

ACADEMIC PROCEDURE

All degree/diploma/certificate-seeking students are assigned academic advisors. 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:

Remedial courses: 0987

Remedial 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 remedial 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 Office of the Registrar. 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 Office of Admissions for a list of approved agencies.

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.
- Specific occupational courses may not be more than 10 years old (120 months) at the time the student is accepted to the college.
- 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>, or www.gafutures.org.

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. Official AP transcripts must be submitted to the college to receive credit.

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	American 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
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 1102	Literature & Composition
Financial Accounting	50	4	ACCT 1100	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. Credit received through PLA may only be awarded if the student has been employed in the occupational field at least two of the last ten years.

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.
- 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.

1. 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.

2. Military Training Credit

WGTC may award credit for training received in the Armed Forces. The training shall be certified by the Guide 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'.

3. 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 based on 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'.

4. 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. Portfolio course transfer credit is recorded as 'EXP'.

5. 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.

6. 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.

Time Limits of Credit to be Transferred

There are specific time limits for 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, allied health core courses, and other occupational specialized skills courses are transferable for a period of no more than 10 years (120 months) except with the approval of faculty and administration.

Residence Requirements for Degree/Diploma/Technical Certificate

A minimum of twenty-five percent (25%) of the course work of a particular program of study must be completed at WGTC for degrees/diplomas/technical certificates granted by the college. The Office of the Registrar 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.

REMEDIAL SUPPORT

Students in need of remedial support in one or more areas will be registered for remedial course(s) during advisement. Remedial courses will be taken concurrently with the appropriate degree/diploma level course. Remediation will be provided to students in support courses in a variety of formats and may include but is not limited to: during class remediation, after class remediation, individualized tutoring sessions or optional lab meetings. Grades earned for remedial courses will correspond to the grade earned in the co-requisite diploma or degree level course. Completion of the remedial course will assist students in preparing for other general education and occupational courses. In many cases, completion of remedial support classes is required to meet prerequisites for other courses.

Students who have met the test score requirements for regular admission into their chosen diploma or degree program should not register for remedial 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 degree level 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:

Diploma Level Course	Degree Level Course Substitution
ENGL 1010 – Fundamentals of English I	ENGL 1101 – Composition & Rhetoric
ENGL 1012 – Fundamentals of English II	ENGL 1102 – Literature & Composition
MATH 1011 – Business Mathematics MATH 1012 – Foundations of Mathematics MATH 1013 – Algebraic Concepts	MATH 1100 – Quantitative Skills and Reasoning MATH 1101 – Mathematical Modeling MATH 1111 – College Algebra
PSYC 1010 – Basic Psychology	PSYC 1101 – Introductory Psychology
ALHS 1011 – Anatomy & Physiology	BIOL 2113/L – Anatomy & Physiology I and Lab* BIOL 2114/L – Anatomy & Physiology II and Lab* *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.

Reverse Transfer

Students completing credit after leaving WGTC have the opportunity to transfer those credits back to the College for a period of 120 month (10 years), to complete the requirements for their original program of study.

ATTENDANCE POLICY

Course Attendance Policy

To comply with WGTC's mission to provide a highly-trained workforce through quality academic and hands-on instruction, students are expected to regularly attend all classes. Regular attendance provides students with full course benefits and establishes a pattern of dependability and punctuality required in the workplace.

Attendance

Wiregrass Georgia Technical College expects that all students shall regularly attend all scheduled class meetings held for instruction or examination. It is recognized that class attendance is essentially a matter between students and their instructors. Instructors must explain their absence policy in the course syllabus. All students are held responsible for knowing the specific attendance requirements as prescribed by their instructors and for the satisfactory make-up work missed by absences. When students are to be absent from class, they should immediately contact the instructor. If students violate the attendance policy, they may be subject to an administrative withdrawal from the course.

Attendance Requirements

Attendance is demonstrated through active participation. (Simply logging in to an online class is not considered active participation.) Academically related activities include, but are not limited to, the following:

- submitting a current academic assignment
- completing an exam, an interactive tutorial, or computer-assisted instruction
- participating in an online discussion about academic matters

Instructor Responsibilities

Instructors are responsible for maintaining records of attendance to comply with financial aid and federal regulations. When lack of attendance negatively affects the student's performance in the classroom, the instructor will submit an alert through the TEAMS system. If interventions are unsuccessful and attendance does not improve, a withdrawal alert should be submitted through the withdrawal link on BanWeb faculty service.

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/Creating a New Schedule

Students may add open courses through their BanWeb account 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. New students and 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. See the WGTC Calendar for specific dates. Students adding courses to an existing schedule during the late registration period will not be charged a late fee.

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 drop courses during this period and have paid tuition and fees out-of-pocket are eligible for 100% reimbursement less non-refundable fees. Please check the WGTC Calendar for refund dates.

Any student who has not arranged payment for courses through personal means, financial aid, or the NelNet Payment Plan Option (please see the ‘NelNet Payment Plan Option’ section of the catalog for more information) 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 fifth instructional day of the semester.

Withdrawing From a Course or Courses

Students who withdraw (or are withdrawn) from a course or courses after the third instructional day of the term will be charged for the course(s) from which they are withdrawn. Students withdrawing from courses starting with the fourth instructional day of the term through 60% of the term (see WGTC Academic Calendar for specific dates) will receive a grade of ‘W’ in those courses. Students withdrawing from courses after 60% of the term has been completed will be assigned a grade of ‘F’ for those courses.

Students who do not follow proper procedures to withdraw from a course (or courses), and simply stop attending class, will be submitted to the Early Alert System (TEAMS) for non-attendance. The Student Navigator will attempt to reach the student and confirm intent to stay in the course or the need to be withdrawn. After attempts to contact the student are made, and no response received, the instructor will submit the student for withdrawal due to non-attendance, effective the last date the student attended.

Students withdrawing from the last course on their schedule or all classes, should refer to “Complete Withdrawal From The College.” Students withdrawing from a course (or courses), but not an entire schedule, should obtain a Withdrawal Form from the Wiregrass Georgia Technical College website, the Office of the Registrar, Advising Centers, or the Student Navigator. Forms should be filled out in their entirety and returned to the Office of the Registrar. Students are encouraged to meet with a Financial Aid Officer to determine how withdrawing from courses will affect their current and financial aid awards.

Pre/Co-Requisite Errors and Withdrawing From Courses

A student who chooses to withdraw from a course, or is being withdrawn from a course by the College, may be subject to having other courses removed from his/her schedule. If the course from which the student is being withdrawn is a pre/co-requisite to another course on the student's schedule, the student will be withdrawn from the other course at the same time.

COMPLETE WITHDRAWAL FROM THE COLLEGE

Students withdrawing from all courses after the third instructional day of the term should obtain a Withdrawal Form from the WGTC website, the Office of the Registrar, the ARC, or the Student Navigator. Before submitting the completed Withdrawal Form to the Office of the Registrar, the student should contact:

- Advisement and Retention Center (ARC)– Students should first contact the ARC and speak with a counselor. There may be resources available to help students remain enrolled in some or all of their classes.
- Office of Financial Aid – If the student still wishes to withdraw, the next step is to contact the Office of Financial Aid to see how the withdrawal will affect current and future financial aid awards.
- If after speaking with the ARC and financial aid staff the student makes a final decision to withdraw from school completely, the student should return the Withdrawal Form to the Office of the Registrar.

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 excluding the application fee. 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 Executive 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)
AU	Audit-no credit earned
TRA	Transfer Credit
TRB	Transfer Credit
TRC	Transfer Credit
AC	Articulated Credit
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

ACADEMIC PROGRESS AND STANDING

Students attending Wiregrass Georgia Technical College are expected to meet certain academic standards. These standards stress the importance of successful performance by students to maintain good standing with the College. Students shall be made aware of the specific WGTC requirements for maintaining Good Academic Standing, Satisfactory Academic Progress (Financial Aid), and the required qualifications for graduation. Academic standing is reflected each term on the student’s transcript.

ACADEMIC GOOD STANDING

Students are considered to be in good standing if they maintain a cumulative grade point average (GPA) of 2.0 or higher. Academic standing determinations are made at the end of each semester.

ACADEMIC WARNING

The first time a student earns a semester grade point average of less than 2.0 and also has a cumulative grade point average of less than 2.0, he/she will be placed on academic warning. To be removed from academic warning, a student must earn a semester grade point average of 2.0 or higher during the next semester of attendance. A student who does not achieve a semester grade point average of 2.0 or higher while on academic warning will be placed on academic probation.

ACADEMIC PROBATION

A student previously placed on academic warning who earns a semester grade point average of less than 2.0 will be placed on academic probation. Students remain on academic probation until they earn a cumulative grade point average of 2.0 or better. Students will receive notification via student email that they have been placed on academic probation.

ACADEMIC DISMISSAL

A student on academic probation whose semester and cumulative grade point averages are less than 2.0 will be placed on academic dismissal. Students on academic dismissal are required to sit out for one semester. 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 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 Enrollment Management, or appropriate designee, prior to applying for re-admission. Students who are on academic dismissal will not be allowed to graduate.

Students must additionally comply with the satisfactory progress requirements for Title IV eligibility according to 20 U.S.C 1091(d), Sec. 668.34 and other college policies regarding financial aid.

To return to WGTC after an academic dismissal, a student must petition to be re-admitted by completing the following steps:

- 1) Submit a new Application for Admission to the Office of Admissions;
- 2) File an Academic Dismissal Appeal form with the Office of the Registrar;
- 3) Upon approval from the Academic Appeals Committee, the student is required to follow all imposed sanctions upon returning to the College. An example of an imposed sanction may require the student to complete the CareerScope aptitude and interest assessment, or complete the College Success (COLL 1010) course.

A student who is approved to return to WGTC after an Academic Dismissal will be placed on Academic Probation his/her first term back. The student is required to earn a semester grade point average of 2.0 or higher in order to continue to the next semester. He/she will remain on academic probation until obtaining a cumulative grade point average of 2.0 or higher in order to achieve good academic standing.

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 Executive 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 Executive 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 occupational classes must be completed with a "C" or better and must have a graduation GPA of at least 2.0. All general education core courses must be completed with a "D" or better. Students enrolled in Allied Health programs must complete general education core courses with a "C" or better. 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 3.5 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 commencement 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. Students must complete all sections of the application for graduation, pay the fee (if applicable) to the bookstore, and submit all paperwork to the Office of the Registrar. Students should complete this form upon their last advisement session. 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 Office of Admissions 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.