville, GA 31792 (229) 227-2668  
jlong@southwestgatech.edu
Edits to p. 16-17

PROGRAM ACCREDITATION

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<th>Program</th>
<th>Accrediting or Certifying Agency</th>
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<td></td>
<td>3343 Peachtree Road, NE, Suite 850</td>
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<td>CAAHEP 1361 Park Street Clearwater, Florida 33756 Phone: 727-210-2350 <a href="http://www.caahep.org">http://www.caahep.org</a></td>
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<td>Nurse Aide – Main Campus</td>
<td>Approved</td>
<td>Georgia Medical Care Foundation 1455 Lincoln Parkway Suite 800 Atlanta, Georgia 30346 Phone: 800-982-0411 Fax: 678-527-3001 <a href="http://www.gmcf.org">http://www.gmcf.org</a></td>
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<td>CoAEMSP 8301 Lakeview Parkway, Suite 111-312 Rowlett TX 75088 Phone: 214-703-8445 Fax: 214-703-8992 <a href="http://www.coaemsp.org">http://www.coaemsp.org</a></td>
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<td>Practical Nursing – Main Campus and SWGTC of Grady County</td>
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<td>Professional Licensing Boards Division Georgia Board of Examiners of Licensed Practical Nursing 237 Coliseum Drive Macon, Georgia 31217-3858 Phone: 478-207-2440 <a href="http://sos.state.ga.us/plb/lpn">http://sos.state.ga.us/plb/lpn</a></td>
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<td>Commission on Accreditation For Respiratory Care (CoARC) 1248 Harwood Road Bedford, Texas 76021-4244 Phone: 817-283-2835 <a href="http://www.coarc.com">http://www.coarc.com</a></td>
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<td>6 West Dry Creek Circle, Suite 210</td>
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STUDENT AFFAIRS

ORIENTATION

In order that new students may be fully informed and aware of all phases of college life, an orientation program is provided upon enrollment. The orientation of new students at Southwest Georgia Technical College is accomplished in two (2) phases. The first phase is a group orientation program for all new students, which is held prior to the beginning of each semester at both on-campus and off-campus locations. Southwest Georgia Technical College staff members discuss financial aid and scholarships, career placement services, counseling services, the calendar of events for the semester, work ethics, student right to know, student activities, and other student support programs and services. Students are shown access to the SWGTC Catalog & Student Handbook, located on the College website. Students who are unable to attend the on-campus orientation sessions may view the orientation presentation online by accessing the College website.

The second phase of the orientation process is conducted by the program faculty. Program requirements, safety rules, and relevant requirements are explained and questions answered.

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Directory Information

At its discretion, SWGTC may release directory information according to the provisions of the FERPA. Directory information includes the following:

1. Full name of student;
2. Address(es);
3. Telephone number(s);
4. County of residence;
5. Email address(es);
6. Major and field(s) of study;
7. Degrees, awards, and honors including nature and date received;
8. Dates of attendance;
9. School or division of enrollment;
10. Enrollment status (full time/part time);
11. Name of institution last attended;
12. Participation in official activities; and
13. Photograph(s).

Any student who objects to the release of directory information must notify the Registrar’s Office in writing, clearly stating what directory information they do not wish to have released. A student need only file this notification once during his or her enrollment. Even if a student elects to prohibit the release of directory information, SWGTC may still require the student to wear or present a student ID badge.

Students shall be informed annually of their FERPA rights. Any student who objects to the release of directory information must notify the Admissions Office in writing, clearly stating what directory information they do not wish to have released.
ADMISSIONS PROCEDURES

Admission to SWGTC is a multi-step process which consists of evaluation of prior academic experience and assessment for postsecondary readiness of eligible applicants. The admissions requirements and procedures established at Southwest Georgia Technical College (SWGTC) are not designed to be a hindrance or barrier to enrollment in a program. They are designed to assist the applicant in making a career decision based on such factors as aptitude, ability, interest, background, assessment results, and other appropriate evaluations. They follow the guidelines developed by the State Board of Technical and Adult Education and reflect concern for the applicant’s health, safety, well-being and ability to benefit from the educational opportunities available.

ADMISSIONS INFORMATION

A. Admission to SWGTC 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.

B. Admission to specific programs requires that the applicants have adequate education preparation, as measured by satisfactory admission placement scores, and have completed all admission requirements. When scores on the admission placement exam and/or evaluation of admission information indicate that an applicant is not prepared to enter a particular program, the applicant will be offered the appropriate course or courses to provide the needed preparation. Information on entrance standards required for programs and other requirements unique to each program may be obtained in the Admissions Office.

Several of the College’s programs in the School of Health Sciences have competitive admissions criteria including but not limited to: admissions scores, GPA, and weighted scoring combinations whereby the top ranked students are admitted to the program. Information on competitive admissions criteria and other requirements may be obtained in the Admissions Office.

C. Applicants furnishing false, incomplete, or misleading information will be subject to rejection or dismissal without a refund.

D. Credentials submitted become and remain the property of SWGTC and will not be returned to the applicant.

ELIGIBLE APPLICANTS

A. Any individual 16 years of age or older who seeks access to quality instruction designed to develop or improve occupational competencies.

B. The President of SWGTC has the authority to waive the “16 years of age” requirement for secondary students who are participating in an articulated program of study.

APPLICATION PROCESS

A. Submit an application and $20.00 application fee to the Admissions Office. This is a non-refundable, one-time fee and should be brought in, paid on line, via phone, or mailed to:

Admissions Office
Southwest Georgia Technical College
15689 U. S. Hwy 19 North
Thomasville, Georgia 31792

B. Provide proof of age.

C. Submit an official high school or GED® transcript and official transcripts from all colleges attended for credit.

D. Applicants who have not taken an Admissions Placement Exam (APE) within the last five (5) years may be required to do so. SWGTC utilizes the COMPASS or ASSET, the TCSG-approved assessment instruments, when evaluating students for program readiness. However, in the place of COMPASS or ASSET, SWGTC accepts a student’s official entrance score on a validated assessment instrument (such as SAT, ACT) or Georgia High School Graduation Test (GHSGT) in English/Language Arts if the scores meet the College program’s required minimums. A 235 or higher score on the ELA portion of the GHSGT will ONLY exempt testing in writing and reading for placement into diploma and technical certificate of credit programs. This WILL NOT exempt testing for degree seeking students. If a student’s SAT, ACT, or GHSGT in English/Language Arts scores do not meet the College’s program minimums for regular admission, a student must be assessed using
REQUIRED ACADEMIC CRITERIA

A. A General Educational Development (GED *) diploma or high school diploma (verified by an official transcript including graduation date and diploma type) will be required for admission to SWGTC, unless otherwise specified by the program’s standards. Home school students may follow an alternative path for admissions, described below. High school diplomas from unaccredited institutions, certificates of attendance or special education diplomas are not recognized for admission purposes. Students with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization. Applicants who have successfully completed (C or better) a minimum of 30 semester or 45 quarter hours at the degree level may submit official transcripts from all previously attended colleges accredited by an accepted accrediting agency in lieu of a GED® diploma or high school diploma.

B. The President of SWGTC has the authority to grant a waiver to the admissions requirement as it relates to possessing a GED® or high school diploma for those pursuing a GED® who are otherwise eligible to enroll in a specific program of study or secondary students who are otherwise eligible to enroll in a program of study that is agreed upon by the secondary school and SWGTC. However, prior to graduation from SWGTC, students in diploma, degree, and specified certificate programs must receive a GED® diploma or high school diploma.

C. In order to be accepted by SWGTC, the applicant must have been awarded a high school diploma from a secondary school that is on the TCSG approved accreditation agency list. Graduates of unaccredited high schools must obtain a (GED®) diploma.

D. Applicants of home schools located in Georgia who did not attend a recognized accredited program must adhere to the following alternative path for admission:

- Submit a Certificate of Attendance form from the local superintendent’s office a Declaration of Intent to utilize a Home Study Program from the Georgia Department of Education verifying that the parent or legal guardian complied with the requirements of home study programs as referenced in O.C.G.A. § 20-2-690.
- Submit annual progress reports or a final transcript for the equivalent of the home-schooled student’s junior and senior years. The final progress report should include the graduation date.

E. Applicants of home schools located outside the state of Georgia who did not attend a recognized accredited program must adhere to the following alternative path for admission:

- Submit annual progress reports or a final transcript for the equivalent of the home-schooled student’s junior and senior years. The final progress report should include the graduation date.
- Submit SAT or ACT scores as required by SWGTC.

Note: Students or applicants who have successfully completed, with a “C” grade or better, transferable English and math course(s) from a regional or national accredited college, university, or other postsecondary institution recognized by the U. S. Department of Education at the time the coursework was completed, may be exempt from the admissions placement exam. These courses must be the equivalent to the entry-level English and math courses required in the applicant’s chosen program of study. There is no time requirement on these courses for most programs. For all programs in the School for Health Sciences, there is a five (5) year time limit on transferrable math courses.

E. Students preparing to enter (taking courses) for a diploma or associate degree program in the School of Health Sciences must successfully complete with a “C” or higher all ALHS, science and math courses within five (5) years and all prerequisites within two attempts. All academic history within the last (5) years, whether on campus or as a transfer student, will be considered when evaluating the number of attempts.

F. Official notification of acceptance (letter) is given to the applicant upon completion of all the above items.

G. Report for orientation when requested.
ASSESSMENT
The ability of a student to succeed in a program is greatly determined by the math and language skills possessed by that student. SWGTC is committed to assisting each student to achieve at their maximum potential. All students applying for diploma, degree, and certificate programs must be assessed prior to acceptance to a program of study. Students will then be admitted in accordance with the academic standards applicable to that program.

SWGTC utilizes the COMPASS or ASSET, the TCSG-approved assessment instruments, when evaluating students for program readiness. However, in the place of COMPASS or ASSET, SWGTC accepts a student’s official entrance score on a validated assessment instrument (such as SAT, ACT), or Georgia High School Graduation Test (GHSGT) in English/Language Arts if the scores meet the College program’s required minimums. A 235 or higher score on the ELA portion of the GHSGT will ONLY exempt testing in writing and reading for placement into diplomas and technical certificate of credit programs. This WILL NOT exempt testing for degree seeking students. If a student’s SAT, ACT, or GHSGT in English/Language Arts scores do not meet the College’s program minimums for regular admission, a student must be assessed using COMPASS or ASSET. Assessment results will be valid for placement purposes for a period of 60 months and are transferable to any Technical College System of Georgia (TCSG) college. Each Technical College will develop its own retesting policy and charges may apply.

Official transcripts from a regionally or nationally accredited postsecondary institution recognized by the United States Department of Education documenting equivalent program-level English and math coursework successfully completed (C or better) may be used in lieu of completing the corresponding portion of SWGTC’s assessment instrument (ASSET or COMPASS).

Minimum admissions requirements are implemented for each standard degree, diploma, or certificate program.

ADDITIONAL REQUIREMENTS
Competitive Admissions: Several programs in the School of Health Sciences have competitive admissions criteria including but not limited to: admissions scores, GPA, and weighted scoring combinations whereby the top ranked students are admitted to the program. Applicants applying for one of these programs will need to complete a separate Competitive Admission Application by the posted program deadline date. Term program deadline dates are listed on the bottom of the Competitive Admission Application. Applicants without a separate Competitive Admission Application on file will NOT be considered for competition. Applicants may contact the program advisor or Admissions Office for more details. Information on competitive admissions criteria and other requirements may be obtained in the Admissions Office.

Some programs have additional requirements or prerequisite courses that must be taken prior to taking technical courses or receiving official acceptance to the program. Completion of prerequisite courses does not guarantee program admission. Advisors will discuss these requirements with the applicants.

ADMISSIONS CATEGORIES
a. Regular Status
b. Provisional Status
c. Learning Support Status
d. Special Admit Status
e. Transient Status
f. Dual Status
g. ACCEL Status
h. Joint Status
i. Move on When Ready Status
j. Audit Status
k. Transfer Status

Minimum admissions requirements are implemented for each standard degree, diploma or certificate program.
Spring Addendum

Regular Admission Requirements – 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.

1. Regular admission of students to a degree or diploma program is contingent upon their meeting statewide minimum admissions requirements and institutional requirements established for that specific program as outlined in the SWGTC catalog; completion of a high school diploma program or its equivalent; and proper completion of application and admission procedures.

2. Regular admission of students to a certificate program is based upon the admission requirements stated in the TCSG State Board approved Technical Certificate of Credit Program and proper completion of application and admission procedures.

3. Regular admission of transfer students to a program is contingent upon their meeting the following requirements:
   a. Regular admission and good standing at a regionally or nationally accredited college, university, or other postsecondary institution; and
   b. Proper completion of application and admission procedures.

Provisional Admission Requirements – Students who do not meet all requirements for regular admission into a selected program are granted provisional admission status. Provisionally admitted students may take Learning Support classes and certain specific occupational courses as long as class pre- and co-requisites are satisfied. All associate degree, diploma, and certificate program students initially admitted on a provisional basis must have satisfactorily completed the necessary prerequisite and Learning Support course work in order to progress through the State Standard Curriculum.

Learning Support Admission Requirements – Applicants who score below the provisional cut scores in English, math, and reading are granted Learning Support admission status or referred to Adult Education. Students with Learning Support admission status may not take occupational courses until achieving Provisional status. Students with Learning Support admission status are not eligible for federal aid (i.e. Pell, SEOG, or Federal Work Study).

Special Admit Admission Requirements (Non-Credential Seeking)

1. 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 status:
   a. May apply up to a maximum of 25 quarter or 17 semester credit hours into a specific program for credential seeking purposes after achieving regular admit status. The number of hours taken as a special admit student in no way waives the admission requirements;
   b. May enroll in classes only on a space-available basis;
   c. Should adhere to the specific institutional prerequisite/co-requisite requirements when selecting courses; and
   d. Will not be eligible for any financial aid.

NOTE: All special admit students not seeking a degree, diploma, or certificate must submit only a completed application with the required fee. It is the responsibility of special admit students to select courses appropriate to their educational and career goals and objectives. Departmental approval in writing will be required for registration in advanced courses with prerequisites. Admission placement testing and guidance and counseling services are available upon request through the Admissions Office.

Transient Admission Requirements – A student in good standing at another accredited college may be permitted to enroll as a transient student on a space-available basis at SWGTC in order to complete work to be transferred back to the home college. A transient student should be advised in writing by the home college concerning recommended courses.

Students wishing to enroll at SWGTC as a transient student must:

1. Submit an application for admission to SWGTC with a $20 non-refundable fee.
2. Present a statement or transient agreement from the Registrar or Academic Dean of the home college stating that the student is in good standing and eligible to return to that college and list the courses the student is eligible to take. A current statement
or transient agreement is required for each term of enrollment.

3. Pay scheduled fees.

SWGTC students wishing to be a transient student elsewhere must be in good standing at SWGTC and all prerequisite requirements for the course or courses must be met. Good standing is defined as having a 2.0 cumulative GPA and being eligible to continue the program. Any student dismissed from a program for the 2nd time due to academic deficiency will be ineligible to receive a letter of transience to attend another technical college as the student is not considered to be in good standing. Credit hours earned as a transient student cannot exceed seventy-five percent (75%) of the course work needed for graduation from any certificate, diploma, or degree at SWGTC.

Dual Admission Requirements
(Certificate and Diploma Programs)
The purpose of Dual Enrollment is to offer additional educational opportunities for Georgia high school students. Students can earn credit both from high school and from SWGTC while still in high school. Tuition, fees, and books are available to eligible students enrolled in HOPE eligible programs. Those costs associated with the program, not covered by the HOPE Grant, will be covered by the College. If a high school chooses to follow this dual enrollment plan, the specified provisions must be followed. The course specified as Dual Enrollment-HOPE must be a required technical course within a technical certificate of credit or diploma program awarded by the College. Students may take only program specific courses that are not offered at their high school but have Georgia Department of Education aligned numbers.

High school students who enroll as Dual Enrollment-HOPE students must be 16 years of age, must have met all College admission requirements for the selected program of study, and must have the permission of the high school to participate. Dual enrollment students must meet all HOPE Grant eligibility requirements in order to received HOPE Grant payment. The intent of the Dual Enrollment-HOPE Program is to offer new opportunities for secondary students rather than duplicate or supplant those programs already offered in the high school. Academic courses are not to be counted as Dual Enrollment-HOPE.

ACCEL Admission Requirements
(Associate Degree Programs)
The purpose of the ACCEL Program is to provide Georgia high school students with the opportunity to earn degree-level credit hours at SWGTC, as they are simultaneously used to satisfy core-curriculum high school graduation requirements. This program offers these students the option to begin working toward a college degree, while still pursuing a high school diploma.

The ACCEL Program is administered by the Georgia Student Finance Commission. It is designed to provide participating high school students with financial assistance toward the cost of college coursework. In order to be eligible for ACCEL funds at SWGTC, a student must be approved and classified by the Eligible High School and SWGTC as a Dual Credit Enrollment Student, meet College admission requirements for the degree-level courses in the area of Humanities/Fine Arts, Social/Behavioral Sciences, Natural Sciences/Mathematics, or Other General Education Courses, and have the permission of the high school to participate.

Joint Enrollment Admission Requirements
(Diploma and Certificate Programs)
The purpose of Joint Enrollment is to offer additional educational opportunities for Georgia high school students. High school students participating in Joint Enrollment must be enrolled in a diploma or a technical certificate program. Course credit is awarded only at SWGTC. Tuition, fees, and books are available to eligible students enrolled in HOPE eligible programs.

High school students who enroll as Joint Enrollment-HOPE students must be 16 years of age and have met all College admission requirements for their selected program of study. Joint enrollment students may enroll in general education academic courses, as well, as technical courses.

Move on When Ready Admission Requirements
Move on When Ready is a dual enrollment program that allows eligible high school juniors and seniors who spent the prior school year in attendance at a public high school in Georgia to take all of his or her courses at or through an eligible institution (college, university or public technical college) or a virtual course approved by the State Board of Education and receive secondary credit from his or her high school with the goal of completing graduation and high school diploma requirements.
To be eligible for participation in Move on When Ready, a student must:

1. Be a high school junior or senior seeking a high school diploma from an eligible Georgia high school;
2. Be reported as enrolled in a public school for funding purposes during the preceding October and March full-time equivalent (FTE) program counts;
3. Be enrolled full time in an eligible college or university or public technical college as a dual credit student taking approved college-level courses;
4. Be a legal resident of Georgia;
5. Maintain satisfactory academic progress towards fulfilling applicable high school graduation requirements; and
6. Meet all college admission and registration requirements.

Audit

Applicants admitted under any of the admissions categories may request to audit a course with advisor approval. Applicants wishing to audit a course must submit an application and pay the application fee and all regular fees. Credit is not awarded for courses taken on an audit basis. Courses taken on an audit basis will not be used for certification for Social Security or Veterans’ Administration benefits. Financial aid services are not available for courses being audited. Applicants requesting to audit a course(s) are not required to take the admissions placement exam or submit transcripts. Admission will be granted on a space available basis.

Transfer Admissions Requirements

1. Applicants to SWGTC who have been previously enrolled at a postsecondary college will be considered for admission under the following conditions:
   
a. Applicants who are in good standing at their previous college may be accepted in good standing.
   
b. Applicants who are on academic warning or academic probation at their previous college may be accepted only on academic probation. A student admitted on academic probation must earn a grade point average of at least 2.0 during the first term enrolled to continue the next term.
   
c. Transfer students who are on academic suspension from their former institution are considered for admission to the College on the same basis as suspended students from SWGTC who apply on academic probation as indicated above. A student admitted on academic probation must earn a grade point average of at least 2.0 during the first term enrolled to continue the next semester.
   
2. Applicants for transfer admission must submit the following to the Admissions Office:
   
a. Application for admission and $20 non-refundable application fee;
   
b. Proof of age;
   
c. Official transcript(s) from all postsecondary institutions attended;
   
d. Official high school or GED® transcript if required for program admission;
   
e. Applicants who have successfully completed (C or better) a minimum of 30 semester or 45 quarter hours at the degree level may submit official transcripts from all previously attended colleges accredited by an accepted accrediting agency in lieu of a GED® or high school diploma.
   
f. Applicants who have not taken an entrance assessment within the last five (5) years may be required to do so. SWGTC utilizes the COMPASS or ASSET, the TCSG-approved assessment instruments, when evaluating students for program readiness. However, in the place of COMPASS or ASSET, SWGTC accepts a student’s official entrance score on a validated assessment instrument (such as SAT, ACT) or Georgia High School Graduation Test (GHSGT) in English/Language Arts if the scores meet the College program’s required minimums. A 235 or higher score on the ELA portion of the GHSGT will ONLY exempt testing in writing and reading for placement into diploma and technical certificate of credit programs. This WILL NOT exempt testing for degree seeking students. If a student’s SAT, ACT, or GHSGT in English/Language Arts scores do not meet the College’s program minimums for regular admission, a student must be assessed using COMPASS or ASSET. Assessment results will be valid for placement purposes for a period of 60 months and are transferable to any Technical College System of Georgia (TCSG) college. Each Technical College will develop its own retesting policy and charges may apply.
Note: Students or applicants who have successfully completed, with a “C” grade or better, transferable English and math course(s) from a regional or national accredited college, university, or other postsecondary institution recognized by the U. S. Department of Education at the time the coursework was completed, may be exempt from the admissions placement exam. These courses must be the equivalent to the entry-level English and math courses required in the applicant’s chosen program of study. There is no time requirement on these courses for most programs. For all programs in School of Health Sciences, there is a five (5) year time limit on transferrable math courses.

Students preparing to enter (taking courses) for a diploma or associate degree program in the School of Health Sciences must successfully complete with a “C” or higher all ALHS, science and math courses within five (5) years and all prerequisites within two attempts. All academic history within the last (5) years, whether on campus or as a transfer student, will be considered when evaluating the number of attempts.

ENTRANCE REQUIREMENTS FOR SELECT CREDIT PROGRAMS

Entrance requirements vary and students should refer to the College catalog to obtain specific entrance requirement information.

A. Education: A high school diploma (to exclude diplomas marked as certificate of attendance or special education certificate) or Educational Development (GED®) diploma is required for admission to all programs with the exception of certain certificate programs specified in Board approved program proposals. The President of SWGTC has the authority to grant a waiver to the admissions requirement as it relates only to possessing a GED® or high school diploma for secondary students who are otherwise eligible to enroll in a program of study that is agreed upon by the secondary school and the technical college. However, prior to graduation from SWGTC students in degree, diploma, and specified certificate programs must receive a high school diploma or GED®.

B. Age: Applicants 16 years of age or older who seek access to quality instruction designed to develop or improve occupational competencies. The President of SWGTC has the authority to waive the “16 years of age” requirement for secondary students who are participating in an articulated program of study.

C. Applicants who have not taken an entrance assessment within the last five (5) years may be required to do so. SWGTC utilizes the COMPASS or ASSET, the TCSG-approved assessment instruments, when evaluating students for program readiness. However, in the place of COMPASS or ASSET, SWGTC accepts a student’s official entrance score on a validated assessment instrument (such as SAT, ACT) or Georgia High School Graduation Test (GHSGT) in English/Language Arts if the scores meet the College program’s required minimums. A 235 or higher score on the ELA portion of the GHSGT will ONLY exempt testing in writing and reading for placement into diploma and technical certificate of credit programs. This WILL NOT exempt testing for degree seeking students. If a student’s SAT, ACT, or GHSGT in English/Language Arts scores do not meet the College’s program minimums for regular admission, a student must be assessed using COMPASS or ASSET. Assessment results will be valid for placement purposes for a period of 60 months and are transferable to any Technical College System of Georgia (TCSG) college. Each Technical College will develop its own retesting policy and charges may apply.

Note: Students or applicants who have successfully completed, with a “C” grade or better, transferable English and math course(s) from a regional or national accredited college, university, or other postsecondary institution recognized by the U. S. Department of Education at the time the coursework was completed, may be exempt from the admissions placement exam. These courses must be the equivalent to the entry-level English and math courses required in the applicant’s chosen program of study. There is no time requirement on these courses for most programs. For all programs in the School of Health Sciences, there is a five (5) year time limit on transferrable math courses.

Students preparing to enter (taking courses for) a diploma or associate degree program in the School of Health Sciences must complete all ALHS and prerequisite courses within five (5) years and two attempts.
D. Health: Applicants must be physically able to attend school regularly and must meet the physical demands for the course in which they plan to enroll. Physical examinations for most Allied Health applicants are required after official acceptance to the program. Physical forms will be issued at the proper time.

E. Criminal background checks: Required by most programs in the School for Health Sciences, Criminal Justice Technology, and Early Childhood Care and Education.

F. Competitive Admissions: Several programs in the School of Health Sciences are based on competitive admissions criteria. Applicants applying for one of these programs will need to complete a separate Competitive Admission Application by the posted program deadline date. Term program deadline dates are listed on the bottom of the Competitive Admission Application. Applicants without a separate Competitive Admission Application on file will NOT be considered for competition. Applicants may contact the program advisor or admissions office for more details. Information on competitive admissions criteria and other requirements may be obtained in the Admissions Office.

Some programs have additional requirements or prerequisite courses that must be taken prior to taking technical courses or receiving official acceptance to the program. Completion of prerequisite courses does not guarantee program admission. Advisors will discuss these requirements with the applicants.

ADMISSIONS APPEAL
Applicants have the right to appeal an admission decision to SWGTC. Appeals should be made in writing to the Vice President for Student Affairs of SWGTC within three (3) working days of receiving notification of the admission status. The written document must include specific details supporting the appeal.

NON-CREDIT COURSES
Non-credit courses, such as workshops and seminars, are designed to meet the needs of residents, business, industries and agencies that are not met through credit programs. The courses vary in length, depending upon the objectives of the course. A course can be started whenever the need arises, but many are offered each term. Bulletins containing courses and schedule information are published and distributed each semester.

READMISSION
Students dismissed or suspended from the College because of administrative action, absenteeism, or academic reasons may apply to re-enter at the beginning of any term following the dismissal or suspension period if appropriate courses can be arranged. Application to re-enter must be made through the Office of Admissions. Students who withdraw voluntarily must also re-apply through the Admissions Office if there has been any break in enrollment. Reapplication does not mandate acceptance.

LEGAL RESIDENT – STATE OF GEORGIA
To be classified as an in-state student for tuition purposes, a student must meet the Georgia Residency Requirements of the Technical College System of Georgia (TCSG) for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in-state tuition. Determining a student’s residency status is based on objective circumstances that indicate a student’s intent to maintain a permanent presence or domicile in the State of Georgia. No single factor is conclusive. There is no set number of factors required to be met to document residence.

Due to a reciprocal agreement, Alabama students are not subject to out-of-state tuition. Students residing in Florida counties contiguous to the Southwest Georgia Technical College service area (Jefferson, Leon, Gadsden) are not subject to out-of-state tuition.

OUT-OF-STATE APPLICANTS
Out-of-state applicants are encouraged to apply for admission to SWGTC. Every effort is made to accommodate as many students as possible.

NONDISCRIMINATION
In accordance with the Statement of Equal Opportunity, SWGTC will not discriminate in admissions.
ASSESSMENT PROCEDURE
The ability of a student to succeed in a program at Southwest Georgia Technical College (SWGTC) is greatly determined by the math and language skills possessed by the student. SWGTC is committed to assist each student achieve at his/her maximum potential. It is the philosophy of the College that a student is not helped by admitting him/her to a program in which he/she does not possess the basic educational skills needed to succeed. Therefore, all students applying for diploma, degree, and certificate programs must be assessed prior to acceptance to a program of study at the College. Students will then be admitted in accordance with the academic standards applicable to the program.

It is also the philosophy of SWGTC that assessment is far more comprehensive than the basic skills testing process. Assessment is the opportunity for and the responsibility of SWGTC to collect information about prospective students that is relevant to their educational experience. This information is used to assist each student to experience success in his/her educational endeavors.

I. SWGTC utilizes the state-approved assessment instruments (ASSET or COMPASS) to assess program readiness.

II. Assessment scores will be considered valid for placement purposes for a period of five years (60 months) and are transferable to any Technical College System of Georgia (TCSG) college. Each Technical College will develop its own retesting policy and charges may apply.

III. ASSESSMENT/PLACEMENT TESTS
The ASSET, used by Southwest Georgia Technical College (SWGTC), is published by the American College Testing Program. The ASSET (Forms B2, C2, D2, and E2) is one of two Technical College System of Georgia (TCSG) approved admission placement exams. Scoring is performed on software developed by ACT. The student’s raw score is automatically converted to a scaled score, which is used in determining the student’s admission status.

The COMPASS used by SWGTC is published by the American College Testing Program. The COMPASS is an untimed computerized assessment tool. Each test produces a placement recommendation based on the correct responses to items presented. The number of items presented by a test depends on the degree of certainty and pattern of responses to test items. The results, based on the major the student selects, are used in determining the student’s admission status.

IV. ADMINISTRATION OF THE PLACEMENT EXAM
Placement testing is administered through Admissions in Student Affairs by the designee assigned by the Vice President for Student Affairs. Persons administering the ASSET or COMPASS receive in-service training on administering the exam.

a. Each student shall be assessed prior to being accepted as an award seeking student into any credit program.

b. Each student will receive an interpretation of his/her assessment scores prior to beginning their educational experience.

c. Provisions will be made for the assessment of students with disabilities who need special assistance and consideration upon request and documentation.

V. CANDIDATES FOR PLACEMENT TESTING
Any applicant to a credit associate degree, diploma, or certificate program is required to undergo placement testing unless he/she can provide documentation of the following:

a. Passing grades of C or better in college-level English and college-level math courses from a regional or national accredited college, university, or other postsecondary institution recognized by the U. S. Department of Education at the time the coursework was completed. These courses must be the equivalent to the entry-level English and math courses required in the applicant’s chosen program of study.

b. Official scores on validated assessment instruments (such as ACT or SAT) or Georgia High School Graduation Test (GHSGT) in English provided that the scores are not more than five years old and meet the minimum score as follows:
Associate Degree

Minimum SAT: Verbal 480, Math 440
Minimum ACT: English 20, Reading 17, Math 19
*Minimum GHSGT N/A

Diploma/Certificate

Minimum SAT: Verbal 430, Math 400
Minimum ACT: English 12, Reading 13, Math 17
*Minimum GHSGT English/Language Arts (ELA 235 or higher)

**A score of 235 or higher on the ELA portion of the GHSGT will ONLY exempt testing in writing and reading for placement into diplomas and technical certificate of credit programs. This will not exempt testing for degree seeking students.

VI. SCHEDULING FOR PLACEMENT TESTING
Placement tests are available on a walk-in basis Monday – Thursday 8:00 a.m. – 2:00 p.m. Evening placement exams are scheduled and published each term.

VII. TESTING PROCEDURES
Applicants must register for the assessment exam with the Admissions Office. The assessment exam is a free service to all new applicants; however, there is a retest fee for each section of the exam. Each testing session is administered in sections as follows:

a. Completion of demographic information.

b. Skills testing.

c. Scoring - Applicants tested are given the option of waiting for test results or of scheduling an appointment to return at a more convenient time.

d. Post-test orientation – Career advisors review scores, outline steps to take for admissions or registration, and encourage applicants to complete financial aid forms and investigate other support services offered at SWGTC.

VIII. RETEST
Students or applicants may be reassessed. Many students taking the placement exam fail one or more sections by only a few points. Many of these students do not need a full quarter of remediation through Learning Support classes; they simply need to be refreshed in areas with which they were familiar in the past, but have forgotten over time. Therefore, applicants who fail to meet the minimum scores for regular admissions are given one opportunity to retest. Students may choose one of two options prior to retesting; (1) utilize the SWGTC Tutoring Lab for eight (8) hours of short-term remediation; or (2) wait 30 days prior to retesting. There will be an additional charge for all retests.

XI. MAINTENANCE/POSTING OF SCORES
Test scores are posted in the following ways:

a. Scores are either given to the applicant during the post-test orientation or the applicant can schedule an appointment to return at a more convenient time.

b. Scores are distributed to appropriate admissions staff for the purpose of processing for admissions.

c. Scores are posted in Banner under “SOATEST” as part of the computerized permanent record.

d. Assessment results are maintained electronically.

X. SPECIAL CONDITIONS
Applicants with special disabling conditions must notify the Admissions Office of special need prior to the testing session so that special testing arrangements may be made. For visually-impaired applicants, a large print version of the test booklet is available. For blind applicants, readers may be employed to assist in administering the placement test. For learning disabled applicants, extra time may be given for completion. Other assistance may be given depending on the nature and severity of the disabling condition. Each case is determined on an individual basis; it is the responsibility of the applicant to supply documentation of the alleged disabling condition.

XI. ASSET/COMPASS ADMISSIONS SCORES
Minimum scores for entry into programs are established to meet or exceed state requirements and are reviewed and published annually.

XII. NON-DISCRIMINATION
In accordance with the Statement of Equal Opportunity, SWGTC will not discriminate in Assessment.
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ADVANCED PLACEMENT PROCEDURE

Southwest Georgia Technical College (SWGTC) is aware that learning occurs in a variety of settings. Advanced placement allows a student to receive course credit based on previous experience and learning, formal or informal, and results in advanced standing within an associate degree, diploma, or technical certificate of credit program.

SWGTC grants credit for previous education, training, or experience in the following areas:

TRANSFER CREDIT

Transfer of credit earned at a previously attended college, university, or other postsecondary institution accredited by a regional or national accrediting agency recognized by the U.S. Department of Education at the time the coursework was completed. Coursework and learning outcomes must be at the collegiate level, and are comparable to the College’s own degree, diploma, or certificate programs. Credit is awarded that falls within the regular curricular offerings of SWGTC and related to the student’s current educational goals. Full credit will be awarded for courses subject to SWGTC assuring that the accreditation standards have been met.

Student must have passed the course with a minimum grade of “C.” The faculty of the intended program and the Registrar will approve the amount of transfer credit. SWGTC reserves the right to test the proficiency of students for coursework to be transferred and reserves the right to disallow transfer of credit if the student cannot demonstrate acceptable proficiency. Transfer credit will be recorded on the student’s SWGTC transcript with a grade designation of “TR”, “TRA”, “TRB”, or “TRC”. The third letter indicates the grade earned in the course and will not be calculated in the student’s Academic GPA.

Applicants to Southwest Georgia Technical College (SWGTC) who have been previously enrolled at a regionally or nationally accredited college, university, or other post secondary institution may receive transfer credit for courses, subject to SWGTC assuring that accreditation requirements have been met, under the following conditions:

A. Courses taken are essentially the same in content as those offered at SWGTC;

B. An official transcript is on file in the Registrar’s office;

C. A grade of “C” or higher has been earned for each course to be transferred;

D. When requested by the Registrar’s Office, approval is recommended by the faculty and/or the Vice President for Academic Affairs for the transfer credit. The final decision rest with the Registrar;

E. There are no time limits on courses for most applicants/students in the areas of Humanities/Fine Arts, Social/Behavioral Sciences, Natural Sciences/Mathematics, and other General Education courses from the date of acceptance into the program. For applicants/students to the School of Health Sciences, there is a five (5) year time limit on courses in the areas of mathematics, science, and Health Science (ALHS) courses, from the date of acceptance into the program. Students faced with the 5-year time rule may request an exemption exam to demonstrate proficiency and receive credit. There is a time limit for all applicants/students of five (5) years for courses in their major area; and

F. Credit hours assigned to transferred courses are the same as credit hours awarded at the sending institution when credits do not exceed the number of credit hours assigned for equivalent courses at SWGTC. The maximum hours of credit given shall not exceed the number of hours awarded for the same course at SWGTC.

FOREIGN INSTITUTION CREDIT

Transfer of credit earned at Foreign Institutions that have standing considered equivalent to regional accreditation in the U.S. Foreign transcripts, both secondary and post-secondary, must be evaluated by an Official Evaluation Service that holds membership in the National Association of Credential Evaluation Services, Inc. (NACES.) Acceptable evaluation services include, but are not limited to World Education Services, Josef Silny & Associates. Transfer credit from foreign institutions will be awarded under the same criteria as transfer credit from an institution within the United States or its territories. (Refer to the US Network for Education Information (USNEI), a DOE administered
Applicants to SWGTC who have completed post-secondary level course work at a foreign institution that has standing considered equivalent to regional accreditation in the U.S. may receive transfer credit for courses under the following conditions:

A. An official Educational Credential Evaluation is received from an Official Evaluation Service that holds membership in the National Association of Credential Evaluation Services, Inc. (NACES.) Acceptable evaluation services include, but are not limited to World Education Services and Josef Silny & Associates. (Refer to the US Network for Education Information (USNEI), a DOE administered website and public-private partnership that provides a list of possible credential evaluation services.);

B. Courses taken are essentially the same in content as those offered at SWGTC;

C. A grade of “C” or higher has been earned for each course to be transferred;

D. When requested by the Registrar’s Office, approval is recommended by the faculty and/or the Vice President for Academic Affairs for the transfer credit. The final decision rest with the Registrar;

E. There are no time limits on courses for most applicants/students in the areas of Humanities/Fine Arts, Social/Behavioral Sciences, Natural Sciences/Mathematics, and other General Education courses from the date of acceptance into the program. For applicants/students to the School of Health Sciences, there is a five (5) year time limit on courses in the areas of mathematics, science, and Health Science (ALHS) courses, from the date of acceptance into the program. Students faced with the 5-year time rule may request an exemption exam to demonstrate proficiency and receive credit. There is a time limit for all applicants/students of five (5) years for courses in their major area; and

F. Credit hours assigned to transferred courses are the same as credit hours awarded at the sending institution when credits do not exceed the number of credit hours assigned for equivalent courses at SWGTC. The maximum hours of credit given shall not exceed the number of hours awarded for the same course at SWGTC.

SECONDARY ARTICULATION

Secondary Articulation credit earned under established Secondary Articulation Agreements may be awarded to recent high school graduates subject to validation of credit and enrollment at SWGTC within 2 years of high school graduation.

SWGTC has established articulation agreements, which are reviewed and updated annually, with interested service area high schools to ensure that students receive course credit when established competencies have been achieved in selected courses. Students who enroll within 2 years of high school graduation are eligible for articulation credit.

Validation of Credit: SWGTC will validate student competencies before awarding articulated credit for competencies learned in high school by administering the final examination/exemption examination for the course to be articulated. Students must score 70 or above on the exam in order to receive articulated credit. The articulated credit is only awarded if the student needs it to complete their program of study. The awarded credit is indicated by the letters “AC” on the official transcript. The hours for the articulated course will not be computed in the grade point average or appear on the quarterly grade report.

STANDARDIZED EXAM CREDIT

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 SWGTC transcript with a grade designation of “TR” and will not be calculated in the student’s Academic GPA.

Colleges may award credit based on nationally normed exams including, but not limited to, the following:

1. CLEP – Credit may be awarded for successful completion of an appropriate CLEP (College Level Examination Program) subject area examination. (Time limits that apply to transfer credit apply to credit by exam.)

2. Advanced Placement Examinations – Credit may be awarded to students who have taken appropriate courses (determined equivalent to courses offered at SWGTC) in high school and achieve a score of 3 on the Advanced Placement Examination. The Advanced Placement Examinations are offered by
the College Entrance Examination Board.

3. International Baccalaureate Credit - Credit will be awarded to students who have taken appropriate courses (determined equivalent to courses offered at a Technical College) in high school and achieve a score of 3 or more on the International Baccalaureate (IB) Examination. The IB Examinations are offered by the International Baccalaureate Examination Board.

PRIOR LEARNING ASSESSMENT (PLA)

PLA is a process for evaluating knowledge and skills in order to award college credit for learning from on the job learning, corporate training, independent study, military service, or volunteer service that is consistent with the SWGTC mission and ensures that course work and learning outcomes are at the collegiate level and comparable to the College’s degree programs. SWGTC assumes responsibility for the academic quality of any course work or credit recorded on the institution’s transcript.

Credit for Previous Training (Experiential Learning)

Experiential Learning credit may be awarded for students who have extensive work experience or professional certificates in an area related to their current educational goals, subject to validation by written and/or performance examination. Experiential Learning credit will be recorded on the student’s SWGTC transcript with a grade designation of “EXP” and will not be calculated in the student’s Academic GPA.

At SWGTC, faculty makes a recommendation for the awarding of credit for previous training, professional certificates, or experience to the Academic Affairs administrators. The appropriate administrator forwards the request to the Registrar, if he/she agrees with the faculty’s recommendation. The Registrar determines whether or not credit will be awarded.

2. Military Training Credit

SWGTC may award credit for training received in the Armed Forces. The training should be certified by the Guide to the Evaluation of Education Experiences in the Armed Services, published by the American Council on Education. Military training credit will be recorded on the student’s SWGTC transcript with a grade designation of “TRM” and will not be calculated in the student’s Academic GPA.

CIDET BY EXAMINATION (EXEMPTION)

Institutional Exemption Exams credit is available to applicants who have previous experience such as employment in the field, military training, corporate courses, or other similar experiences. Students must earn at least 70% on any institutional exemption exam to be awarded credit. Exemption Exam credit will be recorded on the student’s SWGTC transcript with a grade designation of “EXE” and will not be calculated in the student’s Academic GPA.

Applicants of SWGTC who have previous experience such as employment in the field, military training, corporate courses, or other similar experiences may request course exemption by examination. SWGTC grants credit for course exemption by examination (written and/or performance), which meets the quality of established standards of SWGTC. Credit is awarded only in areas that fall within the regular curricular offerings of SWGTC and must be related to the student’s current educational goals. SWGTC honors exemption exams completed at other TCSG colleges and will transfer the exemption credit(s) as long as they meet all other transfer requirements (see Transfer Credit criteria above).

A SWGTC student who wishes to exempt a course by examination should follow this process:

1. Be accepted or enrolled as a student at Southwest Georgia Technical College;

2. Present evidence which would indicate that previous education or training has been received or that work experience which is similar to that given in a course being challenged has been earned. A student may not request exemption examination for courses for which they have previously been enrolled unless the course exceeds the time limits, nor may they take an exemption examination for a course more than once;
3. Submit a request to the faculty by the appropriate deadline for the exam to be taken. The normal deadline is 12:00 noon on the day the exam is scheduled;

4. Student must pay an exemption test fee of 25% of the tuition cost for the course, which they wish to exempt. This fee must be paid in advance at the Business Office and the receipt shown to the faculty administering the exemption examination. Students will not be allowed to take an exemption exam if they have not paid the exemption exam fee in advance. The advisor is responsible for reporting the course number, course title, and credit hours to the Registrar on an “Exemption Examination Request” form; and

5. A student must make a minimum score of 70 to be exempted from taking the class. Credit is awarded only in areas that fall within the regular curricular offerings of SWGTC and must be related to the student’s current educational goals; and the Registrar will record the exemption credit on the student’s SWGTC transcript.

**TRANSIENT CREDIT**

Transient credit is available for SWGTC students needing a specific course or courses that are not available at SWGTC at a time that will meet the students’ academic needs. SWGTC students wishing to be a transient student elsewhere must be in good standing at SWGTC and all prerequisite requirements for the course or courses must be met. Good standing is defined as having a 2.0 cumulative GPA and being eligible to continue the program. Any student dismissed from a program for the 2nd time due to academic deficiency will be ineligible to receive a letter of transience to attend another college as the student is not considered to be in good standing. Transient credit is recorded on the student’s SWGTC transcript with a grade designation of “TR”, “TRA”, “TRB”, or “TRC”. The third letter indicates the grade earned in the course, but will not be calculated in the student’s Academic GPA.

SWGTC students wishing to be a transient student elsewhere must be in good standing at SWGTC and all prerequisite requirements for the course or courses must be met. Good standing is defined as having a 2.0 cumulative GPA and being eligible to continue the program. Any student dismissed from a program for the 2nd time due to academic deficiency will be ineligible to receive a letter of transience to attend another technical college as the student is not considered to be in good standing. Students wishing to take an online class through another College in the Technical College System of Georgia (TCSG) may register on the Georgia Virtual Technical Connection (GVTC) website and submit a transient request online. Students who wish to take a class at any college that is not part of TCSG or that is not an online courses should make the request in writing to the SWGTC Registrar. SWGTC reserves the right to request additional information to assure that the requested transient class is essentially the same in content, quality, learning outcomes and degree, diploma, or certificate level as the course taught at SWGTC and that all accreditation standards have been met. Final approval of all transient requests rest with the Registrar.

**RESIDENCY REQUIREMENTS**

SWGTC requires that a minimum of twenty-five percent (25%) of the coursework of a particular program of study be completed at SWGTC.

**DESIGNATION OF CREDIT**

1. Exemption credit awarded will be indicated by use of the letters “EXP” or “EXE” on transcript/permanent records.

2. Transfer/Transient credit awarded will be indicated on transcript/permanent records by the use of the letters “TR”, “TRA”, “TRB”, “or “TRC.”

3. Articulated credit awarded will be indicated on transcript/permanent records by use of the letters “AC.”

4. Military Training credit awarded will be indicated on transcript/permanent records by use of the letters “TRM.”
Edits to p. 40

DUAL MAJORS

SWGTC does not generally allow students to enroll in two different programs at the same time. Students currently enrolled in the final semester of one program may elect to enroll in a second program provided they receive the recommendation of their advisor and the appropriate Dean of Academic Affairs. Students wishing to enroll in a second major must complete the Dual Major Application and submit the Application to the Registrar. Students can receive the Dual Major Application from the appropriate Dean for Academic Affairs.

Students enrolled in Degree program may not select a second major that is a Diploma or Technical Certificate program. Students enrolled in a Diploma or Technical Certificate program may not select a second major that is a Degree. Students may not apply for a second major until they have completed their Request for Graduation for the primary major.

Edits to p. 42

INTERNATIONAL STUDENTS

Southern Regional Technical College accepts international students who are not U.S. residents but have provided documentation that they have received a Georgia High School Diploma, Georgia G.E.D., or other documentation establishing they are legally in the country, such as a green card.

Southern Regional Technical College is not approved by the INS as an I-20 school. We do not accept students with F & M visas.

Eligible Non Citizens: An eligible non-citizen is a person who, in accordance with the Federal Title IV definition, is a United States permanent resident with a Permanent Resident Card (I-551); or a conditional permanent resident (I-551C); or a holder of an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: Refugee, Asylum Granted, Parolee, or Cuban-Haitian Entrant. Persons with an F1 or F2 student visa, a J1 or J2 exchange visitor visa, or a G series visa do not meet the definition of an Eligible Non-Citizen.

- An eligible non-citizen must meet the Georgia Residency Requirements listed above to receive the in-state tuition rate.
- Ineligible non-citizens cannot qualify for in-state tuition.
- Ineligible non-citizens will be charged four (4) times the rate of Georgia residents.
STUDENT FINANCIAL AID

Financial aid is available to eligible students enrolled in Southwest Georgia Technical College. It is recommended that anyone desiring financial aid submit their application at least six to eight weeks prior to the time the aid will be needed. Information on how to apply is available in the Financial Aid Office. Call 229-225-5036 or visit the College website to apply online.

The financial aid program at Southwest Georgia Technical College (SWGTC) is designed to assist applicants and enrolled students who meet federal, state, and/or local eligibility requirements with their educational expenses.

TYPES OF FINANCIAL AID

General Eligibility Requirements

In order to receive any kind of financial aid, students must meet these general requirements:

- Must be a United States citizen or eligible non-citizen.
- Must complete a Free Application for Federal Student Aid (FAFSA).
- Must not be in default on Federal Title IV aid or owe a refund on Federal Title IV aid.
- Must maintain Satisfactory Academic Progress as defined below.
- Must be registered with the Selective Service Board (males only).

Additional eligibility requirements specific to each program are listed below.

Southwest Georgia Technical College offers several types of financial assistance to help qualifying applicants pay for their education. Federal Title IV financial assistance includes the Federal Pell Grant (Pell), Federal Supplemental Educational Opportunity Grant (SEOG), and Federal Work Study (FWS). Southwest Georgia Technical College does not participate in the federal Title IV student loan programs.

Federal Pell Grant

This is a federal program that provides funds to students who meet certain income guidelines. Federal Pell Grants are not available to anyone who has received a Bachelor’s degree or owes a refund to the Federal Pell Grant or any Title IV Aid Program or is in default on a Federal or State student loan. Degree, diploma and certain certificate programs qualify for Federal Pell Grant funds; please check with the Financial Aid Office to determine if your program is Pell eligible.

The amount of the Pell Grant depends on the level of federal funding, cost of education, enrollment status, and the student’s eligibility based on the Student Aid Report (SAR) or Institutional Student Information Record (ISIR) for the current award year. Pell Grant payment amounts are based on the number of credit hours in which the student is enrolled. Students taking 12 or more credit hours are considered full-time; nine to eleven credit hours, ¾ time; six to eight credit hours, ½ time; and less than six credit hours, less than half time.

Effective July 1, 2012, students may receive the Pell Grant for the equivalent of six (6) years of full-time attendance at any institution.

Federal Supplemental Educational Opportunity Grant (SEOG)

This federal grant is designed to assist those students who receive the Federal Pell Grant and who demonstrate exceptional financial need, as determined by their FAFSA information. Eligible students do not need to specifically request this award. SEOG funds are limited by the U.S. Department of Education and are awarded throughout the year. Due to the limited funding, not all eligible students will receive this award.
Federal Work Study Program

The Federal Work Study (FWS) program provides eligible students the opportunity to work part-time to help pay for the costs of their education. In order to be eligible for Federal Work Study, a student must have received a high school diploma or GED®, be enrolled at Southwest Georgia Technical College, and be eligible for the Pell Grant.

Interested students must submit an application along with a current resume. Students should apply online through the Job Center link on the College website. Applicants are interviewed and placed in various departments around campus as openings become available. Work Study students are limited to how many hours they may work and how much money they can earn according to their financial need, as determined by their FAFSA and other financial aid information. Limited positions are available. Not all students who apply for FWS will be placed in a job. FWS positions are temporary part-time jobs. Job placements may be revoked due to fund limitations or poor job performance.

In order to qualify for the HOPE Grant, HOPE Scholarship, Zell Miller Grant, and Zell Miller Scholarship, students must meet the general Satisfactory Academic Progress (SAP) requirements described on page 49, as well as the program specific residency and eligibility requirements outlined below.

HOPE Residency Requirements

Students who were legal residents of Georgia at the time of graduation from high school or a home study program or on their GED® test date must meet the TCSG residency requirements (page 41) for at least 24 consecutive months immediately preceding the first day of classes of the term for which the HOPE Grant, HOPE Scholarship or Zell Miller Scholarship is sought. Students who were not legal residents of Georgia at the time of graduation from high school or a home study program or on their GED® test date must meet the TCSG residency requirements for at least 24 consecutive months immediately preceding the first day of classes of the term for which the HOPE Grant, HOPE Scholarship or Zell Miller Scholarship is sought.

If the student is an active duty military service member or the spouse or dependent child of an active duty military service member and the active duty military service member is stationed in Georgia or lists Georgia as their home of record, then the student meets the residency requirements for HOPE Grant, HOPE Scholarship and the Zell Miller Scholarship.

Dual and Joint enrolled high school students must meet the TCSG residency requirements for 12 consecutive months immediately preceding the first day of the term for which the HOPE Grant is sought.

State Financial Aid

Southwest Georgia Technical College also offers several types of financial assistance to qualifying Georgia residents. These programs, which are administered by the Georgia Student Finance Commission (GSFC), include the Georgia HOPE Scholarship, Zell Miller Scholarship, HOPE Grant, Zell Miller Grant, HOPE GED Grant, Student Access Loan for Technical Colleges (SALT), and the ACCEL program for dual-enrolled high school students. The Financial Aid Office will manage these GSFC programs in accordance with GSFC regulations. GSFC regulations and guidance will supersede this procedure.

The HOPE Grant, HOPE Scholarship, Zell Miller Grant, and Zell Miller Scholarship will pay a percentage of the tuition charges at the standard tuition rate for eligible students. Eligible students enrolled in programs with a non-standard tuition rate will not receive any additional funds. No payment will be made for fees or books. The percentage of tuition payment will be set annually by Georgia Student Finance Commission.

Bachelor’s Degree Recipients

Students who have received a Bachelor’s Degree, its equivalent or higher, from any institution are ineligible for the HOPE Grant, HOPE Scholarship and Zell Miller Scholarship.
HOPE AND ZELL MILLER GRANT FOR DIPLOMA AND CERTIFICATE PROGRAMS

Limits of Eligibility

• Eligible students may receive HOPE Grant or Zell Miller Grant payment for a maximum of 63 semester or 95 quarter credit hours at all institutions.

• A student is ineligible to receive HOPE Grant or Zell Miller Grant payment once he or she reaches the Combined Paid-Hours Limit of 190 quarter or 127 semester credit hours from any combination of HOPE Scholarship Paid-Hours, plus Zell Miller Scholarship Paid-Hours, plus Zell Miller Grant Paid-Hours, plus HOPE Grant Paid-Hours, plus ACCEL Program Paid-Hours for credit hours taken at all institutions.

Credit Hour Checkpoints

HOPE Grant

A student enrolled in a diploma or certificate program and receiving or seeking HOPE Grant must have earned a cumulative GPA of 2.0 at the end of the term in which he or she has attempted 30 semester and 60 semester credit hours towards a diploma or certificate for which he or she received HOPE Grant funds. Students who received HOPE Grant prior to Fall Semester 2011 must meet the GPA requirement at the end of the term in which they reach their next credit hour checkpoint.

Regaining HOPE Grant

Students who have lost their HOPE Grant eligibility at the 30 credit hour checkpoint may regain it if their cumulative GPA is 2.0 or higher at the 60 credit hour checkpoint. Students may only regain HOPE Grant eligibility one time after losing it.

Students who lost their HOPE Grant eligibility at a credit hour checkpoint due to not having a 3.0 GPA when that requirement was in place, but who had at least a 2.0 Hope GPA at that time, will regain their HOPE Grant eligibility starting Fall Semester 2013 or their next term of enrollment.

Zell Miller Grant

A student enrolled in a diploma or certificate program and receiving or seeking Zell Miller Grant must have earned a cumulative GPA of 3.50 at the end of each term enrolled in order to be eligible for Zell Miller Grant the following term of enrollment. The GPA calculation for Zell Miller Grant includes all coursework for which the student received HOPE Grant or Zell Miller Grant payment at any institution. A student may be retroactively awarded the Zell Miller Grant for the first term of enrollment (excluding dual or joint enrollment, while in high school) after earning a minimum cumulative GPA of 3.50 at the end of that first term of HOPE Grant payment.

Regaining Zell Miller Grant

A student who lost his or her Zell Miller Grant eligibility at the end of a term for failure to earn a 3.50 GPA can regain Zell Miller Grant eligibility if his or her GPA is at least 3.50 at the end of the next school term and the student meets all other Zell Miller Grant requirements.

HOPE Grant/Zell Miller Grant GPA Calculation

The Registrar is responsible for calculating students’ GPA for HOPE Grant purposes. Students must submit official transcripts from all institutions at which they have received HOPE Grant or Zell Miller Grant payment in order to be evaluated for continued eligibility at the 30 and 60 credit hour checkpoints. Failure to provide all official transcripts will result in the student not being evaluated for HOPE Grant / Zell Miller Grant eligibility beyond 30 credit hours. The 30 credit hour checkpoint GPA will include all diploma or certificate credit courses for which the student received HOPE Grant payment. Learning Support and dual enrollment coursework while in high school are excluded from the HOPE Grant and Zell Miller Grant GPA and checkpoints. For students who lost HOPE Grant at the 30 credit hour checkpoint, the 60 credit hour checkpoint GPA will also include all diploma or certificate credit courses for which the student would have received HOPE Grant payment.
Strategic Industries Workforce Development Grant (SIWDG)

A student enrolled in a Georgia Student Finance Commission approved, designated diploma or certificate program of study who meets all eligibility requirements for HOPE Grant or Zell Miller Grant, and is receiving HOPE or Zell Miller Grant for the term, is also eligible to receive a SIWDG award for the term. No separate application is required to receive the SIWDG. High school students participating in dual or joint enrollment are not eligible for the SIWDG.

A student’s SIWDG award is a fixed amount per term based on the student’s program of study and hours of enrollment. Eligible students enrolled in 1-2 credit hours will receive $125; 3-8 credit hours will receive $250; and 9 or more credit hours will receive $500.

For the 2014-2015 award year, the eligible programs of study offered at Southwest Georgia Technical College are:
- Early Childhood Care and Education, Diploma
- Practical Nursing, Diploma (clinical portion)
- Welding and Joining Technology, Diploma
- Basic Shielded Metal Arc Welder, TCC
- Gas Metal Arc Welder, TCC
- Vertical Shielded Metal Arc Welder Fabricator, TCC
- Network Specialist, Diploma
- PC Repair and Network Technician, TCC
- Health Information Coding, Diploma
- Surgical Technology, Diploma

Limits of Eligibility

Combined Paid-Hours Limit for HOPE Scholarship and Zell Miller Scholarship

An eligible student may receive HOPE or Zell Miller Scholarship until he or she reaches the Combined Paid-Hours Limit of 127 semester or 190 quarter credit hours from any combination of HOPE Scholarship Paid-Hours, plus Zell Miller Scholarship Paid-Hours, plus HOPE Grant Paid-Hours, plus Zell Miller Grant Paid-Hours, plus ACCEL Program Paid-Hours through FY2011 for credit hours taken at all institutions.

Attempted Hours Limit for HOPE Scholarship

A student is ineligible to receive HOPE or Zell Miller Scholarship payment once he or she has attempted 127 semester or 190 quarter college level credit hours, regardless of how payment was made for those hours.

Time Limit for HOPE Scholarship Eligibility

Students who received HOPE or Zell Miller Scholarship at any institution prior to the summer term 2011 will continue to be eligible for HOPE or Zell Miller Scholarship until June 30, 2015, regardless of the date of their high school graduation or equivalent, provided they meet all other eligibility requirements.

Students who have not received HOPE Scholarship prior to summer term 2011, may receive for HOPE or Zell Miller Scholarship until June 30 of the seventh academic year after their high school graduation date or the graduation date of their high school class if the student withdrew from high school prior to his graduation date, G.E.D. test date, or Home Study program completion date, whichever occurs first. Students who graduated high school more than seven (7) years prior to the term in which they are seeking HOPE Scholarship and who have never previously received HOPE scholarship will not be eligible for the HOPE Scholarship at any time.

HOPE SCHOLARSHIP FOR DEGREE PROGRAMS

Students are responsible for requesting a HOPE Scholarship Evaluation be conducted in order to receive HOPE Scholarship. The “Request for HOPE Scholarship Evaluation” form is available on the College website and in the Financial Aid Office.
Edits to p. 50
(Maximum Time Frame for Federal Pell Grant and Title IV Aid Programs)

Once a student is found to have exceeded the maximum time frame allowed, he or she will be ineligible for all types of Title IV federal financial aid. Students may appeal a loss of financial aid eligibility due to maximum time frame requirements if extenuating circumstances prevented them from completing their program within the specified time frame.

Edits to p. 53
RETURN OF TITLE IV FUNDS

If a recipient of Title IV funds totally withdraws from school after beginning attendance in a term, federal regulations require that his/her Pell Grant for the term be recalculated as follows: The number of calendar days attended during the term is divided by the total number of calendar days in the term. The resulting percentage is multiplied by the Pell award for the term. This is the new amount of Pell Grant the student has earned. If the student has received Pell Grant funds in excess of the new award amount, he/she may owe a balance. If the student has received Pell Grant funds in excess of the new award amount, he/she will be notified by the Business Office of any amount to be repaid.

Any student who owes a balance due to a financial aid over award will be ineligible for further financial aid until he/she has repaid these funds.

If a student is receiving HOPE funds for the term, those funds will be applied to tuition charges before Pell Grant funds.
Edits to p. 55

**ADDITIONAL FEES**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application (one time, non-refundable)</td>
<td>$20.00</td>
</tr>
<tr>
<td>Health Science/ECCE/Cosmetology Liability Insurance *</td>
<td>$13.00</td>
</tr>
<tr>
<td>EMT and Paramedicine Liability Insurance</td>
<td>$55.00</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>$45.00</td>
</tr>
<tr>
<td>Return Check Fee</td>
<td>$30.00</td>
</tr>
<tr>
<td>Graduation Fee (payable with last semester fees)</td>
<td>$35.00</td>
</tr>
<tr>
<td>Diploma Replacement</td>
<td>$25.00</td>
</tr>
<tr>
<td>Test Fee (Exemption Exam)</td>
<td>25% of the tuition cost for the course</td>
</tr>
<tr>
<td>Retest Fee (per Admissions Placement Exam section)</td>
<td>$15.00</td>
</tr>
<tr>
<td>Transcript Fee</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

*Required for all Early Childhood Education, Cosmetology and Health Occupations students, except EMT, AEMT and Paramedicine students per year.

- Programs in the School of Health Sciences have additional expenses which may vary by program and semester.
- Out-of-state students will pay tuition twice the rate of Georgia residents. Due to a reciprocal agreement, Alabama students are not subject to out-of-state tuition. Students residing in Florida counties contiguous to the Southern Regional Technical College service area (Jefferson, Leon, & Gadsden) are not subject to out-of-state tuition.
- Ineligible non-citizens will be charged four (4) times the rate of Georgia residents.
- The cost of books, tools, uniforms, or special equipment is extra and not included in the fees listed above.
- Cash, check, Master Card, Visa, and Discover are accepted.
- Credit card payment of fees may be submitted online through the College website, www.southwestgatech.edu.
The College requires a minimum of 15 semester credit hours of General Education core courses for the associate degree. These semester hours are to be selected as follows: A minimum of at least one course each from Area I (Language Arts/Communication), Area II (Social/Behavioral Sciences, Area III (Natural Science/Mathematics), and Area IV (Humanities/Fine Arts).

Course Offerings
Most courses are offered every term. Courses that are not offered every term are noted by the placement of a diamond prior to the course designation. Courses are noted as follows:

◊ = Fall Term Only; ◊◊ = Fall and Summer Term Only;
◊ = Spring Term Only; ◊◊ = Spring and Summer Term Only;
◊◊ = Summer Term Only; ◊◊◊ = Fall and Spring Term Only;
◊◊◊◊ = As Enrollment Warrants.

Degree Level Student Learning Outcomes:
• Students will think critically.
• Students will write an organized and grammatically correct document.
• Students will solve quadratic equations.
• Students will use statistics to describe a set of data.

Area I: Language Arts/Communication

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1101</td>
<td>Composition and Rhetoric</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1102</td>
<td>Literature and Composition</td>
<td>3</td>
</tr>
<tr>
<td>◊ENGL 2110</td>
<td>World Literature</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 1101</td>
<td>Introduction to Spanish Language</td>
<td>3</td>
</tr>
<tr>
<td>◊SPAN 1102</td>
<td>Introduction to Spanish Language</td>
<td>3</td>
</tr>
<tr>
<td>◊SPCH 1101</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

Area II: Social/Behavioral Sciences

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>◊ECON 1101</td>
<td>Principles of Economics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2105</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>◊ECON 2106</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1111</td>
<td>World History I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1112</td>
<td>World History II</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2111</td>
<td>U.S. History I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2112</td>
<td>U.S. History II</td>
<td>3</td>
</tr>
<tr>
<td>◊POLS 1101</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1101</td>
<td>Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>◊PSYC 2103</td>
<td>Human Development</td>
<td>3</td>
</tr>
<tr>
<td>◊PSYC 2250</td>
<td>Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 1101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

Area III: Natural Science/Mathematics

**Natural Science Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BIOL 1111</td>
<td>Biology I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 1111L</td>
<td>Biology Lab I</td>
<td>1</td>
</tr>
<tr>
<td>◊BIOL 1112</td>
<td>Biology II</td>
<td>3</td>
</tr>
<tr>
<td>◊BIOL 1112L</td>
<td>Biology Lab II</td>
<td>1</td>
</tr>
<tr>
<td>◊CHEM 1211</td>
<td>Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>◊CHEM 1211L</td>
<td>Chemistry Lab I</td>
<td>1</td>
</tr>
<tr>
<td>◊CHEM 1212</td>
<td>Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>◊CHEM 1212L</td>
<td>Chemistry Lab II</td>
<td>1</td>
</tr>
<tr>
<td>CHEM 1151</td>
<td>Survey of Inorganic Chemistry I</td>
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</tr>
<tr>
<td>◊CHEM 1151L</td>
<td>Survey of Inorganic Chemistry Lab I</td>
<td>1</td>
</tr>
<tr>
<td>◊CHEM 1152</td>
<td>Survey of Organic Chemistry and Biochemistry</td>
<td>3</td>
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<tr>
<td>◊CHEM 1152L</td>
<td>Survey of Organic Chemistry and Biochemistry Lab</td>
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**Mathematics Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>◊MATH 1100</td>
<td>Quantitative Skills and Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1101</td>
<td>Mathematical Modeling</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1111</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>◊MATH 1112</td>
<td>College Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>◊MATH 1113</td>
<td>Pre-Calculus</td>
<td>3</td>
</tr>
<tr>
<td>◊MATH 1127</td>
<td>Intro to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>◊MATH 1131</td>
<td>Calculus I</td>
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Area IV: Humanities/Fine Arts

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>◊ARTS 1101</td>
<td>Art Appreciation</td>
<td>3</td>
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<tr>
<td>◊ENGL 2110</td>
<td>World Literature</td>
<td>3</td>
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<tr>
<td>ENGL 2130</td>
<td>American Literature</td>
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</tr>
<tr>
<td>HUMN 1101</td>
<td>Introduction to Humanities</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 1101</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
</tbody>
</table>
Edits to p. 86

UNIT SECRETARY
Technical Certificate of Credit

Program Description: The Unit Secretary technical certificate of credit provides training in medical terminology, keyboarding, computer usage, and English skills. Students learn to function in the center of the communication hub found in a hospital unit. Desirable traits of a unit secretary include strong communication skills, flexibility, professionalism, and responsibility.

Student Learning Outcomes:
• Students will create mail merge documents including letters, envelopes, and data directories.
• Students will transcribe medical documents from dictated medical reports.

Length of Program: Three (3) Semesters

Entrance Date: Beginning of each semester.

Entrance Requirements: Refer to Admissions criteria

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Program Final Exit Point: Unit Secretary, Technical Certificate of Credit.

Credits Required for Graduation: 21 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES 21
   ALHS 1040 Introduction to Health Care 3
   ALHS 1090 Medical Terminology for Allied Health Sciences 2
   BUSN 1440 Document Production 4
   BUSN 2320 Medical Document Processing/Transcription 4
   BUSN 2340 Medical Administrative Procedures 4
   BUSN 2380 Medical Administrative Assistant Internship I 4

Students are required to complete WKET 1000 while enrolled in courses marked with a ◊.
Students are required to complete WKET 2020 while enrolled in courses marked with a ♦.
Edits to p. 102-103

HEALTH CARE SCIENCE
Technical Certificate of Credit

Program Description: Health Care Science is a three (3) semester technical certificate of credit that provides academic foundations at the degree level in communications, mathematics, and human relations, as well as technical fundamentals. Program graduates are trained in the underlying fundamentals of health care delivery and are well prepared for employment and subsequent upward mobility.

Student Learning Outcomes:
• Students will be able to perform one of the following items dependent on their concentration.
• A.S.N.: Students will maintain a sterile field throughout a procedure.
• Radiologic Technology: Students will perform a Chest X-ray to ARRT standards.
• Respiratory Care: Students will apply the basic principles of the Respiratory Care profession.
• Surgical Technology: Students will maintain sterility while opening a sterile package, sterile basin, sterile instrument tray, and a sterile wrapped item.
• Veterinary Technology: Students will prepare a surgical pack for sterilization.

Program Offered at the Following Sites: SRTC of Thomas County

Length of Program: 3 Semesters

Entrance Dates: Beginning of each semester.

Entrance Requirements: Refer to Admissions procedures. Admission to the specialization courses may be affected by the specialization program’s competitive admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Students will be expected to attain an American Heart Healthcare Provider CPR Certification, First Aid, Dental, Drug Toxicology, Physical Exam, and a Criminal Background Check prior to attending the Healthcare Science Concentration Courses or before completing the competitive admissions process for other allied health programs of study.

Program Final Exit Point: Health Care Science, Technical Certificate of Credit.

Credits Required for Graduation: 36 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. GENERAL EDUCATION COURSES 15
   Area I: Language Arts/Communication (3 Hours) 3
   Required Course(s):
   ENGL 1101 Composition and Rhetoric
   Area II: Social/Behavioral Sciences (3 Hours) 3
   Required Course(s):
   PSYC 1101 Introductory Psychology
   Area III: Natural Sciences/Mathematics (3 Hours) 3
   Required Course(s):
   One Degree Level Mathematics Course
   Area IV: Humanities/Fine Arts (3 Hours) 3
   And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)

*General Education courses and electives for the Associate level can be found on p. 75.

2. OCCUPATIONAL COURSES 3
   COMP 1000 Introduction to Computers 3
<table>
<thead>
<tr>
<th>3. CONCENTRATION SPECIFIC COURSE (Select one track)</th>
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<tbody>
<tr>
<td><strong>Associate of Science in Nursing (Generic)</strong></td>
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<tr>
<td>BIOL 2113  Anatomy and Physiology I</td>
<td>3</td>
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<tr>
<td>BIOL 2113L Anatomy and Physiology I Lab</td>
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<tr>
<td>BIOL 2114  Anatomy and Physiology II</td>
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<tr>
<td>BIOL 2114L Anatomy and Physiology II Lab</td>
<td>1</td>
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<tr>
<td>BIOL 2117  Introductory Microbiology</td>
<td>3</td>
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<tr>
<td>BIOL 2117L Introductory Microbiology Lab</td>
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<tr>
<td>◊ RNSG 1911 Health Assessment Through the Lifespan</td>
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<tr>
<td>◊ RNSG 1920 Theoretical and Technical Foundations for Nursing Practice</td>
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| **Associate of Science in Nursing (Bridge)**       |       |
| BIOL 2113  Anatomy and Physiology I                 | 3     |
| BIOL 2113L Anatomy and Physiology I Lab             | 1     |
| BIOL 2114  Anatomy and Physiology II                | 3     |
| BIOL 2114L Anatomy and Physiology II Lab            | 1     |
| BIOL 2117  Introductory Microbiology                | 3     |
|◊ RNSG 1911 Health Assessment Through the Lifespan  |       |
|◊ RNSG 1960 Transition to Associate Degree Nursing  | 4     |

| **Radiologic Technology**                           | 21    |
| ALHS 1090  Medical Terminology for AHS              | 2     |
| BIOL 2113  Anatomy and Physiology I                 | 3     |
| BIOL 2113L Anatomy and Physiology I Lab             | 1     |
| BIOL 2114  Anatomy and Physiology II                | 3     |
| BIOL 2114L Anatomy and Physiology II Lab            | 1     |
|◊ RADT 1010 Introduction to Radiology                | 4     |
|◊ RADT 1030 Radiographic Procedures I                | 3     |
|◊ RADT 1320 Clinical Radiography I                   | 4     |

| **Respiratory Care Technology**                     |       |
| BIOL 2113  Anatomy and Physiology I                 | 3     |
| BIOL 2113L Anatomy and Physiology I Lab             | 1     |
| BIOL 2114  Anatomy and Physiology II                | 3     |
| BIOL 2114L Anatomy and Physiology II Lab            | 1     |
| CHEM 1151  Survey of Inorganic Chemistry            | 3     |
| CHEM 1151L Survey of Inorganic Chemistry Lab       | 1     |
|◊ RESP 1120 Introduction to Respiratory Therapy      | 3     |
|◊ RESP 1130 Respiratory Therapy Lab                  | 4     |

| **Surgical Technology**                             |       |
| ALHS 1090  Medical Terminology for AHS              | 2     |
| BIOL 2113  Anatomy and Physiology I                 | 3     |
| BIOL 2113L Anatomy and Physiology I Lab             | 1     |
| BIOL 2114  Anatomy and Physiology II                | 3     |
| BIOL 2114L Anatomy and Physiology II Lab            | 1     |
|◊ SURG 1010 Introduction to Surgical Technology     | 8     |
|◊ SURG 1080 Surgical Microbiology                   | 2     |

| **Veterinary Technology**                            | 20    |
| BIOL 1111  Biology I                                 | 3     |
| BIOL 1111L Biology I Lab                             | 1     |
| CHEM 1151  Survey of Inorganic Chemistry             | 3     |
| CHEM 1151L Survey of Inorganic Chemistry Lab        | 1     |
|◊ VETT 1010 Introduction to Veterinary Tech           | 1     |
|◊ VETT 1030 Veterinary Clinical Procedures I         | 4     |
|◊ VETT 1060 Animal Anatomy and Physiology            | 4     |
|◊ VETT 1070 Veterinary Diagnostic Imaging            | 3     |

**CHEM 1211 and CHEM 1211L may be substituted for CHEM 1151 and CHEM 1151L.**

Students are required to complete WKET 1000 while enrolled in courses marked with a ◊.

Students are required to complete WKET 2020 while enrolled in courses marked with a ♦.
Edits to p. 105

CLINICAL LABORATORY TECHNOLOGY
Associate of Applied Science Degree

Program Description: Clinical Laboratory Technology is a 6 semester associate of applied science degree program. Students learn to perform clinical laboratory procedures under the supervision of a qualified pathologist and/or clinical laboratory scientist. Classroom training is integrated with clinical experiences under the medical direction of cooperating hospitals. Graduation from this program allows students to take a national certification examination which is necessary for clinical employment.

This program is accredited by the National Accreditation Agency for Clinical Laboratory Sciences. National Accreditation Agency for Clinical Laboratory Sciences (NAACLS); 5600 N. River Rd., Suite 720, Rosemont, IL 60018; Phone: 773-714-8880 Ext. 4181; Fax: 773-714-8886; Website: www.naacls.org

Student Learning Outcomes:
- Students will evaluate patient body fluid samples for suitability for testing.
- Students will perform testing of body fluids using proper test procedures and protocols.
- Students will report laboratory test results in the proper format.

Length of Program: Six (6) Semesters

Entrance Date: Students are able to be admitted at the beginning of any semester. All CLT courses begin spring semester based on admissions criteria.

Entrance Requirements: Refer to Admissions criteria. Contact the program advisor or admissions for details.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Credits Required for Graduation: 73 minimum semester hour credits required for graduation

CURRICULUM CREDITS

1. GENERAL EDUCATION COURSES 19
   Area I: Language Arts/Communication (3 Hours) 3
   Required Course(s):
   ENGL 1101 Composition and Rhetoric
   Area II: Social/Behavioral Sciences (3 Hours) 3
   Area III: Natural Sciences/Mathematics (7 Hours)** 7
   Required Course(s):
   One Mathematics Course
   CHEM 1151 Survey of Inorganic Chemistry
   CHEM 1151L Survey of Inorganic Chemistry Lab
   Area IV: Humanities/Fine Arts (3 Hours) 3
   And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor) 3

*General Education courses and electives for the Associate level can be found on p. 75.

** CHEM 1211 and CHEM 1211L may be substituted for CHEM 1151 and CHEM 1151L.
## OCCUPATIONAL COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
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<tr>
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<td>Anatomy and Physiology I</td>
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<tr>
<td>BIOL 2113L</td>
<td>Anatomy and Physiology I Lab</td>
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<tr>
<td>BIOL 2114</td>
<td>Anatomy and Physiology II</td>
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<tr>
<td>BIOL 2114L</td>
<td>Anatomy and Physiology II Lab</td>
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<tr>
<td>CLBT 1010</td>
<td>Intro to Clinical Laboratory Tech</td>
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<td>CLBT 1030</td>
<td>Urinalysis/Body Fluids</td>
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<td>CLBT 1040</td>
<td>Hematology/Coagulation</td>
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<td>CLBT 1050</td>
<td>Serology/Immunology</td>
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<td>Immunohematology</td>
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<td>CLBT 1070</td>
<td>Clinical Chemistry</td>
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<tr>
<td>CLBT 1080</td>
<td>Microbiology</td>
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<td>CLBT 2090</td>
<td>Clinical Phlebotomy, Urinalysis, and Serology Practicum</td>
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<tr>
<td>CLBT 2100</td>
<td>Clinical Immunohematology Practicum</td>
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<td>CLBT 2110</td>
<td>Clinical Hematology/Coagulation Practicum</td>
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<td>CLBT 2120</td>
<td>Clinical Microbiology Practicum</td>
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<td>CLBT 2130</td>
<td>Clinical Chemistry Practicum</td>
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<tr>
<td>CLBT 2200</td>
<td>CLT Certification Review</td>
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</table>

Students are required to complete WKET 1000 while enrolled in courses marked with a ◊.

Students are required to complete WKET 2020 while enrolled in courses marked with a 🌟.
New to Health Sciences: p.100-130

EMS PROFESSIONS  
Diploma

Program Description: Students who complete the EMS Professions diploma will be able to fluidly move into the paramedicine program at the diploma level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians AEMT certification examination and to apply for Georgia licensure as an AEMT. The primary focus of the Advanced Emergency Medical Technician is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system.

Student Learning Outcomes:
• Students will spinal immobilize a supine patient without critical error.

Length of Program: Three (3) Semesters

Entrance Date: Evening Admit - Fall Semester; Day Admit - Spring Semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 17 years of age or older. Must be 18 at time of graduation and to sit for National Registry Exam.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Physical Exam, Criminal Background Check, American Heart Healthcare Provider CPR Certification, and Drug Toxicology.

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination.

Program Final Exit Point: EMS Professions, Diploma. Eligible to apply for the National Registry Advanced EMT State Boards.

Credits Required for Graduation: 42 Minimum semester hour credits required.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES  
   ENGL 1010 Fundamentals of English I 3  
   MATH 1012 Foundations of Mathematics 3

2. OCCUPATIONAL COURSES  
   ALHS 1011 Structure and Function of the Human Body 5  
   ALHS 1090 Medical Terminology for AHS 2  
   ◊ EMSP 1110 Introduction to the EMT Profession 3  
   ◊ EMSP 1120 EMT Assessment/Airway Management and Pharmacology 3  
   EMSP 1130 Medical Emergencies for the EMT 3  
   EMSP 1140 Special Patient Populations 3  
   EMSP 1150 Shock and Trauma for the EMT 3  
   ◊ EMSP 1160 Clinical and Practical Applications for the EMT 1  
   EMSP 1510 Advanced Concepts for the AEMT 3  
   EMSP 1520 Advanced Patient Care for the AEMT 3  
   EMSP 1530 Clinical Applications for the AEMT 1  
   EMSP 1540 Clinical and Practical Applications for the AEMT 3

Students are required to complete WKET 1000 while enrolled in courses marked with a ◊.  
Students are required to complete WKET 2020 while enrolled in courses marked with a ◊.
New to Health Sciences: p.100-130

EMERGENCY MEDICAL RESPONDER
Technical Certificate of Credit

Program Description: The Emergency Medical Responder certificate program prepares students to initiate immediate lifesaving care to critical patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide lifesaving interventions while awaiting additional EMS response and to assist higher level personnel at the scene and during transport. Emergency Medical Responders function as part of a comprehensive EMS response, under medical oversight. The Emergency Medical Responder (EMR) technical certificate of credit provides students with the opportunity to prepare for entry-level into the emergency medical services professions for possible employment in a variety of pre-hospital, industrial and first responder settings. After successful completion of a SOEMST approved EMR program the graduate may take the National Registry of Emergency Medical Technicians EMR certification examination.

Student Learning Outcomes:
- Students will perform a patient assessment on a simulated trauma patient with no critical errors.

Length of Program: Two (2) Semesters

Entrance Date: Fall Semester

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: A high school diploma or equivalent (GED) is not necessary for application or admission, but must be received prior to the awarding of this certificate. College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Physical Exam, Criminal Background Check, and Drug Toxicology.

Program Final Exit Point: Emergency Medical Responder, TCC. Eligible to apply for the National Registry EMT State Boards.

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination.

Credits Required for Graduation: 11 Minimum semester hour credits required.

CURRICULUM CREDITS

1. OCCUPATIONAL COURSES 11

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALHS 1011</td>
<td>Structure and Function of the Human Body</td>
<td>5</td>
</tr>
<tr>
<td>ALHS 1090</td>
<td>Medical Terminology for ALHS</td>
<td>2</td>
</tr>
<tr>
<td>EMSP 1010</td>
<td>Emergency Medical Responder</td>
<td>4</td>
</tr>
</tbody>
</table>

Students are required to complete WKET 1000 while enrolled in courses marked with a ◊.
PRACTICAL NURSING
Diploma

Course Description: The Practical Nursing program is designed to prepare students to write the NCLEX-PN for licensure as practical nurses. The program prepares graduates to give competent nursing care. This is done through a selected number of academic and occupational courses providing a variety of techniques and materials necessary to assist the student in acquiring the needed knowledge and skills to give competent care. A variety of clinical experiences is planned so that theory and practice are integrated under the guidance of the clinical instructor. Program graduates receive a practical nursing diploma and have the qualifications of an entry-level practical nurse.

Student Learning Outcomes:
- Students will maintain a sterile field during a procedure.
- Students will take and record patient vital signs (blood pressure, temperature, pulse, and respirations) in the clinical setting.
- Students will provide safe nursing care in various clinical settings.

Length of Program: One (1) semester prerequisites, Four (4) semesters occupational courses.

Entrance Dates: Beginning of each term for general education courses; however, applicants must attain an acceptable score on the Test of Essential Academic Skills (TEAS V) and successfully complete all prerequisite courses (ALHS 1011 – Structure and Function of the Human Body, ALHS 1060 – Diet and Nutrition for Allied Health Sciences, ENGL 1010 – Fundamentals of English I, MATH 1012 – Foundations of Mathematics, PSYC 1010 – Basic Psychology, PNSG 2010 – Introduction to Pharmacology and Clinical Calculations) prior to beginning certain cohort occupational courses.

Program Admission: Main Campus admits students to occupational courses during the Fall Semester. Grady Campus admits students to occupational courses during the Spring Semester.

Entrance Requirements: Refer to Admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program. This program must be completed within 18 months of successful completion of PNSG 2030.

Age: Applicant must be 17 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Standardized achievement tests will be given. All students are required to participate in the standardized evaluation process. Failure to participate will result in failure of the course. American Heart Healthcare Provider CPR Certification, Physical Exam, Dental exam, Drug Toxicology, and Criminal Background Check are required. A current Flu immunization is required for clinicals.

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be allowed to complete the practicum requirements or granted permission to take the licensing examination.

Credits Required for Graduation: 57 minimum semester hour credits required for graduation

Note: A bridge program to an Associate of Science in Nursing program exists.
# CURRICULUM CREDITS

1. **BASIC SKILLS COURSES**
   - ENGL 1010 Fundamentals of English I 3
   - MATH 1012 Foundations of Mathematics 3
   - PSYC 1010 Basic Psychology 3

2. **OCCUPATIONAL COURSES**
   - ALHS 1011 Struct and Func of the Human Body 5
   - ALHS 1060 Diet and Nutrition for Allied Health Sciences 2
   - PNSG 2010 Introduction to Pharmacology and Clinical Calculations 2
   - PNSG 2030 Nursing Fundamentals 6
   - PNSG 2035 Nursing Fundamentals Clinical 2
   - PNSG 2210 Medical-Surgical Nursing I 4
   - PNSG 2220 Medical-Surgical Nursing II 4
   - PNSG 2230 Medical-Surgical Nursing III 4
   - PNSG 2240 Medical-Surgical Nursing IV 4
   - PNSG 2250 Maternity Nursing 3
   - PNSG 2255 Maternity Nursing Clinical 1
   - PNSG 2310 Medical-Surgical Nursing Clinical I 2
   - PNSG 2320 Medical-Surgical Nursing Clinical II 2
   - PNSG 2330 Medical-Surgical Nursing Clinical III 2
   - PNSG 2340 Medical-Surgical Nursing Clinical IV 2
   - PNSG 2410 Nursing Leadership 1
   - PNSG 2415 Nursing Leadership Clinical 2

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.
Students are required to complete WKET 2020 while enrolled in courses marked with a ◊.
RESPIRATORY CARE
Associate of Applied Science Degree

Program Description: The Respiratory Care program is a sequence of courses that prepares students for careers in the field of respiratory care. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in areas such as pharmacology, medical gases, humidity/aerosol therapy, positive pressure ventilation, assessment of diseases and conditions, critical respiratory care, advanced critical care monitoring, pulmonary function testing, and pediatric and neonatal respiratory care. Program graduates receive an Associate of Applied Science degree in Respiratory Care. Completion of the program qualifies the graduate to sit for the credentialing examinations to become a Registered Respiratory Therapist (RRT). Graduates must successfully complete the Entry Level Certification Examination administered by the National Board for Respiratory Care, to obtain Certification as a Certified Respiratory Therapist (CRT). Upon obtaining the CRT credential, the graduate is eligible, and must successfully complete the written, and clinical simulation, sections of the advanced registry examination(s) to obtain the Registered Respiratory Therapist Credential (RRT). The NBRC requires continued competency through re-credentialing and continuing education on a five-year cycle, and licensure requirements vary by state.

Student Learning Outcomes:
• Students will apply the basic principles of the Respiratory Care profession.
• Students will maintain airway patency in patients using emergency airway protocols.
• Students will complete Arterial Blood Gas Analysis.
• Students will deliver Oxygen Therapy using accepted protocols.

Program Offered at the Following Sites: SRTC of Thomas County

Length of Program: Two (2) semesters of prerequisite courses found in the Healthcare Science, TCC, Four (4) semesters of occupational courses.

Entrance Date: Prerequisite Courses open; however, all prerequisite/Competitive Admissions courses (BIOL 2113 – Anatomy and Physiology I, BIOL 2113L – Anatomy and Physiology Lab I, BIOL 2114 – Anatomy and Physiology II, BIOL 2114L – Anatomy and Physiology Lab II, and a Degree Level MATH course) must be successfully completed prior to competitive program admission deadline.

Program Admission: Fall Semester

Entrance Requirements: Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program. For further details, Please see the Competitive Admissions Criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: American Heart Healthcare Provider CPR Certification, Physical Exam, Criminal Background Check, and Drug Toxicology.

Note: Individuals who have been convicted of a felony offense may be denied state licensure. Applications for state licensure are reviewed by the designated governing body for each state. Licensure requirements may vary by state. Graduates of the program will submit application to the Georgia Composite Board during the final quarter of the program.

Note: CRT to registry requires all sections 1 & 2 in curriculum and RESP#’s 1193, 2130, 2140, 2150, 2160, 2170, 2220. Graduates of a diploma-level respiratory care program prior to 1997, who hold the Advanced RRT Credential, must complete Sections 1, 2, and 3, to obtain the A.A.S. Degree.
**Program Final Exit Point:** Respiratory Care, Associate of Applied Science. Eligible to apply for National Board for Respiratory Care certification and registry exams.

**Note:** Hospitals may require RRT credential for employment.

**Credits Required for Graduation:** 81 minimum semester hour credits required for graduation.

### CURRICULUM CREDITS

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<th>1. GENERAL EDUCATION COURSES</th>
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<td><em>Required Course(s):</em></td>
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<td>ENGL 1101 Composition and Rhetoric</td>
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<tr>
<td>Area II: Social/Behavioral Sciences (3 Hours)</td>
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<td>Area III: Natural Sciences/Mathematics (7 Hours)</td>
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<tr>
<td>CHEM 1151 Survey of Inorganic Chemistry</td>
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<td>CHEM 1151L Survey of Inorganic Chemistry Lab</td>
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<td><em>One Degree Level Mathematics Course</em></td>
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<td>Area IV: Humanities/Fine Arts (3 Hours)</td>
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<td><em>General Education courses and electives for the Associate level can be found on p. 75.</em></td>
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<td><strong>CHEM 1211 and CHEM 1211L may be substituted for CHEM 1151 and CHEM 1151L</strong></td>
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<td>BIOL 2117 Introductory Microbiology</td>
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<td>RESP 1120 Introduction to Respiratory Therapy</td>
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Students are required to complete WKET 1000 while enrolled in courses marked with a ◊. Students are required to complete WKET 2020 while enrolled in courses marked with a ◊.
Edits to p. 126-128

SURGICAL TECHNOLOGY
Associate of Applied Science Degree

Program Description: The Surgical Technology, Degree program prepares students for employment in a variety of positions in the surgical field. The Surgical Technology, Degree program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in Surgical Technology. Graduates of the program receive a Surgical Technology degree and are qualified for employment as surgical technologists.

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) Accreditation Review Committee on Education for Surgical Technology.

Student Learning Outcomes:
• Students will maintain sterility while opening a sterile package, sterile basin, sterile instrument tray, and a sterile wrapped item.
• Students will demonstrate the correct surgical hand scrub procedure.
• Students will enter into the OR and function with proper aseptic techniques.
• Students will pass instruments in the OR in assisting the surgical team.
• Students will maintain patient safety in the OR with minimal or no assistance.

Length of Program: Two (2) semesters of prerequisite courses found in the Health Care Science, TCC, Three (3) semesters of occupational courses.

Entrance Date: Prerequisite Courses open; however, all prerequisite/competitive admission courses (ALHS 1090 – Medical Terminology for Allied Health, BIOL 2113 – Anatomy & Physiology I, BIOL 2113L – Anatomy & Physiology Lab I, BIOL 2114 – Anatomy & Physiology II, BIOL 2114L – Anatomy & Physiology Lab II, ENGL 1101 – Composition and Rhetoric, degree level math course, one social science, and one general education elective) must be successfully completed with a minimum grade of a “C”, prior to competitive program admission deadline.

Program Admission: Summer Semester

Entrance Requirements: Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program. For further details, Please see the Competitive Admissions Criteria.

Age: Applicant must be 18 years of age prior to first clinical course.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: American Heart Healthcare Provider CPR Certification, Physical Exam, Criminal Background Check, and Drug Toxicology. All may be required to be successfully passed, as prescribed by the clinical institutions.

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the certification examination. Surgical Techs seeking this degree or transferring students must provide proof of graduation from an accredited program or proof of valid national certification.

Program Final Exit Point: Surgical Technology, Associate of Applied Science. Eligible to apply for a national certification examination.

Credits Required for Graduation: 70 minimum semester hour credits required for graduation
### CURRICULUM CREDITS

#### 1. GENERAL EDUCATION COURSES  
15

**Area I: Language Arts/Communication (3 Hours)**  
3

*Required Course(s):*
- ENGL 1101 Composition and Rhetoric

**Area II: Social/Behavioral Sciences (3 Hours)**  
3

**Area III: Natural Sciences/Mathematics (3 Hours)**  
3

*Required Course(s):*
- One Mathematics Course

**Area IV: Humanities/Fine Arts (3 Hours)**  
3

*And one additional course from Area I, II, III, or IV (3 hours) (as approved by program advisor)*  
3

*General Education courses and electives for the Associate level can be found on p. 75.*

#### 2. OCCUPATIONAL COURSES  
55

- **ALHS 1090** Medical Terminology for AHS  
  2
- **BIOL 2113** Anatomy and Physiology I  
  3
- **BIOL 2113L** Anatomy and Physiology I  
  1
- **BIOL 2114** Anatomy and Physiology II  
  3
- **BIOL 2114L** Anatomy and Physiology II Lab  
  1
- **BIOL 2117** Introductory Microbiology  
  3
- **BIOL 2117L** Introductory Microbiology Lab  
  1
- **SURG 1010** Introduction to Surgical Technology  
  8
- **SURG 1020** Principles of Surgical Technology  
  7
- **SURG 1080** Surgical Microbiology  
  2
- **SURG 1100** Surgical Pharmacology  
  2
- **SURG 2030** Surgical Procedures I  
  4
- **SURG 2040** Surgical Procedures II  
  4
- **SURG 2110** Surgical Technology Clinical I  
  3
- **SURG 2120** Surgical Technology Clinical II  
  3
- **SURG 2130** Surgical Technology Clinical III  
  3
- **SURG 2140** Surgical Technology Clinical IV  
  3
- **SURG 2240** Seminar in Surgical Technology  
  2

Students are required to complete WKET 1000 while enrolled in courses marked with a ◊.

Students are required to complete WKET 2020 while enrolled in courses marked with a ◊.
SURGICAL TECHNOLOGY
Diploma

Program Description: The Surgical Technology, Diploma program prepares students for employment in a variety of positions in the surgical field. The Surgical Technology, Diploma program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in Surgical Technology. Graduates of the program receive a Surgical Technology diploma and are qualified for employment as surgical technologists.

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) Accreditation Review Committee on Education for Surgical Technology.

Length of Program: One (1) semester of prerequisite courses found in the Health Care Assistant, TCC, Three (3) semesters of occupational courses.

Entrance Dates: Prerequisite Courses open; however, all prerequisite/competitive admission courses (ALHS 1011 – Structure and Function of the Human Body, ALHS 1090 – Medical Terminology for Allied Health, ENGL 1010 – Fundamentals of English I, diploma level math course, PSYC 1010 – Basic Psychology) must be successfully completed with a minimum grade of a “C”, prior to competitive program admission deadline.

Program Admission: Summer Semester

Entrance Requirements: Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program. For further details, Please see the Competitive Admissions Criteria.

Age: Applicant must be 18 years of age prior to first clinical course.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: American Heart Healthcare Provider CPR Certification, Physical Exam, Criminal Background Check, and Drug Toxicology.

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the certification examination. All may be required to be successfully passed, as prescribed by the clinical institutions.

Program Final Exit Point: Surgical Technology, Diploma. Eligible to apply for a national certification examination.

Credits Required for Graduation: 57 minimum semester hour credits required for graduation.

Note: Credits from this program may be applied to a degree program.
### CURRICULUM CREDITS

1. **BASIC SKILLS COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ENGL 1010</td>
<td>Fundamentals of English I</td>
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<tr>
<td>PSYC 1010</td>
<td>Basic Psychology</td>
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   *and one of the following (3 hours)*

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>MATH 1012</td>
<td>Foundations of Math</td>
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<tr>
<td>MATH 1013</td>
<td>Algebraic Concepts</td>
<td>(3)</td>
</tr>
<tr>
<td>MATH 1015</td>
<td>Geometry and Trigonometry</td>
<td>(3)</td>
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2. **OCCUPATIONAL COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ALHS 1011</td>
<td>Structure and Function of the Human Body</td>
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</tr>
<tr>
<td>ALHS 1090</td>
<td>Medical Terminology for AHS</td>
<td>2</td>
</tr>
<tr>
<td>SURG 1010</td>
<td>Introduction to Surgical Technology</td>
<td>8</td>
</tr>
<tr>
<td>SURG 1020</td>
<td>Principles of Surgical Technology</td>
<td>7</td>
</tr>
<tr>
<td>SURG 1080</td>
<td>Surgical Microbiology</td>
<td>2</td>
</tr>
<tr>
<td>SURG 1100</td>
<td>Surgical Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>SURG 2030</td>
<td>Surgical Procedures I</td>
<td>4</td>
</tr>
<tr>
<td>SURG 2040</td>
<td>Surgical Procedures II</td>
<td>4</td>
</tr>
<tr>
<td>SURG 2110</td>
<td>Surgical Technology Clinical I</td>
<td>3</td>
</tr>
<tr>
<td>SURG 2120</td>
<td>Surgical Technology Clinical II</td>
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<td>SURG 2130</td>
<td>Surgical Technology Clinical III</td>
<td>3</td>
</tr>
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<td>SURG 2140</td>
<td>Surgical Technology Clinical IV</td>
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</tr>
<tr>
<td>SURG 2240</td>
<td>Seminar in Surgical Technology</td>
<td>2</td>
</tr>
</tbody>
</table>

Students are required to complete WKET 1000 while enrolled in courses marked with a ✶.

Students are required to complete WKET 2020 while enrolled in courses marked with a ⚫.
NEW to Health Sciences: p.100-130

CENTRAL STERILE SUPPLY PROCESSING
TECHNICIAN
Technical Certificate of Credit

Program Description: The Central Sterile Supply
Processing Technician Technical Certificate of Credit is
designed to provide entry-level training that will pre-
pare graduates to function in the sterile supply process-
ning and distribution areas of healthcare facilities. The
program is based on theory and clinical instruction that
will apply scientific principles to the specific work area.
Theory classes with laboratory participatory classes will
prepare students for clinical application of skills and
knowledge in healthcare facilities. Together with practi-
cal experiences provide students with the preparation
necessary to be eligible to sit for the International Asso-
ciation of Healthcare Central Service Materiel Manage-
ment (IAHCSMM) certification exam.

Student Learning Outcomes:
• Students will enter the Central Sterile Supply
Department and function with appropriate
knowledge and use of instrumentation, supplies,
and equipment.

Length of Program: Two (2) Semesters

Entrance Date: Summer Semester

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 17 years of age or older. Must
be 18 at time of graduation and to sit for National Reg-
istry Exam.

Education: A high school diploma or GED is desirable
but not required for the program admission but is
required prior to graduation. College transcripts will be
evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to
enrolling in any course. An advisor will be assigned by
admissions.

Additional Requirements: Physical Exam, Criminal Back-
ground Check, American Heart Healthcare Provider CPR
Certification, and Drug Toxicology.

Note: Those who have been arrested/convicted of
a moral and/or legal violation of the law may not be
granted permission to take the licensing examination.

Program Final Exit Point: Central Sterile Supply Process-
ning Technician, Technical Certificate of Credit.

Credits Required for Graduation: 23 Minimum semes-
ter hour credits required.

CURRICULUM CREDITS

1. BASIC SKILLS COURSES
   EMPL 1000 Interpersonal Relations and Profes-
   sional Development 2

2. OCCUPATIONAL COURSES
   ALHS 1090 Medical Terminology for AHS 2
   COMP 1000 Introduction to Computers 3
   ◊ CSSP 1010 Central Sterile Supply Processing
   Technician 5
   CSSP 1020 Central Sterile Supply Processing
   Technician Practicum I 6
   ◊ CSSP 1022 Central Sterile Processing Technician
   Practicum II 5

Students are required to complete WKET 1000 while enrolled in
courses marked with ◊.

Students are required to complete WKET 2020 while enrolled in
courses marked with ◊.
New to Health Sciences: p.132-154

AUTO MAINTENANCE AND LIGHT REPAIR TECH
Technical Certificate of Credit

Program Description: The Auto Maintenance and Light Repair TCC prepares students for entry level maintenance and repair positions in auto service shops. Students will learn the basic repair and maintenance operations in all eight ASE areas of passenger vehicles and light trucks. Graduates of this TCC will be able to pursue master level auto knowledge in the auto technology diploma or degree programs.

Student Learning Outcomes:
• Students will perform cooling system pressure and dye tests.

Program Offered at the Following Sites: SRTC of Thomas County

Length of Program: Four (4) Semesters.

Entrance Dates: This program is self-paced. Students are able to be admitted at the beginning of any semester and any day during the semester, contingent on course hours and time remaining in the semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older and have a valid driver’s license

Education: A high school diploma or equivalent (GED) is not necessary for application or admission, but must be received prior to the awarding of this certificate. College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Students are required to obtain the necessary tools for the program prior to enrollment.

Program Final Exit Point: Auto Maintenance and Light Repair Tech, TCC.

Credits Required for Graduation: 20 minimum semester hour credits required for graduation.

1. OCCUPATIONAL COURSES 18

◊ AUTT 1010 Automotive Technology Introduction 2
◊ AUTT 1011 Basic Auto Maintenance and Light Repair 6
AUTT 1012 Auto Maintenance and Light Repair II 6
◊ AUTT 1013 Auto Maintenance and Light Repair III 6

Students are required to complete WKET 1000 while enrolled in courses marked with a ◊.
Students are required to complete WKET 2030 while enrolled in courses marked with a ◊.
Edits to p. 139

DRAFTING TECHNOLOGY
Associate of Applied Science Degree

Program Description: The Drafting Technology Associate of Applied Science degree program prepares students for employment in the drafting field. The program's occupational courses are delivered utilizing self-paced instructional techniques that allow students to start any semester and to progress at their own rate. Classes may meet days and evenings three semesters per year. Students receive an excellent academic foundation with core courses in English, algebra, geometry and trigonometry, and psychology. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or retrain in drafting practices and software.

Student Learning Outcomes:
- Students will construct a working set of drawings, to scale, of a given assembly.
- Students will translate three-dimensional pictorial sketches into proportional two-dimensional orthographic drawings.

Length of Program: Five (5) Semesters.

Entrance Dates: This program is self-paced. Students are able to be admitted at the beginning of any semester. Under certain circumstances, students may be admitted during a semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Drafting Technology, Associate of Applied Science.

Credits Required for Graduation: 60 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

1. GENERAL EDUCATION COURSES 15
   Area I: Language Arts/Communication (3 Hours) 3
   Required Course(s):
   ENGL 1101 Composition and Rhetoric
   Area II: Social/Behavioral Sciences (3 Hours) 3
   Area III: Natural Sciences/Mathematics (6 Hours) 6
   Required Course(s):
   MATH 1111 College Algebra
   and either MATH 1112 or MATH 1113
   Area IV: Humanities/Fine Arts (3 Hours) 3

   *General Education courses and electives for the Associate level can be found on p. 75

2. OCCUPATIONAL COURSES 45
   DFTG 1101 CAD Fundamentals 4
   DFTG 1103 Multiview/Basic Dimensioning 4
   DFTG 1105 3D Mechanical Modeling 4
   DFTG 1107 Adv. Dimensioning/Sectional Views 4
   DFTG 1109 Auxiliary Views/Sectional Development 4
   DFTG 1111 Fasteners 4
   DFTG 1113 Assembly Drawings 4
   Occup-Elec Guided Occupational Elective 17

   Students are required to complete WKET 1000 while enrolled in courses marked with a.
   Students are required to complete WKET 2030 while enrolled in courses marked with a.

CURRICULUM CREDITS
Edits to p. 140

DRAFTING TECHNOLOGY
Diploma

**Program Description:** The Drafting Technology diploma program prepares students for employment in a variety of positions in the drafting field. The program’s occupational courses are delivered utilizing self-paced instructional techniques that allow students to start any semester and to progress at their own rate. Classes may meet days and evenings three semesters per year. Students receive an excellent academic foundation with core courses in English, mathematics, and psychology. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or retrain in drafting practices and software.

**Length of Program:** Four (4) Semesters.

**Entrance Dates:** This program is self-paced. Students are able to be admitted at the beginning of any semester. Under certain circumstances, students may be admitted during a semester.

**Entrance Requirements:** Refer to Admissions criteria.

**Age:** Applicant must be 16 years of age or older.

**Education:** An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

**Advisor:** A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

**Program Final Exit Point:** Drafting Technology, Diploma.

**Credits Required for Graduation:** 46 minimum semester hour credits required for graduation.

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**CURRICULUM CREDITS**

1. **BASIC SKILLS COURSES**
   - ENGL 1010 Fundamentals of English I 3
   - MATH 1012 Foundations of Mathematics 3
   - and one of the following (2 hours)
     - EMPL 1000 Interpersonal Relations & Prof Dev 2
     - PSYC 1010 Basic Psychology (3)

2. **OCCUPATIONAL COURSES**
   - DFTG 1015 Practical Mathematics for Drafting 3
   - DFTG 1101 CAD Fundamentals 4
   - DFTG 1103 Multiview/Basic Dimensioning 4
   - DFTG 1105 3D Mechanical Modeling 4
   - DFTG 1107 Adv. Dimensioning/Sectional Views 4
   - DFTG 1109 Auxiliary Views/Surface Development 4
   - DFTG 1111 Fasteners 4
   - DFTG 1113 Assembly Drawings 4
   - Occup-Elec Guided Occupational Elective 7

Students are required to complete WKET 1000 while enrolled in courses marked with a ♦.
Students are required to complete WKET 2030 while enrolled in courses marked with a ◊.
Edits to p. 142

CAD OPERATOR
Technical Certificate of Credit

Program Description: All of the courses in the CAD Operator TCC program are embedded in the Drafting Technology diploma and degree programs. The CAD Operator TCC program endows students with the prospect to continue on the career pathway toward advancement in the drafting profession. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in drafting practices and software. This TCC could also serve if needed as an exit point for high school dual enrolled students needing a point of exit for employment purposes.

Program Offered at the Following Sites: SRTC of Thomas County

Length of Program: Two (2) Semesters.

Entrance Dates: This program is self-paced. Students are able to be admitted at the beginning of any semester. Under certain circumstances, students may be admitted during a semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: CAD Operator, Technical Certificate of Credit.

Credits Required for Graduation: 20 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

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<tr>
<th>1. OCCUPATIONAL COURSES</th>
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<tr>
<td>DFTG 1101  CAD Fundamentals</td>
<td>4</td>
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<tr>
<td>DFTG 1103  Multiview/Basic Dimensioning</td>
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<tr>
<td>DFTG 1105  3D Mechanical Modeling</td>
<td>4</td>
</tr>
<tr>
<td>DFTG 1107  Adv. Dimensioning/Sectional Views</td>
<td>4</td>
</tr>
<tr>
<td>DFTG 1109  Auxiliary Views/Surface Development</td>
<td>4</td>
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</tbody>
</table>

Students are required to complete WKET 1000 while enrolled in courses marked with a ◊.
Students are required to complete WKET 2030 while enrolled in courses marked with a ◊.
Edits to p. 142

DRAFTER’S ASSISTANT
Technical Certificate of Credit

Program Description: The Drafter’s Assistant certificate program will enable students to begin career laddering in the drafting profession. This certificate would provide entry level skills for graduates to work in drafting establishments or architectural firms working as assistants, aides, or runners.

Program Offered at the Following Sites: SRTC of Thomas County

Length of Program: One (1) Semester.

Entrance Dates: This program is self-paced. Students are able to be admitted at the beginning of any semester. Under certain circumstances, students may be admitted during a semester.

Entrance Requirements: Refer to Admissions criteria.

Age: Applicant must be 16 years of age or older.

Education: A high school graduate or the equivalent (GED) is not necessary for application or admission, but must be received prior to the awarding of this certificate. College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Program Final Exit Point: Drafter’s Assistant, Technical Certificate of Credit.

Credits Required for Graduation: 11 minimum semester hour credits required for graduation.

CURRICULUM CREDITS

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<tr>
<th>1. OCCUPATIONAL COURSES</th>
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<td>◆ DFTG 1103 Multiview/Basic Dimensioning</td>
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<td>Occup-Elec Guided Occupational Elective(s)</td>
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Students are required to complete WKET 1000 while enrolled in courses marked with a ◊. Students are required to complete WKET 2030 while enrolled in courses marked with a ◆.
Edits to p. 188-192

STUDENT CONDUCT CODE

Part of the mission of Southwest Georgia Technical College (SWGTC) is to provide learner-centered and high-quality services, courses, and programs through both traditional and distance delivery methods at both on-campus and off-campus locations. In so doing, SWGTC provides opportunities for intellectual, emotional, social, and physical growth. SWGTC students assume an obligation to act in a manner compatible with the College’s commitment to student success. SWGTC recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, SWGTC establishes this Student Code of Conduct.

I: Definitions

1. Faculty Member: any person hired by SWGTC to conduct teaching, service, or research activities.
2. Hearing Body: as defined by the SWGTC Student Disciplinary Procedure.
3. Member of the College community: any person who is a student, faculty member, contractors, College official or any other person(s) involved with SWGTC involved in the community or employed by the College.
4. Policy: the written regulations of SWGTC as found in, but not limited to, the Student Code of Conduct, SWGTC Catalog and Student Handbook(s), the Southwest Georgia Technical College Policy Manual, and the State Board Policy Manual.
5. Student: all persons taking courses at SWGTC, including full-time, part-time, dual enrollment, joint enrollment, non-credit, and credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with SWGTC are also considered “students.”
6. Technical College Official: any person employed by the Technical College performing assigned administrative responsibilities on a part-time, full-time or adjunct basis.
7. Technical College Premises: all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by SWGTC (including adjacent streets and sidewalks).

II: PROCEDURE

PROSCRIBED CONDUCT

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

A. Academic

Academic Misconduct Definitions

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

1. Aiding and Abetting Academic Misconduct
   a. Knowingly helping, procuring, or encouraging another person to engage in academic misconduct.

2. Cheating
   a. Use and/or possession of unauthorized material or technology during an examination, or any other written or oral work submitted for evaluation and/or a grade such as tape cassettes, notes, tests, calculators, computer programs, cell phones and/or smart phones, or other electronic devices.
   b. Obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person’s knowledge.
   c. Furnishing assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade to another person.
   d. Possessing, using, distributing or selling unauthorized copies of an examination, computer program, or any other written or oral work submitted for evaluation and/or a grade.
   e. Representing as one’s own an examination or any other written or oral work submitted for evaluation and/or a grade created by another person.
f. Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.

g. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.

h. Obtaining teacher edition text books, test banks, or other instructional materials that are only intended to be accessed by College Officials, College administrator or faculty member.

3. Fabrication

a. The falsification of any information or citation in an examination or any other written or oral work submitted for evaluation and/or a grade.

4. Plagiarism

a. Submitting another’s published or unpublished work in whole, in part or in paraphrase, as one’s own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.

b. Submitting as one’s own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.

c. Submitting as one’s own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

B. NON-ACADEMIC MISCONDUCT

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

1. Behavior:

a. Indecent Conduct: lewd or indecent conduct, or distribution of obscene or libelous written or electronic material.

b. Violence: physical abuse of any person (including dating violence, domestic violence, or sex violence) on College premises or at College-sponsored or College-supervised functions, including physical actions which threaten or endanger the health or safety of any such persons. This includes fighting and/or other disruptive behavior, which includes any action or threat of violence which endangers the peace, safety, or orderly function of the College, its facilities, or persons engaged in the business of the College. Note: certain physical abuse may be considered unlawful harassment.

c. Harassment: The College prohibits unlawful conduct based on race, color, creed, national or ethnic origin, gender, religion, disability, age, genetic information, political affiliation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status addressed directly to any individual or group that has the purpose or effect of unreasonably and objectively interfering with that individual or group’s: (1) performance, (2) work or educational environment or (3) ability to participate in an educational program or activity. The College also prohibits stalking, or other behavior which objectively and unreasonably interferes with another’s legal rights or creates an objectively intimidating, hostile, or offensive environment. (This also includes the display of or navigation to pornography and other inappropriate websites and materials and inappropriate behavior on social media and/or networking applications.)

Impermissible harassment may include verbal, non-verbal, and/or physical conduct.

d. Disruption: prohibits activities not otherwise protected by law including the First Amendment to the Constitution of the United States of America, which intentionally obstructs or interrupts teaching, research, administration, disciplinary proceedings, or other College activities, including public service functions, and other duly authorized activities on College premises or at College-sponsored activity sites.

e. Failure to Comply: Failure to comply with lawful directions of College officials and/or failure to identify oneself to these persons when requested to do so.

2. Professionalism:

a. Personal Appearance: Students are expected to maintain proper personal appearance at all times. Attire and grooming should be appro-
Spring Addendum

appropriate for the occupational area in which the student is training. Appropriate is what one normally would wear on a job in the specific area of training. Any attire considered unsafe or disruptive to the class will not be allowed. Students inappropriately dressed or dressed in a manner that could present a safety hazard will not be allowed to attend class. Students are expected to practice good personal hygiene. These requirements are designed to instill in each student a sense of order and respect for himself/herself, other students, and the faculty.

SWGTC trains for professions, therefore, certain types of clothing are not acceptable. Students are not permitted to wear dirty or ragged clothing. The length of shorts, dresses, or skirts will be no shorter than the bottom of the person’s longest fingertip when arms are extended to the side. The wearing of distracting clothing including but not limited to: showing of undergarments, clothing with cut outs, tank-top style shirts, mesh shirts (see-through), halter tops, tube tops, or shirts with offensive, obscene, or abusive language is not permitted anywhere on campus. Dress should at all times be neat (no cut-offs unless hemmed or rolled up), clean, conservative (loose fitting), and in good taste. At no time will exposed midriffs be allowed and all shirts/blouses must be tucked in if designed for such. The students at all times are observing generally accepted hygiene practices, neatness of appearance, good grooming, and safety. Many programs have a more restrictive dress policy that governs students attending class, clinicals, and co-ops.

3. Use of Technical College Property:

a. Theft and Damage: theft of, misuse of, or harm to College property, or theft of or damage to property of a member of the College community or a campus visitor on College premises or at a College function.

b. Occupation or Seizure: illegal occupation or seizure in any manner of College property, College premises or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.

c. Presence on Technical College Premises: unauthorized possession, duplication or use of keys to SWGTC premises and unauthorized entry into College premises or a portion thereof which has been restricted in use; unauthorized presence in College premises after closing hours; or furnishing false information to gain entry upon the College premises.

d. Children under age 16: Children under the age of 16 are not permitted on campus.

e. Assembly: participation in or conducting an unauthorized gathering that objectively threatens or causes injury to person or property or that interferes with free access to College premises or that is unprotected by the First Amendment to the Constitution of the United States of America and objectively harmful, obstructive, or disruptive to the educational process or functions of the College.

f. Fire Alarms: setting off a fire alarm or using or tampering with any fire safety equipment on College premises or at College-sponsored activity sites, except with reasonable belief in the need for such alarm or equipment. In the event of a fire alarm sounding, students must evacuate the building unless otherwise directed by a College official.

g. Obstruction: obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.

4. Drugs, Alcohol, and Other Substances:

Substances referred to under this policy include all illegal drugs, alcoholic beverages and misused legal drugs (both prescription and over the counter).

a. Alcohol: Students must comply with all state and federal laws regulating alcohol as well as TCSG Policy II.C.6, Alcohol on Campus. Alcoholic beverages may not be served or sold at any student sponsored function. Students being in a state of intoxication on College premises or at college-sponsored or supervised functions (including off-campus functions), internships, externships, practicum, clinical sites, co-operative or academic sponsored programs or activities or in a college-owned vehicle is prohibited.

b. Controlled substances, illegal drugs and drug paraphernalia: SWGTC prohibits possession, use, sale or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as
expressly permitted by law. Any influence which may be attributed to the use of drugs shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.

c. Food: SWGTC prohibits eating or drinking inside any area or building other than designated or otherwise authorized areas. Students are expected to clean their own tables by disposing of refuse in garbage receptacles.

d. Smoking/Tobacco: Southwest Georgia Technical College prohibits smoking or using other forms of electronic, alternative smoking devices or other forms of tobacco products. Please refer to the College Catalog to review the Smoking and Tobacco Use Procedure.

5. Use of Technology:

a. Damage and Destruction: Destruction of or harm to equipment, software, or data belonging to the College or to others is considered unacceptable usage. This may include altering, downloading, or installing software on College computers, tampering with computer hardware or software configuration, improper access to the College’s network, and disconnection of College computers or devices.

b. Electronic Devices: Unless otherwise permitted by College officials, SWGTC prohibits use of electronic devices in classrooms, labs, and other instructional, event, or affiliated facilities on College premises. Such devices include, but are not limited to cell phones, beepers, walkie-talkies, gaming devices, cameras and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. The College also prohibits attaching personal electronic devices to College computers under any circumstances.

c. Harassment: SWGTC prohibits the use of computer technology to objectively interfere with another’s legal right to be free from harassment based on that individual’s race, color, creed, genetic information, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status.

d. Unacceptable Use: Use of computing facilities to interfere with the work of another student, faculty member or College official. This includes the unauthorized use of another individual’s identification and password. SWGTC prohibits any additional violation to the State Board policy II. C. 4. Acceptable Computer and Internet Use.

6. Weapons:

Southwest Georgia Technical College is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on college building or property shall be governed by Georgia state law. All individuals are expected to comply with the related laws. Failure to follow laws pertaining to weapons is considered a violation of the Student Code of Conduct. Relevant Georgia laws to be aware of and compliant with include but may not be limited to:

- O.C.G.A.§ 16-8-12(a)(6)(A)(iii)
- O.C.G.A.§ 16-7-80
- O.C.G.A.§ 16-7-81
- O.C.G.A.§ 16-7-85
- O.C.G.A.§ 16-11-121
- O.C.G.A.§ 16-11-125.1
- O.C.G.A.§ 16-11-126
- O.C.G.A.§ 16-11-127
- O.C.G.A.§ 16-11-127.1
- O.C.G.A.§ 16-11-129
- O.C.G.A.§ 16-11-130
- O.C.G.A.§ 16-11-133
- O.C.G.A.§ 16-11-135
- O.C.G.A.§ 16-11-137
- O.C.G.A.§ 43-38-10

7. Gambling:

SWGTC prohibits the violation of federal, state or local gambling laws on College premises or at College sponsored or supervised activities.

8. Parking:

There are specific areas for student parking, and all students are required to park their vehicles in these areas. Parking along the thoroughfares or in the rear of buildings is prohibited. Students are not to park in reserved or visitor spaces. Students must have a “handicap decal” to park in handicapped spaces. Regular and handicapped parking spaces are available at all buildings. Failure to
observe these parking rules will result in a fine being levied or the vehicle being towed away at the owner’s expense.

9. Financial Irresponsibility:
SWGTC prohibits the theft or misappropriation of any College, student organization, or other assets.

10. Violation of Technical College Policy:
Violation of State Board or SWGTC policies, rules or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program, internships, externships, practicum, clinical sites, co-operative, or any academic sponsored programs or activities, or student organizations.

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

12. Falsification of Documentation
Disciplinary proceedings may be instituted against a student who falsifies any documentation related to SWGTC either to SWGTC or to others in the community, including, but not limited to falsification of: SWGTC transcripts; transcripts or other documentation from other institutions to obtain credit from or admission to SWGTC; SWGTC report cards or other grade reports; documentation related to a student’s citizenship status; tests, homework, attendance records; signature of any SWGTC employee in his or her official capacity; signatures of any employee of a clinical or internship site where the student is participating in an educational program associated with SWGTC or records related to any clinical, internship or other academic activity associated with SWGTC.

13. Violation of Law:
a. If a Student is convicted or pleads nolo contendere to an on-campus or off-campus violation of federal, state, or local law, but has not been charged with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed if the violation of federal, state, or local law is detrimental to the College’s vital interests and stated mission and purpose.

b. Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.

c. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his/her status as a student. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

14. Abuse of the Student Judicial Process is defined to include but not limited to:

a. Failure to obey the notification of the Vice President for Student Affairs or the College President’s designee, Hearing Body, or College Official.

b. Falsification, distortion, or misrepresentation of information in a judicial proceeding.

c. Disruption or interference with the orderly conduct of a disciplinary proceeding.

d. Initiating a disciplinary proceeding knowingly without cause.

e. Attempting to discourage an individual’s proper participation in, or use of, the disciplinary process.

f. Attempting to influence the impartiality of a Hearing Body prior to and/or during the course of the disciplinary proceeding.

g. Harassment (verbal or physical) and/or intimidation of a Hearing Body prior to, during, and/or after a disciplinary proceeding.
h. Failure to comply with the sanction(s) imposed under the Student Disciplinary Procedure.

15. RECORD RETENTION:

Documents shall be held for no less than three (3) years after the graduation of the student or the date of the student’s last attendance.

Edits to p. 198-203

UNLAWFUL HARASSMENT AND DISCRIMINATION OF STUDENTS

Southwest Georgia Technical College follows the State Board policy and procedure as related to unlawful harassment and discrimination. A complete copy of the policy and procedure is available upon request from the Admissions Office.

I. PURPOSE:

A. It is the policy of the Technical College System of Georgia (TCSG) that all students shall be provided an environment free of unlawful harassment (including sexual harassment and sexual violence), discrimination, and retaliation.

B. All students are expressly prohibited from engaging in any form of unlawful harassing, discriminating, intimidating or retaliatory behavior or conduct (“prohibited conduct”) in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses also shall not engage in prohibited conduct and may be barred for such prohibited conduct if other corrective measures are ineffective. Allegations of prohibited conduct occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure.

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

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

E. The College will not tolerate retaliation for having filed a good faith harassment and/or discrimination complaint or for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation...
IV. DEFINITIONS:

A. Unlawful Harassment (Other Than Sexual Harassment): unlawful verbal or physical conduct that disparages or shows hostility or aversion toward an individual because of that person’s race, color, religion, gender, national origin, age, or disability, and which:

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

Unlawful harassing conduct or behavior can include, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, genetic information, age or disability. Unlawful harassing conduct may include jokes or pranks that are hostile or demeaning with regard to race, color, religion, gender, national origin, age or disability. Unlawful harassing conduct may also include written or graphic material that disparages or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability, and that is displayed on walls, bulletin boards, computers, or other locations, or otherwise circulated in college community in any format.

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

B. Sexual Harassment (a form of unlawful harassment): unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal, written, electronic or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s education;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for educational decisions affecting such individual; or,
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s academic performance or creating an intimidating, hostile or offensive educational environment.

Sexually harassing conduct or behavior (regardless of the gender of the persons involved) includes but is not limited to:

Physical touching, sexual comments of a provocative or suggestive nature, suggestive looks or gestures, sexually explicit jokes, electronic media/communication, printed material or innuendos intended for and directed to another, requests for sexual favors, making acceptance of any unwelcome sexual conduct or advances a condition for grades, continued enrollment or receipt of any educational benefit or determination.

C. Sexual Violence (a form of unlawful harassment): physical sexual acts perpetrated against a person’s will or when a person is incapable of giving consent, including but not limited to sexual assault, rape, sexual battery, and sexual coercion. All acts of sexual violence are considered unlawful sexual harassment, regardless of gender, for purposes of this procedure.
D. **Unlawful Discrimination:** the denial of benefits or admission to the college or to any of its programs or activities, either academic or nonacademic, curricular or extracurricular, because of race, color, religion, age, gender, national origin, genetic information or disability.

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

F. **Technical College System of Georgia:** all work units and technical colleges under the governance of the State Board of the Technical College System of Georgia.

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

H. **Visitor:** any third party (e.g. volunteer, vendor, contractor, member of the general public etc.) who conducts business or regularly interacts with a work unit or technical college.

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

J. **President:** the chief executive officer responsible for the management and operation of the technical college where the accused violator is currently enrolled or employed.

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

L. **Local Investigator:** the individual(s) at the technical college who is responsible for the investigation of an unlawful harassment, discrimination and/or retaliation complaint. Local investigators may be assigned based upon the subject matter of the complaint or their function within the organization.

M. **Compliance Officer:** the individual designated by the Commissioner to coordinate TCSG compliance with Title IX of the Educational Amendments of 1972 and other state and federal laws governing unlawful discrimination and harassment.

N. **Title IX Coordinator:** an individual designated by the president of the college to ensure compliance with Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681 et seq., and related federal regulations. The Title IX Coordinator may also be assigned the responsibility for compliance with other state and federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the Department of Education.

O. **Section 504 Coordinator:** an individual designated by the president of the college to ensure compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as Amended, and any other state and federal regulations governing disabilities; the responsibilities of the 504 Coordinator will include, but may not be limited to evaluating students requesting accommodations for a disability and ensuring equal access to facilities, services and programs.

V. **PROCEDURE:**

A. **Administration and Implementation**

1. Each college president shall designate one or more officials to serve as the Title IX Coordinator and the Section 504 Coordinator and ensure the designated officials have received appropriate training.

2. Contact information for the Title IX and Section 504 Coordinators and the Statement of Equal Opportunity should be permanently displayed on official bulletin boards and included in electronic or written college publications and academic materials as described in the TCSG Usage for Statement of Equal Opportunity.

3. Instructors/administrators must take ongoing proactive steps to ensure educational opportunities (to include classrooms, clinics, labs, programs, etc.) and student activities (clubs, sports, etc.) are accessible and free from any type of unlawful discrimination or harassment.

4. The Compliance Officer will conduct training programs and monitor the colleges to ensure the correct administration and implementation of this procedure, and will ensure that proactive or corrective measures have been taken to prevent unlawful discrimination, harassment, or
B. Reporting and Management Action

1. All students are encouraged to report events of unlawful harassment, discrimination, sexual violence, and/or retaliation (“prohibited conduct”) against themselves or others, regardless of where the incident occurred.

2. Students have the right to file (or not to file) a criminal complaint for sexual violence with the local law enforcement authorities before, during, or after filing a complaint with the college. The technical college shall not unreasonably delay investigation under this procedure to await the outcome of any criminal investigation.

3. If a student filing a complaint requests anonymity or asks that the complaint not be pursued, the college must inform the student that its ability to respond may be limited, that retaliation for filing a complaint is prohibited and steps to prevent harassment and retaliation will be taken. The college should take all reasonable steps to investigate and respond to the complaint consistent with the request and pursue other steps to limit the effects of the alleged harassment and prevent recurrence.

4. Colleges may weigh a request to not pursue a complaint considering the following factors: the seriousness of the alleged conduct, the complainant’s age, whether there have been other harassment complaints about the same individual, and the alleged harasser’s rights to receive information about the allegations if the information is maintained as an “education record” under FERPA. The college must inform the student if the request cannot be ensured.

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

6. Allegations or suspicions of unlawful discrimination, harassment, sexual harassment, sexual violence, or unlawful retaliation may be reported to the technical college’s Title IX and Section 504 Coordinators, the president, the Commissioner, or the Human Resources Director should the complaint involve employees. Complaints may also be emailed to unlawfulharassment@tcsg.edu.

7. Complaints under this procedure can be expressed in writing, by telephone, or in person; individuals are, however, encouraged to express complaints in writing to ensure all concerns are addressed.

8. If an allegation of unlawful harassment, discrimination, sexual harassment, sexual violence, or retaliation is made to an employee not designated to receive such reports, the employee receiving the complaint must report the allegation as provided in section 6 above.

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

10. The Commissioner or president may suspend, transfer or reassign employees or students in order to prevent possible further harassment, discrimination, sexual violence or retaliation; to facilitate the investigation or to implement preventive or corrective actions under this procedure.

11. Any allegation of unlawful harassment, discrimination, sexual harassment, sexual violence or retaliation against employees must be reported to the Human Resources Director who may elect to conduct the investigation in conjunction with other local investigators.

C. Investigations

1. All complaints of prohibited conduct under this procedure shall be investigated by local investigators thoroughly and should be completed within 45 business days of the receipt of the complaint. The parties will be notified if extraordinary circumstances exist requiring additional time.

2. A complaining party will be notified within 5 business days of receipt of the complaint if the complaint does not specify facts sufficient to allege unlawful discrimination, harassment,
sexual violence, or retaliation and that a formal investigation will not be conducted pursuant to this procedure. The complaining party may appeal the decision in writing to the president within 5 business days of receiving the notice. The president’s decision will be final.

3. Individuals designated to investigate, review or recommend corrective actions in response to allegations will be trained to conduct investigations in a manner that protects the safety of victims and promotes accountability. Individuals assigned as the investigator for a particular incident shall disclose to the president any relationship with the parties that could call into question their ability to be objective prior to taking any action with respect to the investigation. The president will reassign alternate individuals if necessary.

4. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. Both the complaining party and the respondent (the parties) will be given equal opportunity to identify witnesses and offer evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties. Both the complaining party and the respondent may be accompanied by an advisor of his or her choice. However, the advisor may not speak on behalf of the party.

5. The College will evaluate the information collected during the investigation and determine whether a preponderance of the evidence substantiates that unlawful discrimination, unlawful harassment, sexual violence and/or unlawful retaliation has occurred.

6. Investigations and summary findings will be documented appropriately.

7. No later than 10 business days after completion of an investigation, both of the parties will be simultaneously provided a summary of the results of the investigation in writing.

8. Any information prohibited from disclosure by law or policy will be redacted from any documents prior to distribution.

D. Corrective Actions

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

2. If prohibited conduct is determined to have occurred following the investigation, the college, through the appropriate officials, shall implement steps to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate. Steps may include, but are not limited to, mandating training or evaluation, disciplinary sanctions, policy implementation or reassignment of students or employees.

3. Should recommended disciplinary sanctions involve academic suspension, expulsion or dismissal from employment, the matter must be referred to either the Vice President for Student Affairs for students or the Human Resources Director for employees. Allegations regarding students shall be considered and sanctions assigned as provided by the college’s Student Code of Conduct and Disciplinary Procedure. Sanctions for employees shall be considered as provided by the Positive Discipline Procedure.

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

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

E. Reviews and Dispositions

1. Any of the parties to a complaint under this procedure may request a review of the investigative findings within 5 business days of receiving notice of the investigative results by submitting a written request to the president.
2. The president shall review all investigations conducted under this procedure and ensure that the appropriate corrective actions have been implemented.

3. Within 10 business days of receiving a request for a review of the investigative findings, the president of the college will notify the parties in writing of his/her final determination, including any change in the result of the findings. The notice will inform the parties they have a right to appeal the determination to the Technical College System of Georgia’s Legal Services Office by submitting a written request within 3 business days by regular mail or email to one of the following:
   Technical College System of Georgia
   Office of Legal Services
   1800 Century Place, N.E.
   Suite 400
   Atlanta, Georgia 30345

   OR

   Unlawfulharassment@tcsge.edu

4. The Office of Legal Services will convene a panel of at least 3 individuals not employed by the requestor’s college to review the investigative findings. The panel’s decision is final and will conclude the processing of the complaint. Both parties will be notified in writing simultaneously of the results of the review and any changes in the results of the investigative findings under appeal.

VI. RECORD RETENTION

Documents relating to formal complaints including investigations, dispositions and the complaint itself shall be held for 5 years after the graduation of the student or the date of the student’s last attendance. Confidential Documents shall be held in a secure location under the custody and control of the Vice President of Student Affairs or the President’s designee. Documents pertaining to employees that are maintained by the Office of Human Resources shall be maintained in a secure location and in accordance with the Georgia Secretary of State’s records retention schedule.
Edits to COURSE DESCRIPTIONS
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AUTT 1011 - Basic Auto Maintenance and Light Repair I
6.00 Credits
Pre-requisite(s): Provisional Admission
Co-requisite(s): AUTT 1010

This course introduces students to basic automotive system checks and inspection procedures practiced in virtually all service shops.

AUTT 1012 - Auto Maintenance and Light Repair II
6.00 Credits
Pre-requisite(s): AUTT 1010; AUTT 1011

This course exposes students to the basic maintenance procedures and light repair operations performed by auto technicians on a regular basis on all eight areas of the vehicle.

AUTT 1013 - Auto Maintenance and Light Repair III
6.00 Credits
Pre-requisite(s): AUTT 1012
NOTE: Students enrolled in this course are required to complete the WKET 2030 course during the same term.

This course allows students to further study and practice basic maintenance procedures and diagnostic tests in all eight areas of light vehicle service.

CSSP 1010 - Central Sterile Supply Processing Technician
5.00 Credits
Pre-requisite(s): Program Admission
NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.

This course provides an overview of the Central Sterile Processing and Distribution profession and develops the fundamental concepts and principles necessary to successfully participate as an entry level Central Sterile Processing Technician. Emphasis will be placed on the profession of Central Sterile Processing, basic sciences and related subjects, infection control, aseptic technique, equipment management, sterilization, instrumentation and supplies, legal issues, inventory management, safety, quality assurance, professional development and healthcare trends. Students completing this course will be eligible to apply to take the International Association of Healthcare Central Service Materiel Management (IAHCSMM) certification exam.

CSSP 1020 - Central Sterile Supply Processing Technician Practicum I
6.00 Credits
Pre-requisite(s): Program Admission

This course complements CSSP 1010 Central Sterile Supply Processing Technician, and together with CSSP 1022 Central Sterile Processing Supply Practicum II, providing the practical hours necessary to meet the International Association of Healthcare Central Service Materiel Management (IAHCSMM) requirements to sit for the certification examination.
CSSP 1022 - Central Sterile Supply Processing Technician Practicum II  
5.00 Credits  
Pre-requisite(s): CSSP 1020  
NOTE: Students enrolled in this course are required to complete the WKET 2020 course during the same term. 
This course complements CSSP 1010 Central Sterile Supply Processing Technician, and together with CSSP 1020 Central Sterile Processing Supply Practicum II, providing the practical hours necessary to meet the International Association of Healthcare Central Service Materiel Management (IAHCSMM) requirements to sit for the certification examination.

DFTG 1015 – Practical Mathematics for Drafting Technology  
4.00 Credits  
Pre-requisite(s): Provisional Admission  
This course introduces and develops basic algebraic, geometric, and trigonometric concepts needed to be successful in the drafting industry. Course content will emphasize algebraic, geometric, and trigonometric concepts as they pertain to drafting/CAD.

DFTG 1107 – Advanced Dimensioning/Sectional Views  
4.00 Credits  
Pre/Co-requisite(s): DFTG 1103  
This course continues dimensioning skill development and introduces tools for precision measurement and sectional views.

DFTG 1105 – 3D Mechanical Modeling  
4.00 Credits  
Pre/Co-requisite(s): DFTG 1103  
In the 3D Mechanical Modeling course, the student becomes acquainted with concepts of the software related to parametric modeling for mechanical drafting. The student will develop the skills necessary to create 3D models and presentation/working drawings.

DFTG 1111 – Fasteners  
4.00 Credits  
Pre/Co-requisite(s): DFTG 1105  
This course covers the basics of identifying fastening techniques, interpreting technical data, and create working drawings. Topics include utilization of technical data, identifying thread types, graphic representation of threaded fasteners, utilization of other fastening techniques, weld symbol identification, and weld symbol usage in working drawings.
EMSP 1010 - Emergency Medical Responder
4.00 Credits
Pre-requisite(s): Program Admission
NOTE: Students enrolled in this course are required to complete the WKET 1000 course during the same term.
NOTE: Students enrolled in this course are required to complete the WKET 2020 course during the same term.

The Emergency Medical Responder (EMR) course prepares the student to provide initial stabilizing care to the sick or injured prior to the arrival of Emergency Medical Services Professionals (EMS), and to assist EMS personnel in transporting patients for definitive care at an appropriate hospital/facility. Major areas of instruction include Introductory Medical Terminology and Anatomy & Physiology; Responder Safety; Incident Command; Bloodborne Pathogen Training; Basic Physical Assessment; and Treatment of Trauma and Medical Emergencies; Cardiopulmonary Resuscitation and the use of Automatic External Defibrillators. The course is a blend of lecture, hands on lab/learning, and practical scenario based learning/testing. The course will include Healthcare Provider CPR/AED Certification from a Nationally Recognized Body (American Heart Association, Red Cross, etc.). If this course is also approved by the Georgia State Office of Emergency Medical Services and Trauma (SOEMST), successful completion will allow the student to be eligible to take the National Registry of Emergency Medical Technicians (NREMT) Emergency Medical Responder (EMR) certification. Topics include: Preparatory; Anatomy and Physiology; Medical Terminology; Pathophysiology; Life Span Development; Public Health; Pharmacology; Airway; Management; Respiration and Artificial Ventilation; Assessment; Medicine; Shock and Resuscitation; Trauma; Special Patient Populations; EMS Operations; and Integration of Patient Assessment and Management.

FWMT 2040 - Internship
3.00 Credits
Pre-requisite(s): FWMT 2010
Pre/Co-requisite(s): FORS 2460

Focuses on the application and reinforcement of wildlife technology skills in a live work situation. Students are acquainted with occupational responsibilities through job training and are provided with insights into wildlife management applications. Emphasis is placed on problem solving, interpersonal skills, wildlife management, and professional development. NOTE: Students will be responsible for obtaining an official Driving History Report (MUR) prior to beginning the Internship course.

RESP 1193 – Cardiopulmonary Anatomy and Physiology
4.00 Credits
Pre-requisite(s): Program Admission, BIOL 2114, BIOL 2114L, MATH 1111
Pre/Co-requisite(s): RESP 1120, RESP 1130

Provides an in-depth study of cardiac and pulmonary anatomy and physiology, and the diagnostic procedures commonly used in the hospital to evaluate these systems. Emphasizes the heart-lung relationship and clinical applications of these phenomena in the cardiopulmonary system. Topics include: respiratory function; ventilatory mechanisms; gas transport; laboratory analysis; natural and chemical regulation of breathing; circulation, blood flow and pressure, and cardiac function; renal physiology and related topics.

RESP 2120 – Critical Respiratory Care
2.00 Credits
Pre-requisite(s): RESP 1120, RESP 1130

Provides students with knowledge on all phases of adult critical care and continuous mechanical ventilation. Topics include: mechanical ventilation history, principles of mechanical ventilation, continuous mechanical ventilation, ventilator implementation, ventilation monitoring, ventilator weaning, ventilator discontinuance and special techniques.