SOUTHERN REGIONAL TECHNICAL COLLEGE

ADULT EDUCATION STUDENT HANDBOOK

Updated 11/16/26

The information in this Student Handbook accurately reflects policies in force at the time of publication.

While the provisions of this handbook will ordinarily be applied as stated, the Adult Education Department-Southern Regional Technical College (SRTC)-reserves the right to change any provision listed in this handbook, including, but not limited to, rules and regulations. Every effort will be made to keep students advised of any such changes and to minimize the inconvenience such changes might create for students. Information on changes will be available in the Director of Adult Education's office.

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SRTC: Mission Statement

Southern Regional Technical College, a unit of the Technical College System of Georgia, is a public two-year college that provides access to learner-centered high-quality services; academic and occupational credit courses; associate degree, diploma, and technical certificate of credit programs; continuing education opportunities; business and industry training; and adult education programs. Through traditional and distance delivery methods at multiple instructional sites, the College supports workforce development serving primarily the citizens of Colquitt, Decatur, Early, Grady, Miller, Mitchell, Seminole, and Thomas, Tift, Turner, and Worth counties.

TCSG Office of Adult Education: Vision Statement

We provide consistent, high-quality services and support. To be the number one provider of adult education services that help any adult build a bridge to a better future.

TCSG Office of Adult Education: Mission Statement

We are world class providers of adult education for all adults seeking to improve their lives regardless of zip code.

SRTC Office of Adult Education: Mission Statement

The mission of the Southern Regional Technical College Office of Adult Education is to enable every adult learner in SDA 64 (Colquitt, Decatur, Early, Grady, Miller, Mitchell, Seminole, Thomas, Tift, Turner, and Worth counties) to acquire the necessary basic skills -- reading, writing, computation, speaking, and listening -- to compete successfully in today's workplace, strengthen family foundations, and exercise full citizenship.

Equal Opportunity Statement of Compliance

Southern Regional Technical College is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being considered. At the core of any such decision is ensuring the institution's ability to achieve its mission and strategic priorities in support of student success.

The following person(s) have been designated to manage inquiries regarding the nondiscrimination policies: Darbie Raines and Mary Beth Watson. At Southern Regional Technical College (SRTC), the Title IX (student complaints) and Section 504 Coordinator is Darbie Raines, SRTC-Moultrie 800 Veterans Parkway North, Moultrie, GA 31788, Building A, (229) 217-4145, **davera@southernregional.edu**. The Title VI, VII, and Title IX (employee complaints) Coordinator is Mary Beth Watson, SRTC-Moultrie 800 Veterans Parkway North, Moultrie, GA 31788, Building A, (229) 217-4207, **mwatson@southernregional.edu**.

Tobacco Free Campus

Substantial evidence exists that smoking and/or other forms of tobacco use is unhealthy for those who smoke and for nonsmokers exposed to secondary smoke. SRTC developed this procedure to establish a tobacco-free work and learning environment. The regulations of this procedure are as follows:

1. All SRTC campuses are tobacco-free environments. Tobacco use is prohibited inside and outside all buildings and parking lots and within any College vehicle operated by the College. SRTC prohibits smoking, or any forms of electronic, alternative smoking devices or other forms of tobacco products. Neither smoking nor the use of tobacco products are allowed on any SRTC campus outside of a personal vehicle. Disposing of cigarette/cigar butts, other tobacco products, or tobacco residue in the parking lots or on any SRTC property is not allowed. This procedure applies to all persons while on campus.

2. Sidewalks, streets, and neighboring property are not to be used as tobacco use areas.

Student's Right to Privacy and Student Records

In accordance with provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) (Buckley Amendment), SRTC accords all the rights under the law to students who are or have been enrolled. No one outside the College shall have access to any information from students' educational records without the written consent of students, except the following:

- College personnel;
- Officials of other colleges in which students seek to enroll;
- Persons or organizations providing student financial aid;
- Accrediting agencies carrying out their accreditation function;
- Persons in compliance with a judicial order; or
- Persons in an emergency, in order to, protect the health or safety of students or other personnel.

Within the College, only those staff members, individually or collectively, acting in the student's educational interest are allowed access to student educational records. These staff members include administrators, financial aid, and academic personnel, and all are held within a need-to-know limitation. In addition, no TABE or GED® scores will be released to a third party without the written consent of the student. No scores will be given out over the telephone or faxed.

Directory Information

At its discretion, SRTC may release directory information according to the provisions of the FERPA (Family Educational Rights and Privacy Act.)

Directory information includes the following:

- Full name of student;
- Address (es);
- Telephone number(s);
- County of residence;
- Email address(es);
- Class assigned;
- Dates of attendance
- Participation in official activities; and
- Photograph

Any student who objects to the release of directory information must notify the Adult Education Office in writing, clearly stating what directory information they do not wish to have released.

Where do Classes Meet and How do I Enroll?

Classes are held in Colquitt, Decatur, Early, Grady, Miller, Mitchell, Seminole, Thomas, Tift, Turner, and Worth counties. Please contact any of the counties for a complete listing of class sites and schedules.

Adult Education Program and the High School Equivalency (HSE) Diploma

The SRTC Adult Education and High School Equivalency preparation programs are specifically designed for adults with diverse backgrounds and skills. This flexible program offers on campus and online classes to meet the needs of busy adults. Six levels of instruction extend from beginning reading, writing, and mathematics through high school equivalency completion are available. Six levels of instruction are available in the adult education program that extend from beginning level reading, writing, language, and math to high school equivalency completion. The program also offers English Language Acquisition classes to help non-English speaking students enhance their speaking, listening, and writing skills. All students take part in digital literacy classes to improve their computer skills. The SRTC Transition team helps prepare students for the workforce by providing soft skills training and career guidance. All services are available at various locations in Colquitt, Decatur, Early, Grady, Miller, Mitchell, Seminole, Thomas, Tift, Turner, and Worth counties.

Students attending the Adult Education Programs will not be charged tuition fees or be required to purchase books. The first charge a student may incur will be for HSE testing; however, numerous scholarships are available.

Integrated Education Training Program

The Adult Education program partners with SRTC's Economic Development program to offer short-term certification training opportunities to help prepare students for today's workforce. These programs are offered concurrently with the adult education classes. For more information, contact your Career Transition program representative.

High School Equivalency Testing

Southern Regional Technical College is an authorized Pearson VUE GED® and *HiSET* Exam Testing Center. High School Equivalency exams are administered on the Bainbridge, Moultrie, Thomasville, and Tifton campuses.

Successful attainment of the HSE diploma qualifies students to:

- Meet admission requirements for college or training programs
- Meet educational requirements for employment or job promotion
- Meet regulations of federal, state, and local boards of licensing.

Transition into SRTC credit programs is encouraged for all Adult Education graduates. Assistance with the enrollment process is provided through the Adult Education Career Transition Services program. Please call the office below for more information:

- Moultrie – 229-388-4590

GED® Testing and HiSET Exam Regulations

In order to guarantee that the test-takers GED® testing period goes smoothly and takes the minimum amount of time, please refer to the complete listing of rules and regulations located at ged.com.

Any information regarding *HiSET* can be obtained from the following website: hiset.ets.org

Transcript Fee

DiplomaSender is the exclusive provider for GED and HiSET transcripts and State of Georgia high school equivalency diplomas. Start by creating an account with DiplomaSender and completing a request.

If you passed the GED or HiSET for the first time after July 15, 2025, you can request a free copy of your diploma and transcript through Diploma Sender. Complete a request to receive your documents at no charge.

Need extra copies? You can order additional diplomas and transcripts anytime at DiplomaSender.com. DiplomaSender can also send documents directly to your college or university.

Safety

Students should exercise all safety precautions given by the instructor regarding the use of equipment in the classrooms. Students are not to use any equipment except under the supervision of the instructor. It is desirable that no accidents occur, but should an accident occur, regardless of how minor, report it to your instructor immediately. Any medical expenses incurred will be the student's responsibility. Instructors will submit an accident report to their supervisor in the event of an accident.

Please help in maintaining a safe campus by notifying your instructor of any dangerous conditions that exist or of any unsafe practice being conducted.

Emergency Procedures

Classroom instructors have emergency procedures and evacuation maps posted in each classroom and lab near the classroom door. Students are required to follow the directions of the classroom instructor during emergency drills or an actual emergency. Emergency procedures include intruder alerts, evacuation drills (fire, bomb, and chemical), and natural disaster (tornado and hurricanes).

Emergency drills will be conducted so that the faculty and students will be thoroughly familiar with correct alert notifications (sounds) and procedures. The drills will enhance the probability that the appropriate procedures will be taken during an authentic emergency.

Fire

Upon the sounding of the fire alarm, follow the verbal directions provided by your classroom instructor and expeditiously evacuate the building. Each student must remain with his/her classroom instructor until released by a College Administrator.

Severe Weather

Upon the sounding of the alarm (weather), follow the verbal directions provided by your classroom instructor and relocate immediately to the designated disaster protection area in the building.

School Closings due to Hazardous Weather Conditions

Announcements concerning the closing of SRTC and Adult Education classes due to hazardous weather conditions will be made on all local radio stations and TV stations; as well as, the College's Emergency Communication System.

Student Attendance

Dependable and punctual employees are vital for a business to operate efficiently. The Adult Education Program at SRTC assumes the responsibility of instilling good attendance habits as part of the program. It is the responsibility of each site instructor to maintain and enforce a student attendance policy. The following guidelines are set forth with this objective in mind:

1. It is the responsibility of each student to maintain satisfactory attendance once enrolled in Adult Education classes. Students are expected to be in class and on time each day. In cases of unavoidable absences, it is the student's responsibility to contact his/her instructor.
2. It is the responsibility of the student to notify his/her instructor if he/she must leave school before his/her designated school day/night ends.

Student's Rights, Responsibilities, and Conduct Code

SRTC and the Adult Education program exists to educate its students; to advance, preserve, and disseminate knowledge; and to advance the public interest and the welfare of society as a whole. Essential to such purposes is an orderly climate of academic integrity, of rational and critical inquiry, of intellectual freedom, and of freedom of individual thought and expression consistent with the rights of others. To the end that such a climate may be established and maintained, the College and each member of the College community have reciprocal rights and obligations. It is the obligation of the College to ensure orderly operation, to preserve academic freedom, to protect the rights of all members of the College community, to prohibit acts which materially and substantially interfere with legitimate educational objectives or interfere with the rights of others, and to impose College disciplinary action where conduct adversely affects the College's pursuit of its educational objectives.

The Vice President of Student Affairs has jurisdiction over the enforcement procedures of the Code of Conduct.

Membership in the College community confers upon students certain rights and requires certain responsibilities which are defined below. It is expected that students understand and exercise their rights, fulfill their responsibilities, and respect the rights of others. The College is expected to ensure these responsibilities and accord these rights to students. Knowledge of these rights can help students avoid the sanctions prescribed for a breach of responsibilities. Unfamiliarity with the following does not excuse students from carrying out their responsibilities as members of the College community.

Student Rights

Students shall, upon their request, have a right through the Adult Education Office to be heard in matters which affect their rights and responsibilities.

Students shall have the right to take stands on issues, to examine and to discuss questions of interest, and to support legal causes by orderly means which do not disrupt College operations or interfere with the rights of others.

Students shall have the right to freedom of expression by word or symbol, as long as, it does not materially or substantially interfere with the orderly operation of the College or with the rights of others. This right of expression does not protect lewd, indecent, or obscene conduct and/or expression.

College authorized student publications and communications shall be guaranteed the rights inherent in the concept of "freedom of press." All publications shall be subject to the canons of responsible journalism, including the avoidance of libel, indecency, obscenity, undocumented allegations, and techniques of harassment and innuendo.

Students shall have the right to have their academic and disciplinary records kept confidential subject to existing law. No official records shall be kept which reflect any alleged political activity or belief of students. No official records of students shall be available to unauthorized persons within the College or to any person outside the College without the express written consent of the student involved except under legal compulsion.

Students shall have the right to due process when accused of any violations of College regulations or conduct

code as outlined in this handbook.

Student responsibilities and Code of Discipline

In order to provide a harmonious learning environment in the classes provided by the Adult Education Program of SRTC, the following student conduct code has been formulated. Any student acting individually or in concert with others, who violates any part of the student conduct code shall be subject to disciplinary procedures including dismissal from a class session by the instructor and /or suspension or expulsion by the President, or duly authorized administrator. Additional rules or regulations may be initiated under established procedures during the year and, if approved, will become effective as a part of the official code at the time of inclusion.

A student is responsible for the observance of all federal, state, and local laws. The College, as a member of the community, is responsible for contributing to the enforcement of all laws. The College has a very deep concern for those students experiencing educational or personal difficulties and provides counseling or referral to appropriate agencies to aid those students. However, when a student's continued presence on campus may create a danger to the educational process of the College community, the College may find it necessary to take disciplinary action. The College considers that students are adults and expects students to obey the law and to take personal responsibility for their conduct.

Compliance with College Policies

Students must comply with all laws, rules and regulations, and/or directives governing the operation of the Adult Education Program and must maintain a safe standard of general behavior. Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in the SRTC Disciplinary Procedure:

Academic and Non-Academic Misconduct

Please refer to the following link for updated policies:

https://southernregional.edu/srtcprocedure/6-7-2sr1

Student Disciplinary Procedure

The Administration of SRTC reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of College officials, a student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken to restore and protect the atmosphere of collegiality and mutual respect on campus. This procedure is intended to provide an orderly protocol for handling disciplinary cases in accordance with the principles of due process and justice. (Refer to SRTC Student Handbook/Catalog for additional information).

Student Right to Know and Campus Security

In concurrence with the Clery Act, annual crime statistics are compiled and available to students and employees. The Annual Campus Security Report is available upon request in the Admissions Office and on the College website: www.southernregional.edu.

SRTC and the Adult Education Program take crime seriously. We care a great deal about you, our students, and want you to have a safe place in which to learn. All Adult Education sites must also take crime seriously. Any student whether on the SRTC campus or in one of the Adult Education off-campus classes who is witness to, is a victim of, or has information regarding a criminal act committed at that site should report the incident immediately to his/her instructor, the Dean of Adult Education, or any other school official. Should the incident occur during hours the school is closed notify the nearest law enforcement agency. Try to remember as many details about the incident as possible. Write down the specifics if possible. If anyone is injured, seek medical help for the victim prior to reporting the incident.

Unlawful Harassment (other than sexual harassment)

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, genetic information, 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 can 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.

Sexual harassment (a form of unlawful harassment)

SRTC, including the Adult Education Office and its personnel, does not tolerate sexual harassment. Sexual harassment is a form of sex discrimination and is a violation of State and Federal law. Sexual harassment is defined as: unwelcome sexual advances, unwelcome requests for sexual favors, and other verbal, written, electronic, or physical conduct of a sexual nature when:

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

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.

Sexual Violence (a form of unlawful harassment: Physical sexual acts perpetrated against a person's will or where 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 purpose of this procedure.

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.

Students have the right to file (or not file) a criminal complaint of 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.

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. 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.

Computer Software Copyright

Southern Regional Technical College does not condone the illegal duplication of computer software or the use of illegally duplicated software. College employees and students shall use computer software only in accordance with its licensing agreements. Any employee or students who make, acquire, or use unauthorized copies of computer software shall be subject to disciplinary action.

Dismissal or Withdrawal and Reinstatement Policies

A student may be dismissed from Southern Regional Technical College's Adult Education Program by the Dean of Adult Education or the President of the College for habitual absences or tardiness. If a student is dismissed for the reasons stated in this paragraph, no due process hearing shall be required.

A student may be expelled or suspended from Southern Regional Technical College's Adult Education Program for violation of rules of the Code of Discipline of Southern Regional Technical College. If and when it is necessary to discipline students to maintain safety, order, and/or the educational process, the following disciplinary measures will be taken:

Removal--Directing the student to leave the class or the premises.

Probation--Placing the student under specified restrictions.

Dismissal--Forcing a student to be dropped from the program.

Suspension--Forcing a student to be dropped from the program for a specified time.

Expulsion--Forcing a student to be dropped from the College permanently.

Upon being removed from a class by the instructor, director and/or president, the student must immediately leave the area or may be subject to removal by local authorities.

Students can only be dismissed from SRTC's Adult Education Program by the Dean of Adult Education, the Vice President of Student Affairs and/or the President of Southern Regional Technical College.

After being suspended or expelled, a student may not return to the campus except for official business. Any such students returning to the campus without official business may be charged with criminal trespass and are subject to legal arrest and prosecution.

The following procedure is to be used for dismissal of students:

1. The faculty shall immediately report an incident where a student is subject to dismissal to the Dean of Adult Education.

2. The faculty or concerned party shall provide a complete written description of the alleged violation to the Dean of Adult Education.

3. Following an investigation and conference with the student, the Dean of Adult Education shall recommend a decision to the President. (The Vice President of Student Affairs may make this recommendation in the absence of the Director.) The President shall conduct a hearing and render a decision and formally notify the student in writing. The President's decision shall be final.

4. A person who is not satisfied with the decision made by the Local Board shall have the right to file an appeal with the State Board in accordance with the State Board Policy 01-01-06.

5. A student who has been withdrawn for any reason can be readmitted with the approval of the President.

6. Students who are involuntarily withdrawn from a program will be placed at the bottom of a waiting list.

Appeals Process

Members of the general public, parents, students, faculty, or staff members who, after informally attempting to have concerns resolved, wish to file formal complaints concerning the construction or administration of laws, policies, standards or procedures related to the operation of this institution shall follow the procedure outlined in SRTC Student Catalog and Handbook.

With the exception of employees who wish to appeal issues related to any aspect of employment, any person who is not satisfied with the decision made by the President regarding his or her complaint shall have the right to file an appeal with the Board of Directors of SRTC in accordance with State Board Policy 01-02-04 b,c,d,e.

The appeal should be filed with the Board chairperson within three calendar days of the contested decision. The appeal must be specific and in writing.

Student Complaints or Appeals

Complaints or appeals concerning the construction or administration of laws, policies, standards or procedures related to the operation of the Adult Education Program and this institution from students shall be specific and addressed in writing to the Dean of Adult Education. If the subject of the complaint or appeal is within the scope of the Adult Education Department's responsibility, it will be resolved in a timely manner in writing, making a record of the complaint or appeal, the resolution and the process used to settle the matter.

If the subject of the complaint or appeal is judged to be outside the scope of the Dean's area of responsibility, it will be forwarded to the Vice President for Student Affairs. The administrator will resolve it in a timely manner in writing, making a record of the complaint or appeal, the resolution and the process used to settle the matter. A copy of the record will be furnished to the President.

If the Dean resolved the complaint or appeal and the student is not satisfied with the resolution, the student may appeal the adjudication to the appropriate administrator. If the complaint or appeal is outside the director's jurisdiction, it is to be heard by an administrator who is to resolve the complaint or appeal and if the student is not satisfied with the resolution, he or she may appeal the adjudication to the President.

In either case, the appeal must be in writing and be filed within three working days. The administrator or the President in the instance of an administrator's resolution will timely resolve, in writing, the complaint, making a record of the complaint, the resolution and the process used to settle the matter. In the instance where an administrator resolves a complaint or appeal, a copy of the record will be furnished to the President.

The President may appoint an ad hoc committee to review the process and findings of all prior resolutions and to make recommendations for further action.