

# STUDENT REGISTRATION AND ACADEMIC INFORMATION

## STANDARDS FOR ASSOCIATE OF APPLIED SCIENCE DEGREES, DIPLOMAS, AND TECHNICAL CERTIFICATES OF CREDIT

### Associate of Science/Associate of Applied Science Degrees

The Associate of Science (AS) is offered for students who intend to enter the workforce and/or immediately continue their education at the baccalaureate level. The Associate of Applied Science (AAS) degree is offered for technical program students who intend to enter the workforce upon graduation. The range of semester credit hours required for graduation with an AS or AAS degree is 60 to 73; some programs may exceed this range. Associate degree programs shall be composed of a minimum of 15 semester credit hours of collegiate-level general education core courses numbered at 1100 or above and a minimum of 40 semester credit hours of courses in technical areas.

Components of the general education core for degree programs must include at least one course from each of the following four areas:

- I. Language Arts/Communications;
- II. Social/Behavioral Sciences;
- III. Natural Sciences/Mathematics;
- IV. Humanities/Fine Arts.

### Diplomas

Diploma programs are offered for technical program students who intend to enter the workforce upon graduation. The range of semester credit hours required for graduation with a diploma is typically 37 to 59; however, some programs may exceed this range. Only general education courses numbered 1000 or above shall be credited toward diploma requirements. Each diploma program shall require a minimum basic core of 8 semester credit hours in general education courses and a minimum of 28 semester credit hours in occupational courses.

### Technical Certificates of Credit

Technical Certificate of Credit programs shall be organized as a coherent set of competencies that correspond to identifiable exit points which match positions in a field of work. The range of semester credit hours required for graduation is generally 9 to 36. The technical certificate may be used to provide programs in areas of specialization that do not require study of sufficient length to award a diploma or degree or to add on areas of specialization after the completion of a diploma or degree. Technical certificates of credit may require any combination of general education and occupational courses, specific occupational courses, or approved elective courses. Only courses numbered 1000 or above shall be credited toward technical certificate requirements.

**Expanded Statement of Institutional Purpose:** To provide quality technical and academic instruction leading to associate of applied science degrees, diplomas, and technical certificates of credit.

**WGTC Rationale for General Education:** General education requirements for degree seeking students must provide the basic and advanced skills that may be required for success in the professional world. A well-rounded general education at the collegiate level in the twenty-first century prepares graduates with an ability to communicate, both orally and in writing, a capacity to understand behavioral science, and an understanding of appropriate mathematical concepts. In addition, the general education requirements for all programs will support success in the workplace and in the society, so as to facilitate the achievement of lifelong learning.

## GENERAL EDUCATION COMPETENCIES:

- Competency – 1:** Students will be able to use the English language effectively.
- Competency - 2:** Students will be able to use critical thinking to analyze readings and solve problems.
- Competency - 3:** Students will be able to comprehend and use mathematical concepts and methods to solve problems effectively.
- Competency - 4:** Students will be able to understand basic human interactions and behaviors and/or other areas in the sciences.
- Competency - 5:** Students will be able to demonstrate knowledge in humanities or literature.

## METHODS OF INSTRUCTION

### Definition of a credit hour:

Credit hour, as defined in the U.S. Department of Education guidance to institutions and accrediting agencies regarding a credit hour as defined in the final regulations published on October 29, 2010.

An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or
- At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

One distance learning or hybrid course credit is defined as an equivalent amount of instruction and student work leading to equivalent learning outcomes, as required for a traditional class.

### *Academic courses are conducted using six basic methods of instruction:*

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

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

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

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

**Hybrid:** Instruction which combines online instruction and traditional classroom instruction.

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

## ONLINE COURSES

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

All online courses follow TCSG guidelines regarding curriculum, objectives, and competencies. A complete list of these guidelines, objectives, and competencies can be found on the TCSG web site ([www.tcsg.edu](http://www.tcsg.edu)).

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

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

Questions regarding online instruction may be directed to the WGTC Online office. The e-mail address is [online@wiregrass.edu](mailto:online@wiregrass.edu).

## TIME FORMAT FOR SCHEDULED CLASS OFFERINGS

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

**Day:** Generally scheduled from 8 a.m. to 5 p.m., Monday through Thursday, and 8 a.m. to 3 p.m., Friday.

**Extended Day:** Generally scheduled to begin between 2 p.m. and 5 p.m. Monday through Thursday.

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

## COURSE LOAD

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

## FULL-TIME STUDENT STATUS

A student registered for a minimum of 12 credit hours is considered a full-time student.

# ACADEMIC ADVISEMENT PROCEDURE

All degree/diploma/certificate-seeking students are assigned academic advisors. The advisor is generally the student's major program coordinator. Students may contact the Student Affairs Office, or their BanWeb account, to determine advisor assignment. All students are required to see their advisor before attempting to register for the term. Students are also encouraged to seek counsel from their advisors to resolve problems or issues encountered within the academic program during the term. The academic advisement session can also include, but is not limited to, the following items:

## **For New Students:**

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

## **For Current/Returning Students:**

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

Students registering for courses outside of the advisor recommendation may have financial implications and delay expected graduation.

## **COURSE NUMBERING SYSTEM**

The Technical College System of Georgia applies a statewide system of coding for each approved course within a program. This system includes a four alpha prefix combined with a four digit number. The four digit number delineates the level of the course, as explained below:

### **Learning Support courses: 0090**

Learning Support courses will not be applied towards a student's program of study and will not count in the hours required to meet graduation requirements. Some students may be required to complete Learning Support courses in order to enhance their knowledge in areas of reading, writing, math, or algebra to better prepare them for other general education core courses.

### **General Education Core courses:**

- Diploma courses: 1000 – 1099
- Degree courses: 1100 – 2999

### **Occupational courses:**

1000 – 2999\* (\*Advanced level courses may begin with a 2000 number code)

## PRIOR LEARNING ASSESSMENTS

Advanced Placement allows incoming students at WGTC to receive course credit based upon previous experience, formal or informal, and results in advanced standing within a technical certificate, diploma or degree program. Advanced Placement includes the following:

### Transfer Credit

As part of the admission process, all official transcripts are evaluated for possible transfer of credit. Ordinarily, institutions from which credits are transferred must be accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. As a general rule, credit will be given on a course equivalent basis. Transfer credit will be considered for courses completed with a “C” or better from a college, university, or other accredited postsecondary institutions. A student who receives transfer of credit must be aware that the awarding of this credit by WGTC does not guarantee that institutions subsequently attended by the student will also accept these credits. Course transfer credit is recorded as “TR” (“A”, “B”, or “C”) on the transcript and does not require the payment of course fees. This credit is not included in the calculation of the student’s GPA and does not count as institutional credit. Transfer credit evaluations will be completed and posted to the student’s academic history which may be accessed through Banweb. Any student with questions regarding the evaluation of transfer credit should contact the Registrar’s office. In order to graduate from a program, at least 25% of a student’s program credit hours must be completed at WGTC.

Students who have completed all or part of their secondary and postsecondary education outside of the United States are required to have their foreign postsecondary educational credentials evaluated by an independent evaluation service. Please contact the Admissions Office for a list of approved agencies.

WGTC will honor any current academic sanctions imposed on applicants by the last college attended. The Admission staff classifies transferring applicants in good academic standing if their last college did not impose any academic sanctions. The Registrar classifies transferring applicants as students on probation if their last college placed them on probation or dismissal.

### The following guidelines apply to the evaluation of transfer credit:

- Official transcripts are required from all postsecondary institutions verifying a minimum grade of “C” in all courses for which students are seeking transfer credit to their program of study.
- Ordinarily, institutions from which credits are transferred must be accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. In some instances where course equivalency is questioned, credit must be validated by examination.
- A desktop review (evaluation of courses for transfer credit) is required. If a written course description is needed, students are responsible for obtaining appropriate course documentation.
- Decisions regarding the granting of transfer credit are made at the academic program level and confirmed by the Registrar.
- It is the discretion of each Dean as to whether occupationally specific courses more than 60 months old should repeated to receive college credit.
- There are no time limits on transferability of general education courses.
- Testing (written and/or performance) may be required to validate proficiency of a student for coursework to be transferred.
- WGTC reserves the right to rescind previously awarded student course exemption as warranted.

### GATRACS

The Georgia Transfer Articulation Cooperative Services (GATRACS) is a partnership between the University System of Georgia, Technical College System of Georgia, Georgia Department of Education, and the Georgia Student Finance

Commission. GATRACS is a tool designed to assist students in the transfer process. For more information, visit their website at <http://www.gacollege411.org>.

## Secondary School Articulation Policy

Formal Articulation Agreements - WGTC will establish and develop formal, written articulation agreements with interested service area high schools to ensure that transitioning high school students receive technical college course credit when established high school course competencies have been achieved.

Articulation Review Committees - WGTC will facilitate annual articulation review meetings with members from both secondary programs and technical college programs to review established articulated course agreements and/or to develop new articulation agreements.

Validation of Articulated Credit - WGTC will validate student competencies before awarding articulated credit for competencies learned in high school requiring the student to pass a skills proficiency or exemption examination for the course to be articulated.

Transferability of Articulated Credit - WGTC will honor all locally articulated course agreements from accredited high schools within the state of Georgia. The secondary student must matriculate within 2 years after high school graduation, unless dictated by programs standards and have earned an 80 grade or higher in the articulated secondary course. The student must also complete all the technical college admissions requirements. If a student transfers from another technical college in Georgia, WGTC will honor all articulated course credit awarded by the originating technical college.

## Standardized Exam Credit

Advance Placement credit will be awarded based on nationally normed exams including, but not limited to, the following:

- -College Level Examination Program (CLEP) - Credit will be awarded for successful completion of any appropriate CLEP subject area examinations. Credit should be awarded based on score recommendations of the Council on College Level Services.
- International Baccalaureate Credit (IB)- 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 Examination. The IB Examinations are offered by the International Baccalaureate Examination Board.
- Advanced Placement Examinations (AP) - 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 Advanced Placement Examination. The Advanced Placement Examinations are offered by the College Entrance Examination Board.

## College-Level Examination Program (CLEP)

College-Level Examination Program (CLEP) credit will be awarded to students who score in the 50th percentile or higher in the following subject areas. Credit will not be granted for the general exam. Students who wish to receive credit for any course subject not listed below should contact the Office of the Registrar at Wiregrass Georgia Technical College.

| CLEP Exam           | Required Score | Credit | WGTC Equivalent |                     |
|---------------------|----------------|--------|-----------------|---------------------|
| American Literature | 50             | 3      | ENGL 2130       | America Literature  |
| American Government | 50             | 3      | POLS 1101       | American Government |
| Biology             | 50             | 3      | BIOL 1111       | Biology I*          |
| Chemistry           | 50             | 3      | CHEM 1211       | Chemistry I*        |
| College Algebra     | 50             | 3      | MATH 1111       | College Algebra     |

| CLEP Exam  | Required Score     | Credit | WGTC Equivalent |                            |
|--|--------------------|--------|-----------------|----------------------------|
| College Composition (English Composition with Essay) | 50                 | 3      | ENGL 1101       | Composition & Rhetoric     |
| College Composition Modular (English Composition)    | 50 + passing essay | 3      | ENGL 1101       | Composition & Rhetoric     |
| English Literature                                   | 50                 | 3      | ENGL 1101       | Literature & Composition   |
| Financial Accounting                                 | 50                 | 3      | ACCT 1101       | Financial Accounting I     |
| History of the US I: Early Colonizations to 1877     | 50                 | 3      | HIST 2111       | U.S. History I             |
| History of the US I: 1865 to Present                 | 50                 | 3      | HIST 2112       | U.S. History II            |
| Human Growth & Development                           | 50                 | 3      | PSYC 2103       | Human Development          |
| Humanities   | 50                 | 3      | HUMN 1101       | Introduction to Humanities |
| Introduction to Psychology                           | 50                 | 3      | PSYC 1101       | Introduction to Psychology |
| Introduction to Sociology                            | 50                 | 3      | SOCI 1101       | Introduction to Sociology  |
| Precalculus  | 50                 | 3      | MATH 1113       | Precalculus                |
| Principles of Macroeconomics                         | 50                 | 3      | ECON 2105       | Macroeconomics             |
| Principles of Management                             | 50                 | 3      | MGMT 1100       | Principles of Management   |
| Principles of Marketing                              | 50                 | 3      | MKGT 1100       | Principles of Marketing    |
| Principles of Microeconomics                         | 50                 | 3      | ECON 2106       | Microeconomics             |

\*Students are given credit for the lecture portion only of this course. Students are required to complete the lab portion of this course at Wiregrass Georgia Technical College.

## National Testing Center

Wiregrass Georgia Technical College has contracted with Moody Air Force Base (MAFB) to become a National Testing Center to provide CLEP (College-Level Examination Program) and DANTES (Defense Activity for Non-Traditional Education Support). Testing is administered through their on-base education center.

The CLEP gives military personnel, their dependents, and students enrolled in any college at MAFB the opportunity to receive college credit by earning qualifying scores on any of the 33 examinations. Information regarding specific awarding of these college-level credits for Wiregrass Georgia Technical College students may be found in the “Credits Earned Outside The College” section of this catalog.

All CLEP exams are administered at the Moody Air Force Base Extended Campus – National Testing Center by appointment only. CLEP and DANTES are both computer-based exams.

To assist military personnel in meeting their educational goals, the Defense Activity for Non-Traditional Education Support (DANTES) funds CLEP exams for eligible military service members and eligible civilian employees. Professional and Certification Exams for a number of IT certifications and national certifications for many of the programs taught at WGTC are offered at the National Testing Center through Pearson Vue, ACT, AMP, and DANB.

Contact the National Testing Center at MAFB for additional information at (229) 253-9571.

## Prior Learning Assessments

Prior learning assessments (PLAs) provide a pathway to enable students who have stopped short of a degree, but have acquired knowledge through other means, the chance to complete their education. PLA is a process through which students identify areas of relevant learning from their past experiences, demonstrate that learning through appropriate documentation,

and submit their materials so that they can be assessed and possibly awarded academic credit relative to specific course objectives.

WGTC may award college credit with the following methods:

- Military Training - Credit awarded based on the American Council of Education or the Community College of the Air Force.
- Student Portfolios - Credit awarded by faculty evaluation of a student's documented life-work.
- Corporate Training - Occupational training provided by organizations and/or manufacturers.
- Apprenticeship Training - Training provided through an official work-based program (often required for licensure).
- Professional Certification and Licensure - Specialized certifications earned through training programs and required for employment (example: POST, BICSI, Trade Organizations)
- Institutional Exemption Exam - Challenge exams that demonstrate a mastery of the course competencies.
- Standardized Exam Credit - Credit based on nationally normed exams including, but not limited to CLEP (College Level Exam Program), International Baccalaureate Credit (International Baccalaureate Exam), Advanced Placement Exams (AP).

The following guidelines apply:

- The number of credits student may earn will vary. Students must meet the residency requirement of the college which is 25% of the program.
- Tuition and fees will vary on the method used and the number of credits being requested; however, tuition and fees are usually less than the standard rates.
- If a student does not agree with the recommendation of credit, he or she has the right to appeal the college's decision, but ultimately the college reserves the right to deny the awarding of credit based on the faculty's findings thus ensuring the quality of education delivered by WGTC.

## **Non-Traditional /Experiential Learning**

Course credit may be awarded for military training or corporate courses where appropriate. In addition, WGTC recognizes that college level learning does take place through experiential learning and other methods including, but not limited to, professional certifications and training programs, manufacturers training, and in apprenticeship type programs. Credit awarded in these areas does not count toward the college's residency requirement, and no guarantee of credit can be made without a formal review by the Registrar and/or faculty. Additional fees may be charged depending on the method of advanced placement chosen by the student. Details of the process including a fee schedule are outlined in the WGTC Prior Learning Assessment Handbook.

## **Military Training Credit**

WGTC may award credit for training received in the Armed Forces. The training shall be certified by the Guide to the Evaluation of Education Experiences in the Armed Services, published by the American Council on Education (ACE), by the official catalog of the Community College of the Air Force, or some similar document. Credit shall be given when training experience meets required competencies of courses offered at the institution. Military course transfer credit is recorded as 'TRM'.

## **Institutional Exemption Exam**

Students may be allowed to exempt courses by demonstrating thorough mastery of written and/or performance tests that have been developed locally and adequately demonstrate achievement of the necessary competency level. WGTC publishes information every term basis as to which courses have exemption tests and how to apply for them. Students are charged 25% of normal tuition to exempt a course. No fee shall be charged to students taking an exam to validate articulated credit from high school. Exemption exam course transfer credit is recorded as 'EXE'.

## **Individualized Student Portfolios**

WGTC may allow for credit to be awarded based on a student's portfolio. The student typically develops a specifically designed portfolio that helps them identify and articulate their learning from a variety of experiences equating prior learning to college courses, educational plans, and integrates prior and new learning to achieve academic goals. Faculty with appropriate subject-matter expertise evaluates the student's portfolio to determine the equivalent level of college credit. Students must complete the Prior Learning Assessment Workshop as part of the process. Portfolio course transfer credit is recorded as 'EXP'.

## **Apprenticeship Training**

WGTC will evaluate apprenticeship training for college credit- Consideration may be given to working with trade associations to evaluate prior apprenticeship training for college credit as well as offer part of the training through the college for credit. Proper documentation including a transcript or a training record may be required.

## **Program Evaluations of Non-Credit Instruction**

WGTC will evaluate and may award credit for recognized proficiencies that equate to specific courses offered at their institutions. For example, police officers may receive some credit for police academy training, and they can apply this credit to degree programs in criminal justice.

## **Currency of Credit to be Transferred**

There are specific guidelines for currency of transferable credit. General academic core courses taken at other postsecondary institutions or credit obtained through standardized examinations are transferable for an indefinite period of time. These courses include English, Mathematics, Psychology, Speech, Economics, and other general academic courses.

Specific occupational courses such as computer courses, electronics, accounting, keyboarding, medical core courses, and other occupational specialized skills courses are transferable for a period of no more than 60 months except with the approval of faculty and administration.

## **Residence Requirements for Degree/Diploma**

A minimum of twenty-five percent (25%) of the course work of a particular program of study be completed at WGTC for degrees/diplomas granted by the college. The Student Services reviewer will ensure that students are notified at the time of award of advanced placement credit if they are not in compliance with the residence requirements.

## **LEARNING SUPPORT**

Students in need of Learning Support in one or more areas should register for the course or courses during their first term of enrollment, along with the COLL 1000 – College Success and Survival Skills course. Completion of Learning Support courses will assist students in preparing for other general education and occupational coursework. In many cases, completion of Learning Support courses is required to meet prerequisites for other courses. Students are allowed as many attempts as necessary to successfully complete their Learning Support courses.

Students who have met the test score requirements for regular admission into their chosen diploma or degree program should not register for Learning Support courses. In cases where a student registers for a course he or she does not need, the student may be required to pay back a portion of tuition and/or fees, and any financial aid that may have been received for the course.

## **COURSE SUBSTITUTION**

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

Although students using this option do not have to be degree-seeking, they do have to meet the minimum entrance level scores on the placement test for the degree-level course. Students who entered Wiregrass Georgia Technical College on the basis of satisfactory SAT or ACT scores may also be eligible for course substitution. Financial aid will not be affected by the proper substitution of courses.

Students who do not have the minimum scores required to take degree courses, and who have not otherwise met the admission requirements for degree-level courses, cannot register for these courses. However, they may schedule a placement test in the Admissions Office and attempt to obtain scores necessary on the relevant section of the placement test. A student who registers for a degree-level course without meeting the minimum requirements will be withdrawn from those classes and will be responsible for any financial ramifications.

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

| <b>Diploma Level Course</b>  | <b>Degree Level Course Substitution</b>  |
|--|--|
| ENGL 1010 – Fundamentals of English I  | ENGL 1101 – Composition & Rhetoric   |
| ENGL 1012 – Fundamentals of English II   | ENGL 1102 – Literature & Composition   |
| MATH 1011 – Business Mathematics<br>MATH 1012 – Foundations of Mathematics<br>MATH 1013 – Algebraic Concepts | MATH 1100 – Quantitative Skills and Reasoning<br>MATH 1101 – Mathematical Modeling<br>MATH 1111 – College Algebra  |
| PSYC 1010 – Basic Psychology   | PSYC 1101 – Introductory Psychology  |
| ALHS 1011 – Anatomy & Physiology   | BIOL 2113/L – Anatomy & Physiology I and Lab*<br>BIOL 2114/L – Anatomy & Physiology II and Lab*<br>*Must complete both courses and labs with a “C” or better |

### **ELECTIVE CREDITS**

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

### **CREDITS EARNED OUTSIDE THE COLLEGE**

Students must complete at least 25 % of coursework towards a particular program of study at Wiregrass Georgia Technical College in order to be eligible for graduation from the college. Up to 75 % of coursework may be transferred from another postsecondary institution, through a combination of Advanced Placement (AP), Articulation Credit, College Level Examination Program (CLEP), or other such examinations.

## ATTENDANCE POLICY

### Course Attendance Policy

#### 20% COURSE ATTENDANCE POLICY

The establishment of a consistent and acceptable pattern of attendance is a necessary and integral part of the academic experience at Wiregrass Georgia Technical College. Attendance is required to achieve the course competencies, as well as prepare for the professional duties and responsibilities mandated by employers. Students will not be allowed to miss more than 20% of the class. If a student misses 20% of the class, they will not be allowed to return to class. Programs with mandated class hours regulated by outside agencies (such as Nursing) will follow the regulations of that agency. The Student Navigator, his/her designee, or the student must complete the drop/add/withdrawal form with the Office of the Registrar in order to be removed from the class roster following the dismissal. The student will be dropped with a 'W' prior to the last date to withdraw. If the form is submitted after the last date to withdraw, the student will receive an 'F'.

The student has the right to appeal his/her dismissal from class due to attendance. A letter requesting an appeal must be submitted to the Academic Dean of the program within 24 hours of the dismissal. The student may continue to attend class pending the outcome of the appeals process. The Academic Dean has the final decision. The final decision must be communicated to the student within 48 hours upon receipt. It is the student's responsibility to make sure they are aware of any assignments made when absent. Being absent from class is not an excuse for missed assignments or tests.

### Make-up Policy

Late entry into class after an exam has started will be allowed. However, the exam will end at the time scheduled by the instructor. No additional testing time will be given in the event of a tardy entrance.

Projects and assessments will be assigned to reinforce the concepts covered. Assignments must be submitted on the due date outlined in the Course Schedule. Late assignments will not be accepted. Exams will be announced with ample time for preparation. Make-up exams will be scheduled at the instructor's discretion. Students may make up only one missed exam.

Appeals for acceptance of late work or make-up exams must be sent to the Dean of the designated department in writing within three days of the due date. Appeals should only be filed in cases of extreme circumstance. Documentation must be submitted to support the circumstance. Examples of extreme circumstances include hospitalization or death in the immediate family.

It is the students responsibility to make sure they are aware of any assignments made when absent. Being absent from class is not an excuse for missed assignments or tests.

## NO SHOW POLICY

A "no show" is a student whose name appears on the class roster, but fails to attend class the first time after his/her name appears on the roll. Any student reported as a "no show" by an instructor will be administratively dropped from the class.

No shows shall receive a 100 percent refund of applicable tuition (hours below 15-hour tuition cap) and applicable refundable fees, excluding the application fee.

Any student receiving financial aid who is reported as a "no show" will have his/her financial aid award for that class cancelled. All financial aid awards based on courses that students do not attend will be cancelled, and the student will be responsible for all applicable charges.

## ADDING AND WITHDRAWING FROM COURSES

### Adding Courses

Students may add open courses through their BanWeb account, to existing schedules, during the first five instructional days of the term. Students who need to be added to an open course beyond the fifth instructional day will need to contact the Dean of Academic Affairs for that area to obtain approval. Returning students who create a new schedule during the late registration period (generally starting the day after the end of the previous term) may be subject to a late fee penalty.

### Dropping a Course or Courses – First Three Instructional Days of Term

Students may drop courses through BanWeb during the first three instructional days of the term with no financial or academic penalty. However, any amount charged in the bookstore against HOPE or Pell will be owed back to the college. Students who have paid tuition and fees out-of-pocket are eligible for 100 percent reimbursement during the first three instructional days of the term.

Any student who has not arranged payment for courses through personal means, payment plan, or financial aid will be dropped from all courses at the end of the third instructional day of the term. Students can arrange payments and be added back to class up to the seventh instructional day of the semester. Please see the ‘NelNet Payment Plan Option’ section of the catalog for more information.

### Withdrawing From a Course or Courses

Students who follow proper procedures to withdraw from a course (or courses) from the fourth instructional day of the term through 60% of the term will be charged for the course(s) they withdraw from and will receive a grade of ‘W’. Students who do not follow proper procedures to withdraw from a course (or courses), and simply stop attending class, will be charged for the course(s) and assigned a letter grade of “F” at the end of the term.

Students withdrawing from a course (or courses), but not an entire schedule, should obtain a Withdrawal Form from the WGTC website, the Office of the Registrar, Student Success Office, or Student Navigator. Forms should be filled out in their entirety and returned to the Office of the Registrar.

Students dropping the last class on their schedule, or their entire schedule, should refer to the “Complete Withdrawal From the College” portion of the catalog for more information on complete withdrawal procedures.

### Withdrawing From a Course or Courses – After the Withdrawal Day

After the last day to withdraw, withdrawing from courses is prohibited and the grade earned in the course will be assigned to the student at the end of the term. Students who choose to stop attending their courses will be assigned a grade of ‘F’ at the end of the term.

### Pre/Co-Requisite Errors and Withdrawing From Courses

Students who choose to withdraw from a course, or are being withdrawn from a course by the college, may be subject to having other courses removed from their schedule. If the course that is being withdrawn from is a pre/co-requisite to another course on the students’ schedule, the other course must also be dropped at the same time.

## COMPLETE WITHDRAWAL FROM THE COLLEGE

### Dropping All Courses – First Three Instructional Days of Term

Students may drop all courses through BanWeb during the first three instructional days of the term with no financial or academic penalty. However, any amount charged in the bookstore against HOPE or Pell will be owed back to the college. Students who have paid tuition and fees out-of-pocket are eligible for 100 percent reimbursement during the first three instructional days of the term.

## Withdrawing From All Courses

Students who follow proper procedures to withdraw from the college starting with the fourth instructional day of the term through the last day to withdraw will receive a grade of 'W' for all courses on their schedule. Students who do not follow proper procedures to withdraw and simply stop attending class will be assigned a letter grade of "F" at the end of the term.

Below are the steps students should follow to officially withdraw from Wiregrass Georgia Technical College. The Withdrawal Form may be picked up from the Office of the Registrar, Student Success Center, Admissions, Financial Aid, or may be submitted at Registrar - Wiregrass Georgia Technical College <<http://www.wiregrass.edu/student/registrar.php>> .

To Submit a Withdrawal Form In Person:

- Student Success Center (SSC) – Students should first visit the SSC and speak with a counselor. There may be resources available to assist students, and a solution may be reached to help students remain enrolled in some or all of their classes. Campus locations and phone numbers for the SSCs are located at: Student Support - Wiregrass Georgia Technical College <<http://www.wiregrass.edu/student/student-support.php>> .
- Office of Financial Aid – If the student still wishes to withdraw, the next step is to visit the Office of Financial Aid to see how the withdrawal will affect the current and future financial aid awards.
- If, after speaking with the SSC and financial aid staff, the student makes a final decision to withdraw from school completely, the student should return the Withdrawal Form to the SSC, who will inform the Office of the Registrar of the official withdrawal.

## Withdrawing

After the last day to withdraw, withdrawing from the college is prohibited and the grade earned in each course will be assigned to the student at the end of the term. Students who choose to stop attending their courses without following withdrawal procedures will be assigned a grade of "F" at the end of the term.

## MILITARY WITHDRAWALS - NATIONAL EMERGENCIES

In the event of a military emergency, whereby a student who in the Armed Services, the National Guard or an Armed Forces reserve is activated or otherwise called to duty and as a result may no longer attend class(es), Wiregrass Georgia Technical College is authorized to allow the student to elect one of the following options. Documentation of such military service must be provided to the Office of the Registrar from an appropriate military official.

1. The student may choose to withdraw from WGTC for the semester. With this option, the student's record will reflect no enrollment for the semester. No grades of any type will appear on the student's transcript, and all tuition and fees shall be refunded. Title IV funds shall be returned in accordance with federal regulations.
2. The student may choose to receive appropriate letter grade(s) and receive any applicable refunds. With this option, courses will be calculated as attempted courses for HOPE purposes.

## GRADE REPORTS

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

## GRADING SYSTEM

Evaluation of each student's progress, conduct, and attitude is continuous. Instructors report irregularity in attendance and progress to a Dean of Academic Affairs or Vice President for Academic Affairs whereby corrective steps may be taken to assure quality training.

At the end of each semester, the achievement of each student is reported using the following system of grade assignment:

|       |  |
|-------|--|
| A (4) | Excellent 90-100                                 |
| B (3) | Good 80-89                                       |
| C (2) | Average 70-79                                    |
| D (1) | Below Average 60-69                              |
| F (0) | Failure below 0-59                               |
| I     | Incomplete                                       |
| IP    | In-Progress                                      |
| W     | Withdrawn (by midterm)                           |
| WP    | Withdrew Passing                                 |
| WF    | Withdrew Failing                                 |
| AU    | Audit-no credit earned                           |
| TRA   | Transfer Credit                                  |
| TRB   | Transfer Credit                                  |
| TRC   | Transfer Credit                                  |
| AC    | Articulated Credit Add the following new grades: |
| TRM   | Transfer Credit (Military)                       |
| EXP   | Credit by Exemption (Portfolio)                  |
| EXE   | Credit by Exemption (Exam)                       |

A grade of "I" (incomplete) may be issued to any student not completing all required coursework by the end of the semester, upon approval from the course instructor and area Dean. If the incomplete "I" is not removed before the midpoint of the following semester, it will be recorded as a failure "F" on the student's official transcript. Student must see their advisor for more information as certain programs are excluded or require a quicker completion. A grade of "I" may prohibit a student from registering for specific courses for the next term due to not meeting prerequisite requirements.

A grade of "IP" (in-progress) indicates the course continues beyond the end of the semester. The final grade is reported at the end of the following semester. A grade of "IP" may prohibit a student from taking specific courses during the next term due to not meeting prerequisite requirements. An "IP" may be issued upon approval of an area Dean.

A grade of "W" indicates the student withdrew prior to 60% of the course(s).

A grade of "AU" indicates the student audited the course. Students are permitted to audit a course or program, and attend classes, without meeting all admission requirements for the course or program. Students will not receive credit for an audited course. Students are required to meet prerequisite requirements for courses or obtain a waiver from the Dean overseeing the course.

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

## WORK ETHICS

The Technical College System of Georgia and WGTC believe it is extremely important to identify, evaluate, and encourage good work habits as an integral part of the instructional program. Therefore, a system to evaluate "work ethics" in each credit course has been developed. Work ethics grades (3,2,1,0) are earned in each completed credit hour course and are included on the student's permanent record and transcript. A list of work ethics characteristics is detailed below and may include:

- Attendance: Attends class; arrives/leaves on time; notifies instructor in advance of planned absences.
- Character: Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility.
- Teamwork: Respects the rights of others; respects confidentiality; is a team worker; is cooperative; is assertive; displays a customer service attitude; seeks opportunities for continuous learning; demonstrates mannerly behavior.
- Appearance: Displays appropriate dress, grooming, hygiene, and etiquette.
- Self-Esteem: Demonstrates a positive attitude; appears self-confident; has realistic expectations of self.
- Productivity: Follows safety practices; conserves materials; keeps work area neat and clean; follows directions and procedures; makes up assignments punctually; participates.
- Organization: Manifests skill in prioritizing and management of time and stress; demonstrates flexibility in handling change.
- Communication: Displays appropriate nonverbal (eye contact, body language) and oral (listening, telephone etiquette, grammar) skills.
- Leadership: Displays leadership skills; appropriately handles criticism, conflicts, and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and peers; follows chain of command.
- Respect: Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind.

#### **Work Ethics Rating Scale:**

- 3 = Exceeds Expectations
- 2 = Acceptable
- 1 = Needs Improvement
- 0 = Unacceptable

## **GRADE POINT AVERAGE**

### **Semester Grade Point Average**

The Semester Grade Point Average (SGPA) is the average calculated on all credit courses taken each semester at the institution.

### **Cumulative Grade Point Average**

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

### **Graduation Grade Point Average**

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

## **CALCULATING GRADE POINT AVERAGE**

The formula for calculating grade point average is:

The **Sum of Quality Points Earned** divided by the **Number of Credit Hours Attempted**.

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

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

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

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

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

**Example:**

Grade Quality Points x Credits = Quality Points Earned

|                             |   |   |    |   |               |
|-----------------------------|---|---|----|---|---------------|
| A                           | 4 | x | 5  | = | 20            |
| B                           | 3 | x | 10 | = | 30            |
| C                           | 2 | x | 5  | = | 10            |
| Total Credits               |   |   | 20 |   |               |
| Total Quality Points Earned |   |   |    |   | 60            |
| Grade Point Average         |   |   |    | = | 60 / 20 = 3.0 |

**SATISFACTORY ACADEMIC STANDING**

Students must maintain a minimum 2.0 GPA each semester.

**ACADEMIC PROBATION**

The first semester a student fails to earn a 2.0 GPA, he or she will be placed on academic probation. Students will receive written notification that they have been placed on academic probation. Students on academic probation may not be allowed to participate in online or transient classes. Probationary status is reflected on the academic transcript.

Students in Allied Health programs should refer to the “Allied Health” section of the catalog for more specific information, as academic probation rules may differ from those listed above.

**ACADEMIC DISMISSAL**

Students who fail to remove themselves from academic probation by attaining a minimum 2.0 GPA the next semester of attendance after being placed on probation are subject to academic dismissal and financial aid suspension. Students dismissed due to academic deficiency must sit out for one term and must appeal to the re-admit committee to determine their status. In certain circumstances, a student may be dismissed or suspended from an academic program or the technical college without first being placed on probation. These circumstances may include program specific GPA deficits, attendance issues, or other requirements as outlined in the program specific academic requirements. Students dismissed under the above circumstances will be required to file an appeal to the Re-Admit Committee prior to applying for readmission. Students who are dismissed due to academic misconduct are subject to disciplinary sanctions as outlined in the Student Conduct Code and will be required to meet with the Vice President for Student Affairs, or appropriate designee, prior to applying for re-admission. Students who are on academic dismissal will not be allowed to graduate.

Any student dismissed from a program for the second time due to academic deficiency cannot reapply to that program for 60 months, but may apply for another program. Students in Allied Health programs should refer to the Allied Health section of the catalog for more specific information, as academic dismissal rules may differ from those listed above.

## PRESIDENT'S LIST

### President's List

Students who complete 12 or more credit hours (with no grades of "I" or "IP") in a semester, and achieve a 3.8 or better grade point average will be designated as honor roll students and will be recognized on the President's List.

### Dean's List

Students who complete 12 or more credit hours (with no grades of "I" or "IP") in a semester, and achieve a 3.5 to 3.79 will be designated as honor roll students and will be recognized on the Dean's List.

## ACADEMIC GRADE APPEAL

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

## GRADUATION

Commencement exercises will be held for degree, diploma, and technical certificate candidates for graduation. The dates for commencement exercises will be announced and published on the college's website and through student email. Student participation in commencement exercises is strongly encouraged. There is a \$35 fee for participation in the graduation ceremony; however, there is not a fee to apply for graduation.

To be eligible for graduation, students must have completed all college/program requirements satisfactorily and cannot be on Academic Dismissal. All classes must be completed with a "C" or better and must have a graduation GPA of at least 2.0. Transfer credit for up to 75 percent of a program of study may be applied toward graduation. All financial obligations to the college must be met prior to graduation and any holds cleared.

Students who have met all program requirements with an overall program graduation GPA of 3.66 or better will be designated as honor graduates. Degree, diploma, and technical certificate students designated as honor graduates will be recognized in the commencement program and wear gold honor cords during the graduation ceremony.

It is the responsibility of the student to apply for graduation. Graduation application forms are available from the Office of the Registrar, via student email announcements, and online at [www.wiregrass.edu](http://www.wiregrass.edu). Students must complete all sections of the application for graduation, pay the fee (if applicable) to the bookstore, and submit all paperwork to the Graduation Coordinator. Students are encouraged to complete this form upon advisement for their last semester, but no later than mid-point of the final semester of enrollment. A student must have enrollment within the last two years of the graduation term to receive an award.

## TRANSCRIPTS

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

Official transcripts may be requested by authorized users via the internet at <http://banweb.wiregrass.edu> or via paper request form in the Admissions Office or Office of the Registrar.

Official copies of a student's transcript may be mailed to a designated address or picked up at the Office of the Registrar. Official transcripts are designated by the WGTC Seal and the Registrar's signature. Official transcripts are provided free of charge for the first copy, and \$5 for each additional copy, considering that the student is free of financial obligations to WGTC.

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

## ACCESS TO STUDENT RECORDS (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level; unless the parent can show proof the student is still a dependent. Dependent student status for FERPA is usually verified with a copy of the parent's most recent federal tax return proving the student was claimed as a dependent for that tax year. Students to whom the rights have transferred are "eligible students." Faculty and staff who have "legitimate educational interest" in the student's records are also permitted access.

Parents or eligible students have the right to inspect and review the student's education records maintained by Wiregrass Georgia Technical College. The college is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. A fee may be charged for copies.

Applicants who never enroll in a regular program of study do not have the same right of access to their educational records as enrolled students.

Parents or eligible students have the right to request that WGTC correct records which they believe to be inaccurate or misleading. If the college decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, email, county of residence, program of study, student organizations, honors and awards, dates of attendance, enrollment status (full-time, etc), name of institute last attended, and photographs. Students have an opportunity to prevent this directory information from being released by requesting their records be marked "Confidential" on the Application for Admission or by written request to the Office of the Registrar, except in cases where the record has been subpoenaed.

Wiregrass Georgia Technical College will abide by the following guidelines concerning student records:

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

Typically, the following information will be kept by the Registrar or Student Affairs personnel and will remain in the student's academic file:

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

While students and parents of dependent students will have access to the information listed above, there are some records kept by WGTC that students and parents will not have access to. These include:

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

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

## **RECORD RETENTION**

Documents shall be held for no less than five (5) years after the graduation of the student or the date of the student's last attendance.