

OKEFENOKEE TECHNICAL COLLEGE
Student Handbook
2008-2009

Accredited by the Accrediting Commission
of the Council on Occupational Education
41 Perimeter Center East, NE, Suite 640
Atlanta, Georgia 30346
770-396-3898
TDD# 1-800-255-0056

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A Unit of the Technical College System of Georgia
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MESSAGE FROM THE PRESIDENT

Greetings, and welcome to Okefenokee Technical College. You have chosen a college with an outstanding reputation for preparing graduates to go to work. In fact, the in-field placement rate for our graduates is 98%. With a placement rate like this, it is easy to see why we like to say, "Get the training with OTC and get the job."

Okefenokee Technical College offers a wide array of quality programs and services. The training programs match the employment needs of business and industry. The labs are current and contain up-to-date equipment that matches what you find in business settings. Curriculum is designed to integrate academic foundations with applied learning in the technical field. Most importantly, instructors are experts in their fields and bring years of experience to the classroom. You will be well prepared to begin your technical and professional career at OTC.



If you are unsure of a program of study, OTC offers career services to assist you. Once you have completed your educational goal, our placement office can connect you to employment opportunities and prepare you for that important interview. Counselors are on staff, as well, to support you until you graduate.

As you can see, we are interested in your success. Best wishes for a successful and productive college experience. You have made a good decision to get trained at Okefenokee Technical College.

Sincerely,

A handwritten signature in black ink that reads "Gail Thaxton". The signature is written in a cursive, flowing style.

Gail Thaxton, Ed.D

Mission Statement

Okefenokee Technical College, a unit of the Technical College System of Georgia, is an institution of higher education that provides high quality technical education, training, and student support services to serve the workforce needs of its six-county service area in Southeast Georgia. This mission is accomplished through:

- Credit courses leading to Associate of Applied Science degree, diploma, and technical certificate of credit programs that prepare students for initial employment or career advancement
- Accessible adult education programs that prepare students for continued education and training
- Customized training that is responsive to the workforce needs of business and industry
- Continuing education and personal enrichment classes that provide the opportunity for life-long learning

Accreditation

Okefenokee Technical College is accredited by the Accrediting Commission of the Council on Occupational Education, 41 Perimeter Center East, NE, Suite 640, Atlanta, Ga., 30346, 770-396-3898.

Okefenokee Technical College is a candidate for accreditation with the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate Degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4501 for questions about the status of Okefenokee Technical College.

Warranty

The Technical College System of Georgia offers its business partners this guarantee: "If one of our graduates who was educated under a standard program, and his or her employer agrees that the employee is deficient in one or more competencies as defined in the standards, the technical colleges will retrain that employee at no instructional cost to the employee or employer."

This guarantee applies to any graduate of our technical colleges who is employed in the field of his or her training. It is in effect for a period of two years after graduation. To inquire or file a claim under this warranty, call the Vice President for Academic Affairs at 912-287-5817.

Statement of Non-Discrimination and Compliance

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other Technical College System and Technical College-administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The Vice President for Student Affairs is designated to coordinate Title IX activities. Any questions concerning Title IX should be directed to Vice President for Student Affairs, Okefenokee Technical College, 1701 Carswell Avenue, Waycross, Georgia, 31503, (912) 287-5806.

The Retention Coordinator is designated to coordinate Section 504. Any questions concerning these should be directed to the Retention Coordinator, Okefenokee Technical College, 1701 Carswell Avenue, Waycross, Georgia, 31503, (912) 287-6119.

Grievance/Complaint Appeals Officers

Academic Appeals	Student	Vice President for Academic Affairs
American Disabilities Act - Title II/Section 504	Employee	Vice President for Administrative Affairs
American Disabilities Act - Title II/Section 504	Student	Retention Coordinator
Employment Related Grievances	Employee	Human Resource Coordinator
Equity - Title VI	Employee	Vice President for Administrative Affairs
Equity - Title VI	Student	Vice President for Student Affairs
Policy/Procedure Complaint Resolution	Employee	Vice President for Administrative Affairs
Policy/Procedure Complaint Resolution	Student	Vice President for Administrative Affairs
Sexual Discrimination - Title IX	Employee	Vice President for Administrative Affairs
Sexual Discrimination - Title IX	Student	Vice President for Student Affairs
Student Discipline/Code of Conduct	Student	Vice President for Student Affairs

WELCOME TO OKEFENOKEE TECHNICAL COLLEGE FROM STUDENT AFFAIRS

Office of the Vice President for Student Affairs

(912) 287-6584

Student admissions and new student Orientation
Student appeals and referrals
Personal Counseling
Transfer credit, transcript requests, student records
Drug and Alcohol counseling
Parking decals

Office of Financial Aid

(912) 287-5819 or (912) 287-5811 or (912) 338-5252

PELL Grant application and filing
HOPE Grant application and filing
Financial Aid counseling and referral
Coordination of scholarship funds and activities

Career Center

(912) 287-5813

Career advisement, personal counseling and referrals
Job placement and follow-up of students
Job site development
Computerized/hard copy job placement resource materials
On-line career exploration through GCIS

Retention and Special Populations Support Services

(912) 285-6119

Disability Support Services
Workshops, Seminars
Counseling

Student Organizations and Special Projects

(912) 287-6584

SkillsUSA
Phi Beta Lambda (PBL)
Student Government Association (SGA)
GOAL program
National Technical Honor Society (NTHS)
Student Ambassadors

ADMISSIONS

Admissions Statement

The admissions policy and procedures of the State Board of the Technical System of Georgia and Okefenokee Technical College assure the citizens of Georgia equal access to the opportunity to develop the knowledge, skills, and attitudes necessary for them to secure personally satisfying and socially productive employment. By design and implementation, the policy and procedures of Okefenokee Technical College will:

- Be nondiscriminatory to any eligible applicant regardless of race, color, national origin, sex, disability, religion, age, or marital status.
- Increase the prospective student's opportunities.
- Guide the implementation of all activities related to admission to Okefenokee Technical College and its programs, to student financial aid, and to the recruitment, placement, and retention of students.
- Complement the instructional program of Okefenokee Technical College.

Admissions Requirements and Procedures

- Students must submit a completed application and the required one-time application fee to the college.
- Students seeking entrance into any credit course or program must be at least 16 years of age. Applicants seeking admission into some Allied Health programs must be at least 17 years of age.
- Students must meet high school/GED requirements for the program to which they are applying or meet home school requirements.
- An applicant must complete the admissions test with reading, writing, and numerical scores as specified in the TCSG document Minimum Program Entrance Scores for each standard degree, diploma, or technical certificate program for credit or submit official transcripts indicating equivalent program-level English and math coursework completed at other post-secondary institutions with accreditation recognized by USDOE/TCSG.
- Specific majors may require additional documentation. Please refer to the specific program for additional admission requirements.

High School Diploma Requirement

In order to be accepted by OTC, high school diplomas must have a general, vocational or college prep seal and have been awarded by a secondary school that is accredited by an agency approved by the United States Department of Education and accepted by the Georgia Department of Education. Alternate types of diplomas from accredited schools may be accepted at the discretion of the President if the student shows sufficient evidence of readiness for a program of post-secondary education. However, students being admitted in this manner must, prior to graduation or completion of certain technical certificates of credit, receive an acceptable high school diploma or GED.

Recognized Accreditation Agencies for High Schools

TCSG only accepts high school transcripts from the following accreditation agencies. Acceptable accreditation must be in place when the diploma was granted. The following agencies are approved:

- Regional accrediting agencies that are part of the Commission on Colleges, the Georgia Accrediting Commission, the Georgia Association of Christian Schools, the Association of Christian Schools International, the Georgia Private School Accreditation Council, the Accrediting Commission for Independent Study, the Southern Association of Independent Schools, and the Distance Education Training Council.
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Home Schooling Admissions Information

As part of the admissions process, home school students must provide the following information to document their home school education:

- Letter from local superintendent's office showing that the parents conformed to the requirements of Georgia's DOE, namely:

- The parents notified the superintendent of their intent to home school their child.
- The parents submitted the required attendance report to the superintendent's office on a monthly basis as required by the regulation.
- Annual progress report for the equivalent of the home schooler's junior and senior years.
- Satisfactory SAT or ACT scores.
- Appropriate placement test scores.

Home schoolers who do not provide this information may be admitted to the college in programs not requiring high school diplomas or a GED for admissions.

Admissions Criteria

Minimum admissions requirements for each standard diploma/degree program are established in accordance with the Technical College System of Georgia standards.

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

Admissions Status

Regular Admissions

Upon completion of an approved assessment exam, applicants who score at or above the program minimums on all three sections of the ASSET or COMPASS will be accepted as a "Regular Admissions Student."

Provisional Admissions

Upon completion of an approved assessment exam, applicants whose scores fall in the range immediately below regular admission level will enter under the "Provisional" status. Students who enter under "Provisional" status must improve their basic skills in the area(s) of deficiency prior to completion of the program. The provisionally admitted student may take all other courses except those in areas which the COMPASS score is below the level of regular admissions.

Learning Support Admissions

Upon completion of an approved assessment exam, applicants who score below the provisional range on the ASSET/COMPASS in any one or more of the three areas will be required to take Learning Support courses in the area(s) of deficiency prior to being accepted for the regular program. Applicants who score below the minimum score for learning support admissions will be required to complete coursework at Adult Education equivalent to 40 hours in area(s) of deficiency.

Special Admissions

Special admissions students are those who want to receive credit for enrolled coursework, but are not seeking a certificate, diploma or degree. The following specifics define the parameters of this classification. Special admission students shall:

- Be classified as non-award seeking at time of entry and, therefore, not eligible for financial aid.
- Be granted special student status upon recommendation of the admissions office.
- Receive credit for regular program coursework which is satisfactorily completed.
- Receive credit for unlimited number of courses, but may transfer only 25 credit hours into a specific program for award seeking purposes.
- Have the prerogative for applying for regular admission status, but must meet all the requirements of the regular admissions process. This includes completion of the state-approved assessment process and submission of required documentation.
- Adhere to the specific institutional prerequisite requirements when selecting courses.

Transient Students

An applicant who wishes to transient from another college to OTC and who has completed all the required steps for admission may be admitted as a transient student. Transient students may complete the coursework under a state-standardized curriculum for graduation from the program. The degree, diploma, or technical certificate of credit will be awarded by the home institution rather than by Okefenokee Technical College.

Prior to a transient student's enrollment at OTC, the OTC Admissions Office will obtain a transient letter from the Admissions Office at the home institution to the effect that the home institution will accept Okefenokee Technical College's credits toward the graduation of the transient student.

A transient student enrolling at OTC must:

- Submit a completed application for admission to OTC (host institution).
- Pay the non-refundable application fee.
- Present a transient letter from the home institution stating the courses that can be taken.
- Pay all scheduled fees of the host institution.

Students from Okefenokee Technical College who want to be a transient at another school must be in good standing and regular status. In addition, he/she must have successfully completed 25 quarter hours of credit at OTC.

A student is allowed a cumulative total of 25 quarter hours or the equivalent in semester hours of transient credit.

Transfer Requirements

Students applying to Okefenokee Technical College who have been previously enrolled at another institution will be classified under the following:

- Students who are in good academic standing at their former institution will be accepted in good academic standing.
- Applicants who are not in good academic standing at their former institution will be accepted on academic probation.

OTC will evaluate official transcripts from post-secondary institutions. Courses will be recorded into OTC's record system, and the student will receive an updated copy of his/her OTC transcript including transferred courses.

COMPASS, ASSET, ACT, SAT, and other national tests are recognized. COMPASS testing may not be required for applicants who have completed entry-level classes at other institutions.

Program Transfer

Students who want to transfer from one program to another within the institution must follow these procedures:

- Receive career counseling from an advisor prior to program transfer.
- Complete the Major Change portion of the Student Information Change Form.

Diploma to Degree Transfers

A student who desires to change from diploma status to a degree status should consult his/her program advisor. The student must meet degree admissions requirements and complete the Major Change portion of the Student Information Change Form. Changes must be made prior to the effective quarter. Students should always consult with the Financial Aid Director on this type of transfer.

Dual Majors

Okefenokee Technical College does not allow a student to enroll in two different programs at the same time.

Competitive Admissions Programs

All allied health diploma and cosmetology programs have competitive admission processes that vary among programs. Contact the appropriate program director for specific information.

Allied Health programs special procedures

- Some clinical site facilities require a criminal background check for the purpose of clinical placements. Clinical placements are required components of the health program of study. All fees and expenses associated with a criminal background check are the responsibility of the student and are non-refundable.
- Some clinical site facilities require a drug screen for the purpose of clinical placements. Clinical placements are required components of the health program of study. All fees and expenses associated with a drug screen are the responsibility of the student and are non-refundable.
- Okefenokee Technical College will not be responsible if, as a result of findings from a criminal background check, allied health students are not allowed at a clinical site or are not allowed to sit for the certification exam in their field or fail to secure employment.
- Okefenokee Technical College will not be responsible if, as a result of findings from a drug screen, allied health students are not allowed at a clinical site or are not allowed to sit for the certification exam in their field or fail to secure employment.
- Any student who must take a prescription or over-the-counter medication that significantly alters his/her behavior or ability must notify the instructor and should not attend any clinical facility while under this medication.
- Any student suspected by the instructor or clinical personnel to be under the influence of alcohol or drugs while at a clinical facility may be requested to take a blood alcohol test or drug screen at the student's expense. The student will be sent home and not allowed to enter the clinical facility until favorable test results are available. A report indicating the use of alcohol, or drugs/medication capable of altering behavior or ability will result in the student being permanently removed from the clinical facility which may prevent completion of the program.

Readmission to the College

Students who have not attended OTC for four consecutive quarters or who have enrolled at another institution, must complete a readmission application. Applicants must provide transcripts from each institution attended since last being enrolled at OTC. OTC will honor any academic sanctions imposed on applicants by the last postsecondary institution attended.

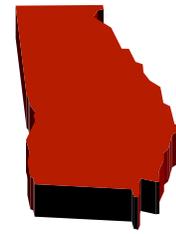
Students dismissed or suspended from OTC because of administrative action or academic reasons may apply to re-enter after completing the designated absence. Consideration of the application for readmission will be made to the Vice President for Student Affairs. Reapplying does not guarantee acceptance.

Upon re-entry to the college, regardless of the reason, all students must follow standards, policies, and regulations that are in effect at the time of re-entry. A change of program is considered a re-admission and applications to change a program must be made through the Office of Admissions.

Georgia Residency Requirements

State Resident Policy

Legal residence in the state of Georgia requires not only recent physical presence in Georgia, but also the element of intent to remain indefinitely. Okefenokee Technical College has the responsibility of evaluating each application, while the student has the responsibility of conveying current and accurate residency information. This information is used in determining the appropriate fees to be paid by each student.



- To be classified as an in-state student for tuition purposes, an independent student must show that he/she has established and maintained a domicile in Georgia for a period of at least 12 consecutive months immediately preceding the first day of classes for the term. 'Independent student' means an individual who is not claimed as a dependent on the federal or state income tax returns of a parent or United States court appointed legal guardian and whose parent or guardian has ceased to provide support and right to that individual's care, custody, and earnings.
- If an independent student classified as in-state for tuition purposes relocates out of state temporarily but returns to Georgia within 12 months of the relocation, such student shall be entitled to retain his or her in-state tuition classification.
- A dependent student shall be classified as in-state for tuition purposes if the dependent student's parent or United States court appointed legal guardian has established and maintained domicile in Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term and:
 - (A) The student has graduated from a Georgia high school; or
 - (B) The parent claimed the student as a dependent on the parent's most recent federal or state income tax return.
- 'Dependent student' means an individual under the age of 24 who receives financial support from a parent or United States court appointed legal guardian.
- If the parent or United States court appointed guardian of a dependent student currently classified as in-state for tuition purposes establishes domicile outside of Georgia after having established and maintained domicile in Georgia, such student may retain his or her in-state tuition classification so long as such student remains continuously enrolled in a public postsecondary educational institution in Georgia, regardless of the domicile of such student's parent or United States court appointed legal guardian.
- In the absence of documentation that the individual has established legal residence in Georgia, no person shall gain in-state status while attending any educational institution in this state.

Exceptions

Out-of-state tuition may be waived for exceptions as defined in this policy.

Exceptions include: (These exceptions may also qualify for the HOPE Grant.)

- Employees and their children who move to Georgia for employment with a new or expanding industry as defined in Georgia Code 20-4-40.
- Non-resident students who are financially dependent upon a parent, parents, or spouse who has become a legal resident of Georgia for at least twelve consecutive months immediately preceding the date of registration; provided, however, that such financial dependence shall have existed for at least 12 consecutive months immediately preceding the date of registration.
- Full-time employees of Georgia's technical colleges, their spouses, and their dependent children.
- Full-time teachers in the public schools of Georgia or in the University System and their dependent children. Teachers employed full-time on military bases in Georgia qualify for this waiver.
- Military personnel and their dependents stationed in Georgia and on active duty. Military personnel and their dependents that are legal residents of Georgia but are stationed outside the state.

International Students

Okefenokee Technical College is not authorized by the Office of Immigration and Naturalization Services (INS) to issue I-20's or student visas. It is the student's responsibility to comply with all appropriate INS regulations. Citizens of foreign countries and resident aliens must complete the following requirements in addition to the admission procedures for new students:

Provide an official English translation of all secondary and post-secondary records and an evaluation of those records performed by an independent agency at student expense (the address and applications are available in the Student Affairs Office).

Score at the provisional level or higher on the COMPASS or ASSET.

Students with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved evaluation organization or attain a GED.

Placement Testing

Placement Test

The official placement tests used by Okefenokee Technical College and sanctioned by the Technical College System of Georgia are the ASSET and the COMPASS. Both tests measure basic writing, reading, numeric and algebraic skills. The ASSET is a paper and pencil test; the COMPASS is computer-based.

Applicants must show a photo I.D. to gain entrance to the testing session. Students who do not possess a photo I.D. may notify the Admissions Office in advance of testing and prove identification through a combination of birth certificate, social security card, credit cards, and other forms of identification. An applicant who does not possess photo identification at the time of testing and who has not made prior arrangements will not be allowed to test.

Candidates for Placement Testing

Any applicant to a diploma or degree program and most credit certificates is required to undergo placement testing unless he or she can provide documentation of the following: Official transcripts indicating satisfactory grades in program level English and math courses from a post-secondary institution accredited by a regional or national agency recognized by the U.S. Department of Education.

- An associate or higher degree from an accredited college as approved by the U. S. Department of Education.
- SAT scores of no less than 430 on SATV and 400 on SATM. Degree program entrance scores are >480 SATV, >440 SATM.
- ACT verbal score of 18 and math score of 16 for certificate and diploma programs. ACT verbal score of 22 and math score of 21 for degree programs.
- Acceptable ASSET or COMPASS scores.
- CPE scores of 75 English, 75 reading, 75 numeric.
- All test scores are valid for 60 months.

Retesting Procedures

Applicants will be allowed to re-test under the following conditions:

- They have completed their high school diploma or GED since initial testing.
- They have completed the required remedial courses.
- They are changing majors and do not have appropriate test scores.

Advanced Placement

Course credit awarded for other than satisfactory completion of a course at Okefenokee Technical College (OTC) may be earned as follows:

- Credit by Transfer
- Articulation Credit
- Military Training Credit
- College Board Examination
- Institutional Exemption Examination

Credit by Transfer

As part of the admissions process, all official transcripts submitted by applicants to the college are evaluated for credit transfer. Credit for courses at an institution accredited by a national or regional accrediting agency recognized by the U.S. Department of Education and the Technical College System of Georgia and whose curriculum is equivalent to or greater than that of OTC will be considered for award of transfer credit.

Collegiate credit awarded by postsecondary colleges not fully accredited nor in candidacy status for accreditation from a regional accrediting association will be considered for transfer credit following the verification of instructor credentials and approval by the Vice President for Academic Affairs or his/her designated authority.

Okefenokee Technical College will honor any academic sanctions imposed on applicants by the last postsecondary institution attended.

Awarding of transfer credit by Okefenokee Technical College does not guarantee that institutions subsequently attended by the student will accept the credit.

The following guidelines apply to the evaluation of transfer credit:

- An official transcript is on file from all post-secondary institutions attended. Credits from one former institution appearing on the transcript of another institution can neither be evaluated nor accepted for credit without an official transcript from the institution of origin.
- A desktop review (evaluation of courses for transfer credit) is required
- A grade of "C" or higher has been earned for each course transferred
- Occupationally related technical course work should have been completed within five years prior to enrollment at OTC
- No time limits exist on transferability of general education coursework
- The course is essentially the same in content as the course at OTC
- Maximum credit hours awarded for a transfer course will not exceed the credit hours assigned to equivalent course at OTC
- Course descriptions, syllabi, and pertinent catalog information will be reviewed to assure course compatibility with those of OTC. Students are responsible for obtaining appropriate course descriptions and additional documentation if needed
- Decisions regarding the transfer of academic credit are made by the Registrar

Residence Requirements

To graduate from a program, a student must complete at least 25% of the program course hours at Okefenokee Technical College.

Students who have completed all or part of their secondary or postsecondary education outside of the United States are required to have their foreign educational credentials evaluated and approved by an independent evaluation agency.

Articulated Credit

Articulated credit may be awarded for course work completed under formal articulation agreements when established competencies have been achieved. Credits earned in specific secondary school courses are eligible to be articulated to OTC by high school graduates.

The following guidelines apply to articulated credit:

- An official high school transcript must be on file
- Student must enroll at OTC within 18 months of graduation
- A minimum grade of 85 must be earned in comparable secondary technical courses
- Competency testing (written and/or performance) for each course to be articulated will be required with a passing score
- No fee shall be charged to students taking an exam to validate competency for articulated credit

Military Training Credit

Credit may be awarded for training received in the Armed Forces. Students requesting credit for Armed Forces training should submit an official training certificate to the Admissions Office.

The following guidelines apply to military training credit for transfer:

- The training must be certified by the Guide to the Evaluation of Education Experiences in the Armed Forces published by the American Council on Education or by the official catalog of the Community College of the Air Force
- Time limits for transfer will be the same as those for traditional transfer credit
- Training experience meets required competencies for a course required in the program in which the student is enrolled

College Board Examination

Okefenokee Technical College may award credit for a limited number of college level subject exams available through The College Board. Credit may be awarded for approved Advanced Placement (AP) Examinations and/or College Level Examination Placement (CLEP) pending review by the Registrar and appropriate faculty.

The following guidelines apply to College Board examination credit:

- Students must receive a score of 3 or higher on the Advanced Placement (AP) exam
- Students must score at the 50th percentile or above on the CLEP test
- Official test scores must be sent directly from the College Board to Okefenokee Technical College's Office of Admissions

Institutional Exemption Exam

A currently enrolled or accepted program student may receive course credit by passing an institutional exemption exam if one is offered. The exam may be written and/or performance based and validates competencies in skills the student would obtain through actual enrollment in the course.

The following conditions govern credit by exemption exam:

- Student may not be currently enrolled in the class for which exemption is attempted
- An exemption exam may not be attempted during the same quarter for which student withdrew from the course he/she is attempting to exempt
- Credit by exam is prohibited for any course in which a grade of "D" or "F" has been earned by the student
- An exemption exam can be taken only once
- No more than 15 quarter hours may be earned by institutional credit exam
- Payment of applicable exemption exam fee must be made prior to taking the exemption exam. Charges for the exam are nonrefundable and are not covered by financial aid

Designation of Credit

- 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 grade point average except for consideration of program admission into competitive admission programs
- Military training credit is recorded as "TR" on the transcript and is not calculated in the grade point average
- Articulated credit is recorded as "AC" (A or B) on the transcript. This credit is not included in the calculation of the student's grade point average except for consideration of program admission into competitive admission programs
- Credit by exam is recorded as "EX" on the transcript and is not included in the calculation of grade point average

Dual Enrollment

Dual enrollment programs allow qualified high school students an opportunity to earn post-secondary and secondary credit while jointly enrolled in a Georgia public high school. Through the dual enrollment and joint enrollment programs, students can enroll in diploma or certificate programs at OTC. Dual enrollment students are allowed to take only fundamental, occupational, or specific classes at OTC. Dual enrollment students cannot enroll in OTC classes that are taught in high school as articulated classes. Dual enrollment students who meet Georgia residency requirements are eligible to receive financial assistance through the HOPE Grant. This grant pays tuition, mandatory fees, and a book allowance. Additional fees and book expenses will be the responsibility of the student.

Joint Enrollment

Joint enrollment programs allow qualified high school students an opportunity to earn secondary credit while jointly enrolled in a Georgia public high school. Through the joint enrollment programs, students can enroll in diploma or certificate programs at OTC. Joint enrollment students are allowed to take academic or fundamental, occupational, and specific classes at OTC. Joint enrollment students who meet Georgia residency requirements are eligible to receive financial assistance through the HOPE Grant. This grant pays tuition, mandatory fees, and a book allowance. Additional fees and book expenses will be the responsibility of the student.

Dual enrollment and joint enrollment students must:

- Be in the 11th or 12th grade or at least 16 years of age.
- Be on track for graduation.
- Have a GPA of 80 or above.
- Meet all OTC regular admission requirements.
- Satisfy program scores on the ASSET, COMPASS, ACT, or SAT entrance test.
- Have approval of high school guidance counselor.
- Complete an OTC Application for High School Students form, with school seal.
- Complete a Dual or Joint Enrollment Advisement form verifying written consent of principal, guidance counselor, parent/guardian, and student.
- Provide OTC with a copy of high school transcript.
- Complete an online HOPE Grant Tuition form (<http://www.gsfc.org/HOPE/>).



High School Education and Career Partnership

Qualified high school students have an opportunity to articulate specified high school courses upon enrollment in Okefenokee Technical College. A qualified student is one who has successfully completed coursework where an articulation agreement has been established between Bacon, Brantley, Charlton, Clinch, Pierce, or Ware County school systems and OTC.

Articulated credit may be awarded for coursework completed under formal articulation agreements when established competencies have been achieved. Testing will be required to document attainment of required competencies. A grade of "AC" (A, B, C) will be awarded. Articulated credit will not be included in the calculation of grade point average (except for consideration of program admission into competitive admission programs).

Qualified students must:

- Submit an official copy of his/her high school transcript.
- Submit a completed Documentation of Articulated Credit form.
- Test to document attainment of required competencies.
- Be scheduled for classes by OTC advisors.
- For more information, contact the Education and Career Partnership Coordinator at 912-284-2510 or contact a high school counselor.

ACCEL

The ACCEL program allows qualified high school students an opportunity to earn post-secondary and secondary credit while jointly enrolled in a Georgia public high school. Through the ACCEL program, students can enroll in only associate degree programs at OTC. ACCEL students are allowed to take only academic core courses (English, Mathematics, Language Arts, Social Studies, Science, and Foreign Language). ACCEL students who meet Georgia residency requirements are eligible to receive financial assistance through an ACCEL Award which pays tuition, mandatory fees, and a book allowance. Additional fees and book expenses will be the responsibility of the student.

ACCEL students must:

- Be in the 11th or 12th grade.
- Be on track for graduation.
- Have a "pure" GPA of 3.0 or above.
- Meet all OTC regular admission requirements.
- Satisfy program scores on the ASSET, COMPASS, ACT, or SAT test.
- Obtain written approval from high school guidance counselor.
- Complete an OTC Application for High School Students form.
- Complete an ACCEL Program Advisement form verifying written consent of principal, guidance counselor, parent/guardian, and student.
- Provide Okefenokee Technical College with a copy of high school transcript.
- Complete online "Student Section" of ACCEL Program Application form (<http://www.gsfc.org/HOPE/>).
- Request high school to complete online "High School Section" of ACCEL Application.

REGISTRATION AND RECORDS

Advisement

First-time credit students will be initially advised by the Admissions Office staff and then by a permanent advisor in the major program.

Students can obtain their advisor information using BannerWeb.

Students must contact their advisor and make an appointment for advisement.

Registration

After you have met with your advisor, your advisor can register you or you can register via BannerWeb.

Connect to OTC's website www.okefenokeetech.edu

Click the BannerWeb link at the top of the page

(Or go directly to <http://bannerweb.okefenokeetech.edu>)

Click Login to Secure Area

Enter User ID and PIN

Click Login

Click Financial Aid and Student Records

Click Registration

Click Add/Drop Classes

Current term should be displayed, if not select appropriate term

Click Submit

If you know the CRNs of the classes you want:

Enter the CRN in the input boxes

Click Submit

If you don't know the CRNs of the classes you want:

Click Class Search and enter the search information (Ex: Subject, Course, Number, Title)

Click Find Classes

Find the classes you want and check the checkbox of the desired classes and click Register

Scroll down and verify all the classes you chose are shown and the status is ****Web Registered****.

If registration errors occur, please contact your advisor.

To Verify Financial Aid Awards*

Click Financial Aid and Student Records

Click Financial Aid

Click Account Detail by Term

Select Current Term

This report displays current fees and estimated Financial Aid Awards. If you have not Certified your Financial Aid, you may be responsible for certain fees even in your account displays a zero or negative balance.

*Please allow 24 hours after Registration for Financial Aid Awards to be processed.

Matriculation

Enrollment for the quarter is not complete until the student has properly completed registration and paid all fees due. Students who receive any type of financial aid must visit the financial aid office each quarter to ensure that financial aid support is adequate to cover that quarter's fees. Students will be dropped from the courses for which they have attempted to register if fees are not paid before the first business day of the quarter.

Academic Load

Students must register for 12 or more credit hours to be considered full time. Students will be allowed to register for a maximum of 18 credit hours in any quarter. An exception will be made for programs requiring more than 18 hours in a particular quarter. Exceptions may be made in individual circumstances, but must be approved by the Vice President for Academic Affairs on recommendation of the student's advisor.

Enrollment Verification

Okefenokee Technical College has authorized the National Student Clearinghouse (NSC) to provide enrollment verification certifications for students through NSC Student Self Service. NSC Student Self Service enables OTC students to print official enrollment verification certifications on demand via our secure student portal, BannerWeb, at no charge.

To access NSC Student Self-Service:

- Logon to BannerWeb using your User ID and PIN (Instructions on Log on screen) (<http://bannerweb.okefenokeetech.edu>)
- Select Financial Aid and Student Affairs
- Select National Student Clearinghouse link
 - Follow directions from NSC site

For assistance with Student Self-Service, please contact the Clearinghouse at 703-742-4200.

Information about Schedule Confirmation

- All tuition and fees are due before the first day of the quarter for ALL credit students. This requirement holds true even if class is scheduled to begin on a different day.
- If tuition and fees are paid online or authorized to be deducted from your financial aid, it will NOT be necessary to come to campus to confirm your classes.
- If tuition and fees are NOT paid, your classes will be dropped.
- A late registration fee will be charged for students who register after the quarter begins.

The Bookstore will be open and will serve students on a first-come, first-serve basis. Students who have their financial aid completely processed will be able to use their financial aid award to purchase books on the first day of class.

Instructors will be available for advising and making changes in students' schedules on the day before the quarter begins.

Drop/Add a Course

Course changes to a student's schedule must be documented by the completion and submission of a Drop/Add form by an instructor or advisor. The official drop/add period is the first three business days of the quarter. Courses dropped during this period will not appear on the student's academic record. Courses may not be added after the third business day of the quarter.

Withdrawal from College

Formal withdrawal is accomplished by completion and submission of a Drop/Withdrawal form. This form is available to students via BannerWeb or from the Registrar's Office.

Students who withdraw from a course after the end of the third calendar day of the quarter shall receive a grade of 'W', 'WP', or 'WF' and shall receive no refund of tuition and fees.

In order to receive 100% refund; the form must be completed BY THE STUDENT and submitted to the Registrar's Office by closing time on the third business day of the quarter.

Attendance

Students are expected to attend all scheduled classes. Students must notify instructors if they expect to be absent. Each instructor will establish his/her own requirements regarding tardiness and attendance. Instructors will keep records of each student's class absences and tardies.

Students missing excessive days from any course without notifying the instructor will be assumed to have voluntarily dropped from his/her instructional program. Consecutive absences without notifying the instructor will be considered "Class Abandonment." Class Abandonment will result in an Administrative drop (W) being issued if class is abandoned on or before the 48th day of the quarter and an F if class is abandoned after the 48th day of the quarter.

Number of Days Class Meets Per Week	Number of Consecutive Absences Resulting in Class Abandonment
5	5
4	4
3	3
2	2
1	1

Make-up work will be left to the discretion of each instructor. Rules will be given to each student the first scheduled class day of each quarter concerning arrangements for make-up work. It then becomes the student's responsibility to contact the instructor regarding make-up work. There will be no excused absences in regard to academic assignments. All work missed must be made up.

Attendance Appeal Process

A student who has been dropped from class as a result of attendance violations can appeal in writing while continuing to go to class. The student may make an appeal to the Vice President for Academic Affairs. A written appeal must be made within two (2) business days after the notification of being dropped. The appeal must contain the following:

- Student's name, address, and social security number
- Name of class being dropped
- Dates of absences in violation
- A written statement that explains reason for absences
- Student's grade average at the time dropped
- A list of test and/or assignments missed because of absences
- Signature and date
- Copy of the drop form

The Vice President for Academic Affairs will notify the student concerning the decision on the appeal.

Grading System

Grades are awarded according to the following system:

Credit Courses:	Grade	Numeric Score	Quality Points
	A	90 - 100	4
	B	80 - 89	3
	C	70 - 79	2
	D	60 - 69	1
	F	0 - 59	0
	W	Withdrawn	Not Computed
	WP	Withdrawn Passing	Not Computed
	WF	Withdrawn Failing	0
	I	Incomplete	
	IP	In Progress	
	AC	Articulated Credit	Not Computed
	AU	Audit	Not Computed
	TR	Transfer Credit	Not Computed
	EX	Exemption Credit	Not Computed
Learning Support:	Grade	Numeric Score	Quality Points
	A*	90-100	4
	B*	80-89	3
	C*	70-79	2
	D*	60-69	1
	F*	0-59	0
	WF*	Withdrawn Failing	0
Non-Credit:	S	Satisfactory	Not Computed
	U	Unsatisfactory	Not Computed

W - This grade signifies that a student withdrew from a course on or before the 48th calendar day of the quarter, whether the work is passing or failing. If the 48th day falls on a weekend or holiday, students who withdraw on the next class day will be awarded a "W". No credit is given and no grade points are calculated. A grade of "W" is not included in calculating the grade point average but is counted as coursework attempted.

WP - This grade signifies that a student withdrew from a course on or after the 48th calendar day due to a hardship as determined by the vice president of academic affairs or a designated representative. Verification of hardship will be required when the request is made or a "WF" will be assigned and calculated in the grade point average as an "F". The documentation must be submitted with the request. A grade of "WP" is not included in calculating the grade point average but is counted as coursework attempted.

WF - This grade signifies that a student withdrew from a course on or after the 48th calendar day of the quarter, whether the work is passing or failing. If the 48th day falls on a weekend or holiday, students who withdraw after the next class day will be awarded a "WF". A grade of "WF" is calculated in the grade point average as an "F" and is counted as coursework attempted.

IP - This grade signifies that for administrative reasons the course continues beyond the end of the quarter. Grades of "IP" not cleared by the end of the following quarter will be converted to an "F".

I - This grade signifies that a student has satisfactorily completed 40 class days of the required course work, but for non-academic reasons beyond the student's control, has not been able to complete the course. The incomplete is assigned only after the student has made arrangements with the instructor for fulfilling the course requirements and received approval from the Vice President for Academic Affairs or a designated representative. Grades of "I" not cleared within the first two weeks of the next quarter will be converted to an "F". Extraordinary circumstances may merit an appeal for an extension of time. Extensions of time must be requested by the instructor and approved by the Vice President for Academic Affairs or a designated representative; however, under no circumstances extended beyond the next quarter.

AC (A,B) - Articulated credit may be awarded for coursework completed under formal articulation agreements when established competencies have been achieved. A grade of AC will be given for the course(s).

AU - A student may choose to audit a class rather than take it for credit. By auditing a class the student is allowed to attend class in accordance with the following guidelines: (1) meet established admission requirements of Okefenokee Tech, (2) have the approval of the instructor and follow regular registration procedures, (3) obtain prior approval from the Vice President for Academic Affairs for any changes from audit to credit or credit to audit status, and (4) pay the appropriate fee for auditing the course. Anyone auditing must attend class observing normal attendance regulations. The audit period of a class must conform to the same time period allowed for credit, with no extension of time. An audit grade may not be later changed to a credit grade. A student who is auditing a course is eligible to receive all materials available to credit students except for tests. The instructor may provide "practice tests" for the audit student. Students auditing a class are not eligible for financial aid for that course.

TR (A,B,C)- A grade of "TR" indicates that the student has successfully completed the course at another post-secondary institution. A grade of "TR" carries no quality points. The student will, however, receive comparable credit hours at Okefenokee Tech for the credit hours received at the former institution.

EX - A grade of "EX" indicates that a student has exempted a course through examination. Credit is given but grade points are not calculated.

S - A grade of "S" indicates that the student has successfully mastered all of the course competencies. A grade of "S" carries no quality points, but institutional credit hours for that course will be awarded to the student.

U - A grade of "U" indicates that the student did not master all of the course competencies. A grade of "U" carries no quality points.

Work Ethics

In each credit course Okefenokee Technical College students will be graded on ten work ethics traits:

- Attendance
- Organizational Skills
- Communication
- Cooperation
- Respect
- Productivity
- Attitude
- Appearance
- Teamwork
- Character

A work ethics grade will be assigned at the end of each quarter or grading period. It will be recorded on each student's transcript but will not be calculated in the GPA. The grades assigned for work ethics are

- Exceeds expectations = 3
- Meets expectations = 2
- Needs improvement = 1
- Unacceptable = 0

GPA Calculation

The GPA is calculated by multiplying the credits for each course by the quality points associated with the grade earned, totaling the points earned for all courses, and dividing the total points by the total number of credit attempts.

Cumulative GPA

The Cumulative Grade Point Average (CGPA) is an attempt to reflect the total credit instructional activity of the student. The CGPA is not affected by program of study, changes in program of study, or student classification. The CGPA is the GPA calculated on all attempts of all credit courses taken. The CGPA is recalculated after every quarter.

Graduation GPA

The Graduation GPA is calculated only on the courses that are required for graduation. When a course is repeated, the grade of the last course attempted will be used in the Graduation GPA.

President's List

In order to recognize outstanding student academic achievement, a quarterly President's List is published. This list will consist of OTC students enrolled full time who have attained a quarterly GPA of 3.75 or higher out of a possible 4.0. A cumulative GPA of 2.0 or higher is also required. Students will be recognized for this honor in local and area newspapers.

Academic Achievement

In order to recognize outstanding student academic achievement, a quarterly Academic Achievement List is published. This list will consist of OTC students enrolled in 6-11 credit hours who have attained a quarterly GPA of 3.75 or higher out of a possible 4.0. A cumulative GPA of 2.0 or higher is also required. Students will be recognized for this honor in local and area newspapers.

Academic Probation

A student who fails to maintain a 2.0 GPA for all work attempted in any quarter shall be placed on Academic Probation. The purpose of Academic Probation is to alert students to the fact that their academic performance is not acceptable and to point out the consequences if improvements are not made during the next quarter of enrollment.

A student placed on Academic Probation (or admitted on Academic Probation) must attain a minimum quarterly 2.0 GPA during the next quarter in attendance and a cumulative GPA of 2.0 to remove himself/herself from probationary status. A student whose quarterly GPA is 2.0 or above but whose cumulative GPA is less than 2.0 will remain on academic probation until the cumulative GPA is greater than or equal to 2.0. A student who fails to have a quarterly GPA of 2.0 or greater will be put on Academic Suspension. Students cannot graduate while on probationary status.

Academic Suspension

A student on Academic Probation who fails to attain a minimum quarterly 2.0 GPA will be placed on Academic Suspension. A student who is on his/her first Academic Suspension must stay out of school one full quarter before readmission. Students will return on Academic Probation. Upon readmission from Academic Suspension, any subsequent violation of Academic Probation will result in Academic Dismissal. A second Academic Suspension constitutes Academic Dismissal.

Academic Dismissal

Students who have been on Academic Suspension and subsequently violate Academic Probation will be placed on Academic Dismissal from OTC. Students are prohibited from attending OTC for one calendar year and from being re-admitted to the same program.

Readmission after Academic Dismissal

After an absence from OTC for one calendar year, students may be accepted to other programs on approval of the VPSA after consultation with the program instructors. In the event that the student is admitted to another program, the student will be placed on Academic Probation.

Academic Appeals

The following procedure is to be used by persons who have a grievance concerning academic actions:

- A grievance concerning an academic action should be presented to the course/program instructor in writing. An answer in writing will be provided within ten (10) working or school days. Absent extraordinary circumstances, the appeal must be filed within two weeks from the date the student learned or reasonably should have learned of the grade or other action.
- If the consultation with the instructor does not resolve the appeal, a student may appeal to the Vice President for Academic Affairs by filing a written request for review. Absent extraordinary circumstances, this request for review must be filed within four weeks from the date the student learned or reasonably should have learned of the grade or other action.
- The decision of the Vice President for Academic Affairs shall be final.

Allied Health Programs - Additional Conditions

Because of the sequential nature of the courses in the Allied Health programs, a student will not be allowed to continue in the program if he/she has a final grade of "D" or "F" in any course.

All students enrolled in Allied Health programs will have their clinical program evaluated orally and in writing by their instructors with input from others responsible for their learning experiences. Unsatisfactory evaluations may be considered grounds for dismissal from the program. (See individual program evaluation requirements.)

Viewing Grades and Unofficial Transcripts Online

Connect to OTC's website www.okefenokeetech.edu

Click the BannerWeb link at the top of the page

(Or go directly to <http://bannerweb.okefenokeetech.edu>)

Click Login to Secure Area

Enter User ID and PIN (Directions are on log on screen)

Click Login

Click Financial Aid and Student Affairs

Click Student Records

Click Final Grades to view specific quarter grades

Click Academic Transcript to view all courses taken

Graduation

Degree/Diploma

An application for a degree or diploma is due by mid-term the quarter before completing all required courses. A cumulative GPA of 2.0 is required for graduation, and the student must be in good standing with the college.

A Commencement Ceremony participation fee is due with the application if the student is participating in the Commencement ceremony. Caps and gowns are required for the ceremony and are ordered by the Admissions office.

Honor Graduate

Any student who has a graduation grade point average (GPA) equal to or in excess of 3.5 will be named an Honor Graduate and recognized during the Commencement ceremony.

Honor Graduate with Distinction

Any student with a cumulative 3.75 cumulative GPA, no less than a 2.0 work ethics grade in any course, and a member of the National Technical Honor Society will be named an Honor Graduate with Distinction and recognized during the Commencement ceremony.

Graduation Rate

Every post-secondary education institution is required by law to disclose its graduation rates annually. The 2008 graduation rate for Okefenokee Technical College is 65.2%. This graduation rate reflects only full-time, first-time post-secondary students. Approximately 55% of the students at Okefenokee Technical College are part time and not included in this graduation rate.

Commencement Ceremony Participation Fee

Students participating in the Commencement ceremony at Okefenokee Technical College will be charged a participation fee to defray the expense of the ceremony. Students who do not participate in the ceremony are not charged a fee. The fee will be paid when the student registers for his/her last quarter of school.

Technical Certificate of Credit

Certificates of Credit are issued upon completion of all required course work and application for certificate. A cumulative GPA of 2.0 is required for graduation, and the student must be in good standing with the college. No fee is charged to receive a certificate.

Student Records

Family Educational Rights and Privacy Act (FERPA)

Policies relating to the establishment, utilization, availability, and retention of student records are in accordance with the provisions of the Family Education Rights and Privacy Act (FERPA) of 1974 as amended and the policies of Okefenokee Tech. With certain exceptions, a student has the right of access to those records which are directly related to him/her and which are maintained by an educational institution or by a party authorized to keep records for the institution. The U.S. Department of Education enforces the Family Education Rights and Privacy Act through FERPA. This U.S. Department of Education receives and reviews complaints and forwards those that are not resolved to a review board that can recommend to the Department of Education Secretary sanctions including withdrawal of federal funds.

Release of Educational Record Information

Release of personally identifiable student information will not be allowed without the written consent of the student except to the following parties or under the following conditions:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Directory Information

The Federal Privacy Act stipulates that an institution has the right to declare one or more categories of information as public or directory information that may be released to the public at the discretion of the institution. Okefenokee Technical College considers the following as directory information: Name, county residence, program of study, dates of attendance, awards received at OTC, participation in student organizations and activities, and OTC student email address.

Solomon Amendment

A federal law known as the Solomon Amendment requires Okefenokee Technical College to release student recruitment information to military recruiters. Student recruitment information is defined as name, address, telephone number, age, major, date(s) of attendance, and degree awarded.

FERPA Objection

Any adult student or minor student's parent who objects to the release of this directory information under the Family and Educational Rights and Privacy Act should file an objection in writing clearly stating what directory information should not be released to third parties. Forms are available in the Student Affairs Office for filing a FERPA Objection.

Notification of Student Rights to Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational record. These rights include:

- The right to inspect and review student's educational records. Students must submit a "Student Request to Inspect and Review Educational Record" form that specifies the record(s) they wish to inspect. This written request must be submitted to the Vice President for Student Affairs. The inspection will be within 45 days of the receipt of the student's written request.

- The right to request the amendment of the student's educational record that they believe is inaccurate. Students may ask Okefenokee Technical College to amend a record that they believe is inaccurate. They should write the Vice President for Student Affairs, clearly identify the part of the record they want changed and specify why it is inaccurate. If it is decided that the record will not be amended as requested by the student, Okefenokee Tech will advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Okefenokee Technical College to comply with the requirements of FERPA.

Contact information for the federal office that administers FERPA is as follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Disciplinary Records

Disciplinary records are confidential information to be released only to faculty and administration officers who have responsibility related to the educational mission of the Institution and/or its disciplinary process. Release of information from this record to employers and prospective employers will occur upon a written release from the student or graduate. Information will be released to law enforcement officials upon court order, upon written release from the student or graduate or when there is a reason to believe this information is pertinent to the investigation or prevention of a crime.

FINANCIAL INFORMATION

Tuition and Fees

Fee		Occurrence
Application Fee	\$20.00	one time, non-refundable
Tuition (Credit Program Courses) (Standalone TCC Courses)	\$36.00 \$46.00	per credit hour
Registration Fee	\$26.00	per quarter
Instructional Technology Fee	\$35.00	per quarter
Liability Insurance (Health Occupations Programs and Cosmetology) (EMT and Paramedic Technology) (ECE Internship)	\$2.55 \$11.50 \$10.20	per quarter
Accident Insurance	\$4.00	per quarter (no charge for online only)
Student Activity Fee	\$16.00	per quarter (no charge for online only)
Lab Fee (Welding students)	\$30.00	per quarter
Fuel Fee (Commercial Truck Driving)	\$130.00	per quarter
Late Registration Fee	\$30.00	Cannot be paid by financial aid
Academic Credit By Exam Fee	25% of tuition	Cannot be paid by financial aid
ID Replacement Fee	\$5.00	each
Commencement Ceremony Participation Fee	\$35.00	per ceremony
Diploma Replacement Fee	\$30.00	each
Certificate Replacement Fee	\$5.00	each
Parking Decal (Replacement or Additional)	\$5.00	each
Transcripts	\$5.00	each
Returned Check Fee	\$30.00	per occurrence

Fees are subject to change without notice.

Some specialized programs have a different fee structure.

*Students enrolled only in online classes are not charged Activity or Accident Insurance fees.

Out of State Fees

Out-of-state tuition is twice that of in-state tuition. Activity and registration fees are the same.

Instructional Technology Fee

The Instructional Technology fee can be deducted from the HOPE Book Award with student certification. If a student is ineligible for HOPE, the fee will be deducted from the PELL Award. If the student is ineligible for financial aid, the student will have to pay all tuition and fees.

Certification of HOPE and PELL Awards to pay applicable fees

Connect to OTC's website www.okefenokeetech.edu

Click the BannerWeb link (Or go to <http://bannerweb.okefenokeetech.edu>)

Click Log in to Secure Area

Enter User ID and PIN (User ID and PIN info is on the log on screen)

Click Login

Click Financial Aid and Student Records

Click Financial Aid

Click Financial Aid Certification

Click Authorize HOPE Grant and follow directions

For HOPE Book Award to pay fees

Click Authorize PELL Grant and follow directions

For PELL Award to pay fees

If you chose NOT to certify that applicable fees may be deducted from your financial aid, you will be responsible for payment of fees before the first day of the quarter.

Student Activity Fee

A quarterly student activity fee is charged to each student taking credit courses at OTC. The fee is non-refundable and due at the time of registration. Activity fees are used to promote the interests of the following college organizations: Student Government Association, SkillsUSA, PBL, and National Technical Honor Society. Activity fees are also used to cover some of the costs of graduation, including flowers, and printing diplomas; GOAL activities; and day and evening quarterly student activities.

Professional Liability Insurance

All allied health and Cosmetology students are required to obtain professional and personal liability insurance for coverage in the internship and clinical education and training areas that are a required part of these programs.

Textbooks, Supplies and Uniforms

Students are required to have book, tools, uniforms, safety gear and other equipment appropriate to the program of study. All required books and many of the students' other needs may be purchased in the campus bookstore.

Program Fees

Students in certain occupational programs are subject to clinical or lab fees. Program- specific fees must be paid at the Cashier's office.

Late Registration

Late registration will be allowed for students who do not register and pay fees prior to the beginning of the quarter on a space-available basis. An additional fee will be charged for late registration. Late registration is limited to the first three business days of the quarter.

Fee Payment

All payments to the college are to be made at the Cashier's office or online via BannerWeb. An official college receipt will be issued for any money that is taken. Cash, check, money order, Visa, and MasterCard are accepted. Payments may be made during regular business hours at the Cashier's office and at any time via BannerWeb.

Online Payment

Connect to OTC's website www.okefenokeetech.edu

Go to QuickLinks and click the BannerWeb link

(or go directly to <http://bannerweb.okefenokeetech.edu>)

Click Login to Secure Area

Enter User ID and PIN (Directions are on log on screen)

Click Login

Click Financial Aid & Student Records

Click Registration

Click Pay Online

Follow Instructions for Payment

Personal Check Policy

Personal checks with proper identification will be accepted by the college for fees, tuition, services, and OTC Bookstore purchases. When a bank refuses to honor such a personal check, the college will charge a returned check fee to the person who presented the check, plus the amount of any fee charged to the college by the bank and any other collection costs. Students will be notified by mail of a dishonored check and given ten (10) days to satisfy the debt. An "administrative hold" will be placed on the student's accounts and records and will remain until the debt is satisfied in full. Until the hold is removed, the student will not be able to register, receive grades, transcripts, personal records, and/or graduate. If the dishonored check was for tuition, the college may administratively withdraw the student from class if payment is not made within ten (10) days.

Financial Obligations

Students who are delinquent in the payment of any financial obligation(s) will be placed on "Hold" and will not be allowed to register until all delinquent fees are paid. In addition, students will not be allowed to access quarterly grade reports, issued transcripts, or other student records until all delinquent fees are paid.

Refund Policy

Students who attend class but FORMALLY WITHDRAW from a course by the end of the third business day of the quarter will receive no grade for the course and will receive 100% refund of applicable tuition and fees and Financial Aid Awards will be adjusted accordingly.

Students purchasing books using Financial Aid awards and subsequently dropping courses will be responsible for charges if financial aid award is reduced.

Formal withdrawal is accomplished by completion and submission of a Drop/Withdrawal form. This form is available to students via BannerWeb or from the Registrar's office.

In order to receive 100% refund, the form must be completed BY THE STUDENT and submitted to the Registrar's office by the third business day of the quarter.

Students who withdraw from a course after the end of the third business day of the quarter shall receive a grade of 'W', 'WP', or 'WF' and shall receive no refund of tuition and fees.

For those students receiving federal financial aid, Okefenokee Tech shall calculate unearned tuition, fees, and other charges in accordance with the Department's federally mandated fair and equitable refund policy for all students who receive Title IV assistance, as found in 34 CFR 688.22, and shall not disburse unearned federal financial aid. Withdrawal date for calculating unearned tuition, fees, and other charges is the date of last attendance. Reduction of financial aid due to withdrawal may result in the student's incurring a financial liability to the college.

Policy for the refund for non-credit courses

Policy for the refund of tuition and fees for credit courses is as follows:

- Persons enrolled in non-credit courses that are canceled due to insufficient enrollment at the discretion of the college will receive a 100% refund of all fees.
- Persons providing written notification to the Economic Development Department at least 48 hours prior to the beginning of a course will receive a 100% refund of all fees.
- No refunds will be made after the course begins.

National Emergencies Refund Policy

Okefenokee Technical College is authorized to reimburse all tuition and fees paid by students who are required to withdraw from courses as a result of being called into active duty or relocated in response to national emergencies.

Special Conditions

Students who do not formally withdraw, who are suspended for disciplinary reasons, or who leave the college when disciplinary action is pending are not eligible for refunds of any portion on any charge. There will be no refund for reducing course load after the first three business days of class unless the institution is at fault. A refund of all required charges (tuition, non-resident fee, and student activity fee) shall be made in the event of the death of a student at any time during the quarter.

Bookstore

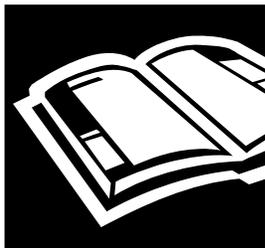
Bookstore Purchasing Procedures

Books are sold to students who are registered to take courses scheduled at OTC. To purchase books through the OTC Bookstore:

- The student must be registered for class(es).
- The student must bring class schedule to bookstore to ensure proper textbooks/supplies are purchased.
- Bookstore purchases made before the first business day of the quarter are cash, check, or credit/debit card only.
- Beginning the first business day of the quarter, financial aid may be used for bookstore purchases.
- Payment must be made at the time of purchase unless financial aid is available for books. To defer book fees, the student must be approved for financial aid. No cash will be refunded to students purchasing books through financial aid arrangements.
- The student will sign the invoice showing acceptance of books purchased using financial aid.
- Students are required to attend classes to qualify to have books purchased through financial aid arrangements. Students purchasing books using financial aid awards who subsequently drop courses will be responsible for charges if their financial aid award is reduced.

Rules for refund of bookstore items are as follows:

- Full refunds shall be made for books and eligible bookstore items that are returned within 7 consecutive days from the date of purchase in new condition with no marks, no writing, unsoiled, and accompanied by the original receipt.
- Refunds will not be given for returned textbooks that:
 - Have the shrink wrap removed
 - Have been written/highlighted in
 - Have opened/used included software
- No refund shall be made for expendable supplies and equipment (i.e., cosmetology kits, diskettes, tools, book bags & totes, clothing, etc.)



Financial Assistance

Okefenokee Technical College realizes that many students need financial assistance in order to attend school. Several sources of financial aid are available for Students at Okefenokee Technical College: Federal PELL Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS), Georgia HOPE Grant, Georgia HOPE Scholarship, Georgia LEAP Grant, Department of Labor (DOL), Veterans Administration Benefits, Rehabilitation Services, and various other grants and scholarships. Contact the Financial Aid office at 912-287-5830.

Financial Aid Programs

Federal PELL Grant

The PELL Grant is a federally funded grant available to students who meet certain income guidelines. The amount of the PELL Grant award will depend on the family contribution (EFC Number) amount shown on the Student Aid Report, whether the student is full or part time, the number of hours enrolled, and the program of study. It is not available to anyone who has received a bachelor's degree, owes a refund to any Title IV Aid Program, or is in default on a student loan. In addition, PELL is not available to students who are classified as Learning Support.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is a need-based federal grant to help students with exceptional need meet educational expenses. The student must complete the Free Application for Federal Student Aid and have a valid EFC (expected family contribution) issued by the Department of Education before being considered for this grant. FSEOG is not available to students who are classified as Learning Support.

Federal Work Study (FWS)

This is a need-based federal grant to help students fund educational expenses by providing work sites on campus. The student must complete the Free Application for Federal Student Aid and have a valid EFC (expected family contribution) issued by the Department of Education before being considered for this grant. The Federal Work Study grant is not available to students who are classified as Learning Support.

Georgia HOPE Grant (Helping Outstanding Pupils Educationally)

This is a state grant funded by the Georgia lottery. The HOPE grant covers tuition, mandatory fees, and up to \$100 for books (certificate and /or diploma). Recipients must be residents of Georgia for at least twelve (12) consecutive months, not be in default of a student loan or overpayment of a grant, and must be registered with the Selective Service. The HOPE grant is limited to 95 attempted credit hours.

HOPE Scholarship

The HOPE Scholarship is funded by the Georgia lottery. The HOPE Scholarship covers tuition, mandatory fees and up to \$100 for books for students seeking a degree at a technical college or university. The student must be a 1993 or later high school graduate with a 3.0 GPA in a college preparatory track or a 3.2 GPA in a technical curriculum track to be eligible for the HOPE Scholarship. A nontraditional student may qualify for the HOPE scholarship after completing 45, 90, and 135 credit hours that will transfer to the selected degree program and have maintained a 3.0 GPA. Grade point averages are recalculated at 45, 90, and 135 quarter hours, at the end of spring quarter, and at the end of 3 part-time quarters for beginning students. At the time of GPA calculation, the student must have maintained a 3.0 GPA to retain the HOPE Scholarship grant. The student must be a Georgia resident, not be in default of a student loan or overpayment of a grant, and must be registered with the Selective Service.

HOPE GED Voucher

Students who earn a GED receive a \$500 voucher that can be applied toward the cost of education. Students must be eligible for the HOPE grant to redeem the voucher. The GED voucher expires 24 months after being issued.

Leveraging Educational Assistance Partnership (LEAP)

This grant is available for students who are residents of Georgia that demonstrate a substantial financial need. Students must be receiving the PELL Grant and not eligible for the HOPE Scholarship.

Rehabilitation Service

This service assists students with physical, mental, and/or emotional disabilities. Application is made through the local office of Rehabilitation Services, and assistance on-campus is provided through the Coordinator of Special Services.

Social Security Benefits

For information concerning Social Security payments while attending Okefenokee Technical College, the applicant should contact the local Social Security office.

Temporary Assistance For Needy Families (TANF)

Students receiving TANF should contact their case manager at the area Department of Family and Children Services to see if they qualify for any child care/transportation assistance.

Workforce Investment Act (WIA)

A federally funded program, WIA is operated by the Workforce Investment Board designed to provide assistance to those in need of occupational skills training. Please call (912) 287-9943 for more information.

Veteran Programs

Okefenokee Technical College is approved for veteran's training under various programs. Check with the Financial Aid office before enrolling in a course to assure that a particular course meets current approval for VA benefits. Please call 338-5252 for information.

Scholarship Opportunities

Various scholarships are available on a limited basis. The Okefenokee Technical College Foundation office announces new external scholarship availability to the student body as openings arise. The following scholarships are offered to students according to the terms indicated, provided that funds are available.

Brooksie A Pike Scholarship

The Brooksie A. Pike Scholarship is awarded to a cosmetology student entering his/her final quarter who has excelled in the program. The scholarship was established in memory of Mrs. Brooksie Pike by her family to honor her 40-year career in cosmetology.

Exchange Club of Waycross Scholarship

Each year the Exchange Club of Waycross contributes to the OTC Exchange Club of Waycross Scholarship. Once the funds accumulate to establish an endowed scholarship, the OTC Foundation, on behalf of the club, will offer the Exchange Club of Waycross Endowed Scholarship annually to deserving students to aid them in college-related expenses.

Foundation Grants/Loans

Credit students may apply for emergency grants/loans. In granting these monies, the following factors will be considered: the amount of HOPE, PELL, and other monies received, enrollment in a program, GPA, attendance, and instructor recommendation. An in-house committee of 3 to 5 staff members will review requests.

Foundation Scholarships

The Okefenokee Technical College Foundation was established to provide support to the college, as well as financial assistance to deserving students qualifying for scholarship funds. Scholarships are awarded annually to high school seniors in the six-county service area.

Jones Company Scholarship

The Jones Company Scholarship was established in April 2006 to aid students with college-related expenses. Applications are taken every fall and spring quarter, and the \$600 scholarship is awarded to students who demonstrate need, along with academic success.

Employees of the Jones Company are given priority when all other factors are equal among the applicants.

Kiley Music Scholarship

The Kiley Music Scholarship was established in memory of Kiley Marissa Music by her family and friends. One scholarship is awarded each year to a graduating senior from Bacon County High School. Applications for the scholarship are available at Bacon County High School.

Kiwanis Scholarship/Donation

The Kiwanis Scholarship was established to provide support to Okefenokee Technical College and to provide financial assistance to deserving OTC students. Last year, the Kiwanis Club made a contribution to the Toolbox Scholarships. Each year Kiwanis club members specify how their donation should be used according to their priority for that year. Whenever a Kiwanis Scholarship is offered, students will be notified of the criteria for the award.

Okefenokee Ministerial Fellowship Scholarship

The Okefenokee Ministerial Fellowship Scholarship is open to students who are enrolled or accepted in a diploma or degree program at Okefenokee Technical College. Recipients are selected based on academic history, work ethics, and financial need. The intent of the scholarship, established by the 2005 Okefenokee Ministerial Fellowship, is to assist students who have encountered financial hardships which may result in an inability for the students to complete their program of study. A committee of OTC faculty reviews the applications and determines the recipient. Scholarship funds are disbursed to the recipient on a quarterly basis, typically at \$125 per quarter. However, the \$500 scholarship may be disbursed at other amounts according to need, as determined by the In-house Foundation Review Committee.

Pat Knox Scholarship

The Pat Knox Scholarship is awarded to a Surgical Technology student in his/her final quarter who has excelled in the program. The scholarship was established by friends and relatives to honor Pat Knox, a former Okefenokee Technical College Surgical Technology instructor.

Rotary Scholarship

The Rotary Club presents an annual scholarship to one or more students from Okefenokee Technical College. Students are nominated by their instructors. The following criteria are used when considering nominations:

- First priority Rotarians and /or family members of Rotarians
- Second priority Non-traditional students who demonstrate financial need
- Third priority Students worthy of recognition by the Rotarians

A committee of OTC personnel, after reviewing the applications, will submit the name of the student(s) who best meets the established criteria to the Rotary Scholarship Committee.

South Georgia Street Rods, Inc. Scholarship

South Georgia Street Rods, Inc. established this scholarship for students enrolled in the automotive programs at OTC. The scholarship is awarded to students who demonstrate an extraordinary interest in the automotive industry and who display the desired skills and talent to be successful in the field.

SunTrust Scholarship

The SunTrust Scholarship is awarded to a deserving Ware County High School senior who has plans to attend Okefenokee Technical College. The \$500 scholarship was established to provide financial assistance to OTC students for college-related expenses.

Toolbox Scholarship

Toolbox Scholarships are contingent upon proceeds from the Foundation's Golf Tournaments and other contributions. The Toolbox Scholarships are offered each quarter, until funds are depleted.

There are three types of Toolbox Scholarships:

- **Training Toolbox Scholarships** - Students qualify if they have out-of-pocket expenses on confirmation day after financial aid has paid.
- **Workforce Toolbox Scholarships I** - Students qualify if they will take a certification test or registry test in the upcoming quarter; applicants must have at least a 3.0 GPA.
- **Workforce Toolbox Scholarships II** - Instructors nominate students for this scholarship. All nominees must be in their final quarter or graduated, and they must be planning to go to work in field.

Waycross Service League Scholarship

The Waycross Service League Scholarship is awarded to female students who reside in Ware or Pierce counties who have shown a commitment to the betterment of their community through participation in community service activities and projects.

Clinical Laboratory Technology Scholarship

This scholarship will be awarded to students who have been accepted into the Clinical Laboratory Technology program, who have a financial need, and who have a GPA of 3.0 or higher. Applications will be taken from entering MLT students each spring quarter.



HOPE and PELL

- For all awards, students must take classes that are in the program of study.
- The HOPE Grant and HOPE Scholarship ONLY pay for tuition and certain fees. The HOPE Book Allowance is \$100 for 6 or more regular credit hours per quarter and \$50 for 5 or less regular credit hours per quarter. Additional book costs over the amount of the HOPE Book Award are the responsibility of the student.
- The HOPE Scholarship is for Associate degree program students. Students must maintain a 3.0 GPA to retain the scholarship. GPA will be evaluated at 45, 90, and 135 credit hours and at the end of spring quarter. If the student GPA falls below 3.0 at any of these evaluation points, the student will not be eligible for the HOPE Scholarship.
- PELL and HOPE awards may be adjusted if courses are dropped or added and/or student is terminated from school. STUDENTS are expected to notify the Financial Aid office of any changes in schedules.
- For PELL, all students working towards a diploma are awarded based on their federal credit hours. Students that are working toward an associate degree are awarded PELL based on their regular credit hours. The PELL Award listed is based on 12 or more federal / regular credit hours per quarter. If you are enrolled for less than 12, the PELL award is calculated as follows:

Hours	PELL Award Calculation
9 - 11.99 federal/regular hours	75% PELL quarter award
6 - 8.99 federal/regular hours	50% PELL quarter award
5.99 or less federal/regular hours	25% PELL quarter award

- If a student withdraws before the 60% mark of the quarter, PELL will be awarded based on the PELL award calculation for the quarter times the percent attended for the quarter.
- SEOG is awarded quarter-to-quarter, based on the PELL EFC number, PELL awarded for the quarter, number of credit hours for that quarter, withdrawal status for the quarter and funds available. A student awarded SEOG one quarter, does not automatically qualify for an award the next quarter.
- PELL, SEOG and Federal Workstudy funds are not available for students working toward certain certificates, or who have a major listed as Learning Support, or is a special admit or a transient student.
- Any requested documentation MUST be submitted before funds can be disbursed.
- Payments by check to students are issued before the end of the quarter. They may be picked up at the Cashier's Office. A valid student ID will be required to pick up a check.
- Students must reapply for the PELL Grant every year by completing a FAFSA. The financial aid year begins on July 1 of every year and ends on June 30 of the following year.

Satisfactory Academic Progress (SAP)

Financial aid recipients at Okefenokee Technical College must maintain Satisfactory Academic Progress to remain eligible to receive Student Financial Aid funds.

A student will be designated as failing to maintain Satisfactory Academic Progress when:

- The student's quarterly grade point average is less than 2.0 or
- The student completes less than 50% of credit hours attempted for a quarter or
- The student has attempted 150% of the number of credit hours required for graduation in a certificate, diploma, or degree program.

Note: The maximum number of hours for which financial aid may be received is 165 attempted hours without completion of a certificate, diploma, or degree.

Students transferring from one program to another at OTC will continue to carry their GPA and hours attempted from one program to another for financial aid purposes and all credits and grades will count in the cumulative GPA requirements.

Students failing to make Satisfactory Academic Progress will be placed on Financial Aid Probation.

Financial Aid Probation

Financial Aid Probation is a warning, and the student is able to receive Financial Aid during the quarter he or she is on Financial Aid Probation. If the student fails to make Satisfactory Academic Progress during the quarter that he or she is on Financial Aid Probation, the student will be placed on Financial Aid Suspension for the next quarter of attendance.

To be removed from Financial Aid Probation the following must occur:

- If the student's quarterly Grade Point Average is less than 2.0, the student must raise his quarterly GPA to 2.0 or higher the following quarter of enrollment after being placed on Financial Aid Probation.
- If the student completes less than 50% of credit hours attempted for a quarter, the student must complete at least 50% of credit hours attempted the following quarter of enrollment after being placed on Financial Aid Probation.

The student will be given notification of the number of hours remaining for which Financial Aid may be used if they are nearing the 150% point. A student may change his program to a program that would require fewer hours.

If a student has violated the maximum hours allowed to complete a certificate, diploma, or degree rule, there is no option - Financial Aid is exhausted. The student would be required to pay out of pocket for remaining coursework.

Financial Aid Suspension

Students who do not make Satisfactory Academic Progress while on Financial Aid probation will be placed on Financial Aid Suspension. Financial Aid will also be terminated if the Financial Aid office has evidence that the student falsified information on the application materials, or if federal or state funds are not provided to meet the award.

Financial Aid Appeals

Students have the right to appeal a Satisfactory Academic Progress finding if they feel that there are extenuating circumstances that prevented them from meeting the specified requirements. Students will need to complete the Appeal of Financial Aid Suspension form. The appeals must specifically address the extenuating circumstances, include supporting documentation and be filed with the Office of Financial Aid. The Financial Aid Director's decision in an appeal is final.

Reinstatement of Aid

A student who has been terminated from financial aid due to a lack of Satisfactory Academic Progress must pay for credit hours attempted the term the student returns and must meet Satisfactory Academic Progress requirements in that quarter to be eligible to receive any further aid.

Career Services

Career Placement

The Office of Career Services offers pre-employment preparation, career development, career placement, and follow-up activities. The Career Services office informs students of new jobs in business and industry as they become available. Job announcements are posted on campus and on the OTC website.

Employment Referrals: The Career Services Office has contact with potential employers on a continuous basis and notifies qualified students and instructors when job openings occur.

Long Term Placement: All placement services are available for OTC graduates regardless of the amount of time since graduation occurred.

Employment: Students seeking employment while enrolled at OTC are encouraged to visit the Career Services Office and complete an Employment Information Form. This information will be used to connect students with employers having job openings.

Job Postings: All job orders received in the Career Services Office are posted on a bulletin board in Building 100. Jobs are also posted on the OTC web at www.okefenokeetech.edu.

Career Center: The Career Center, located in Building 100, Room 125, is available for students' use to do job searches, resume preparation, vocational self-evaluation and receive vocational counseling.

For any of the above services see Charlie Gibson in the Career Services Office (building 100) or call (912) 287-5813 or email cgibson@okefenokeetech.edu

Retention

The Office of Retention Services provides students with the necessary programs and services which will assist them in the completion of their educational objectives. Additionally, the office facilitates retention activities college-wide.

Contact the Retention/Special Populations Coordinator at (912)285-6119.

Student Organizations and Opportunities

Georgia Occupational Award of Leadership (GOAL)

The GOAL program is held annually. Outstanding students are nominated by instructors, and finalists are selected on the basis of performance in their respective programs of study and in interviews with a panel of judges. The finalist represents OTC in the statewide competition for major prizes and awards.

Phi Beta Lambda (PBL)

Phi Beta Lambda is a national student organization for students interested in business careers. PBL provides the students with opportunities to develop occupational competencies for business occupations and promotes a sense of civic and personal responsibility. Local, state and national competitions are open to students in this organization.

Technical Honor Society (NTHS)

The National Technical Honor Society is an organization that recognizes students who excel both academically and professionally. Members are nominated by their program instructors and must have a 3.75 average (for a minimum of 45 credit hours) and 2.0 work ethics grade in every course. Graduates are recognized during the graduation ceremony by the honorary regalia. Membership fees are the responsibility of the student.

Student Ambassadors

The Ambassadors are responsible for representing the OTC student body. Along with representing the student body, the Ambassadors share their educational experiences with potential students and act as hosts for on-campus activities. The Student Ambassador program allows the students to meet and interact with campus personnel and board members, many of whom will become valuable career contacts.

Student Government Association (SGA)

The Student Government Association offers opportunities for leadership development, fellowship and volunteer activities. Each program elects student representatives, and officers are selected from that group. SGA plans campus activities and sponsors school and civic improvement projects. Activity fees are administered through the SGA.

SkillsUSA

The SkillsUSA is a national student organization that serves students enrolled in industrial, technical, and health occupation programs. SkillsUSA emphasizes leadership, dignity of work, good workmanship, citizenship, and respect for others. Local winners compete in regional, state and national competitions.

Library

The mission of the OTC library is to provide media resources and services that support learning in the various occupational program areas and to provide media resources and services that enrich the individual student. The collection of resources available for student, faculty, staff, and community use includes books, periodicals, current newspapers, and electronic access. Computer stations provide access to indexes, encyclopedias, periodicals, newspapers, directories, and books through GALILEO and Internet access. Computer stations also provide access to the library's catalog and a local area network. The Library of Congress classification system and automated circulation procedures are used. Blind and physically handicapped services are available through a web site partially funded by the Library Services and Construction Act.

Online Library Orientation -- The Online Library Orientation can be found on the Library home page at www.okefenokeetech.edu/library/index.asp. Another way to access the library home page is to go to Okefenokee Technical College's web page www.okefenokeetech.edu, then point to Academic Programs, and click on Library & Media Services.

Tutoring Services -- Free peer tutoring services available in the library. A Math and English tutor is available Tuesday - Thursday 3:30 - 5:30 p.m. SmartThinking is available for students enrolled in online courses

Email

Okefenokee Technical College Global e-Mail is provided to OTC students as a vehicle for communication. Financial aid announcements, course announcements, online course information, student club information, and general OTC student information are communicated to students through student global e-mail accounts. Students should check their email daily to stay current. Directions for use are as follows:

What is my email address?

Firstname+lastname@student.okefenokeetech.edu

Example: johndoe@student.okefenokeetech.edu

Where do I go to check my student email account?

<https://mail.okefenokeetech.edu/exchange>

What is my username and password to log into the student email system?

Username = Okefenokee\studentID#

Password = six digit date of birth

General Student Information

Field Trips

When participating in a field trip; the student must observe all rules and policies set forth in the OTC Student Code of Conduct. The student will also be required to fill out the "Assumption of Risk, Agreement to Abide by Code of Conduct, Release of Liability, and Limited Medical Authorization" form. The instructor and Vice President for Academic Affairs must approve all participants who engage in the field trip.

News Releases/Publications

In promoting Okefenokee Technical College, many times students' names and/or photos appear in news releases, videos and publications. Students who wish to restrict the use of their names/pictures should contact the Office of Public Relations.

Food and Beverages

Food and beverages may be consumed in designated areas only. Students are not allowed to eat or drink in the classrooms or laboratories.

Photo Identification

All students are required to have their student ID with them while on campus. Students must provide the ID when requested by school personnel. There is a fee for a replacement ID.

Breaks

The college has a student lounge where students can purchase drinks, candy, sandwiches, and other miscellaneous snacks. Also, outside picnic tables are available in the courtyard and around the campus. Trash containers are placed throughout the building and on the grounds for wrappers, cans, etc.

Children on Campus

Okefenokee Technical College has established the following policy concerning children on campus:

- Children, ages 15 and under, are not allowed on campus unless accompanied by an adult.
- Students are not allowed to bring children into the lab or classroom areas.
- Children will not be left unattended in waiting automobiles, hallways, snack bars, or outside buildings.
- Children who are not clients are not allowed in the Cosmetology Department at any time. Prospective clients seeking appointments for services will be advised that services will be refused if accompanied by children. They will be further advised that children will not be left unattended in the areas listed above.

Sale of Goods and Services

No items of goods or services will be sold on campus by faculty, staff, students or student organizations without prior approval by the President's Office. Requests must be submitted at least three working days prior to the requested date of the sale. Each request must include the proposed location, date(s) and time(s) for conducting the sale, and the name of the staff/faculty member who will be responsible for overseeing the sale.

Proceeds resulting from the sales must be designated to support official activities of approved school organizations (such as raising funds to participate in professional competitions, sponsoring charitable projects, etc.) or other college-sponsored events, as approved by the President. Specifically prohibited is the reimbursement, financially or in-kind, for the time involved in preparing or conducting the sale by any employee or student. Reimbursement to offset the costs of ingredients used to prepare the item(s) for sale is authorized.

Sales on campus will be conducted in such a manner as to not interfere with the normal classroom schedule, i.e. students will not be released from class to purchase items for sale. Upon completion of the sale, the responsible individual/organization will ensure that all college resources used to support the sale are cleaned and returned to their original condition.

Parking

Parking Guidelines

All students must obtain a FREE initial parking permit (decal) during the first week of the quarter.

This decal must be displayed on the bottom outside left (driver's side) rear window of the student's vehicle at all times while on the OTC campus.

Students driving more than one vehicle will need to purchase an additional permit for each vehicle that will be parked on campus.

Trucks, motorcycles, and mopeds must follow the same parking rules and procedures as cars. Student parking is marked with white lines.

Students may NOT park:

- On unpaved surfaces
- In fire lanes
- In spaces marked VISITOR (marked with white lines)
- In HANDICAPPED spaces, unless their vehicle displays a current handicapped permit (marked with blue and white symbol)
- In STAFF or RESERVED spaces between 7:30 am and 5:30 pm (marked with yellow lines)
- Backwards in any space including pulling through spaces resulting in parking backwards
- In front of Building 100

Tickets, Additional Decals, Fines and Penalties

A parking ticket will be issued to those who violate the above rules. Violations will result in fines as described below:

Parking in a HANDICAPPED space	\$50.00
Parking permit (decal) obtained after the first week of the quarter (Can be obtained from the Cashier's office (Room 311))	\$ 5.00
Vehicle not displaying a current parking decal	\$15.00
Decal not displayed in correct location	\$ 5.00
Parking in a VISITOR space, FIRE LANE or on UNPAVED area	\$ 5.00

Instructional Live Work Project Procedures

Eligible Programs

Instructional live work projects may be utilized to provide a needed dimension to laboratory learning and may be integrated into the curriculum of automotive technology, automotive collision and repair, welding technology, air conditioning technology, cosmetology, and environmental horticulture. Other programs seeking to utilize live work projects must obtain approval of the Vice President for Academic Affairs.

Approval Process

The program coordinator/instructor will be the approval authority for project acceptance and project completion. Projects may not be of a production nature and may not compete with private enterprises. The instructor(s) will consider the scope of the proposed project, value to students, and the eligibility of the "customer". Completion of a Live Work Project Form will constitute approval. A work order form is required for each instructional live work project except for cosmetology, retail horticulture sales, and other specifically identified transactions where customers are presented a numbered receipt following payment.

An approved schedule of cost-recovery lab fees will be used to recover the cost of consumable supplies used in projects. Lab fees will be developed by the instructors and submitted to the Dean of Instruction and Vice President for Academic Affairs for approval. Fees will be reviewed and revised as needed on an annual basis. A listing of fees and examples of the types of projects in each category should be available in each shop/lab area. The assessment of lab fees and charges includes the following provisions:

- The students of a particular program will be charged ½ the standard fee (limited to personal property of the student).
- Okefenokee Technical College employees will be charged ½ the standard fee.

Project Approval Process

The instructor initiates a work order form on acceptable projects. A work order must be completed for projects requiring use of parts, materials, supplies, etc. and include customer and project identification. Instructors must request project approval of the Vice President for Academic Affairs on projects involving over \$100.

No engine performance or restoration projects over 20 years old will be accepted in Automotive Collision Repair and Automotive Technology. Classic car restoration is not within the scope of live work projects.

In addition, work on the project must be completed during normal business hours within 45 class days. Exceptions will require Okefenokee Technical College's Vice President for Academic Affairs' approval of a written request explaining any unusual circumstances.

The instructor informs the customer of the live work procedures and conditions and has the customer sign acknowledgement and agreement to the same. Customers must be informed and accept the fact that they assume the risk of the work and waive any liability of Okefenokee Technical College, the Technical College System of Georgia, or the State of Georgia. If a customer refuses to sign such a statement, the project is declined.

Customers are responsible for supplying their own parts, materials, supplies, etc., or making arrangements with vendors to have these items delivered to the program conducting the project. Vehicle delivery and pickup are the responsibility of the customer. Customers will be notified when vehicle work is completed. Vehicles not picked up within seven (7) working days following notification will be towed at the owner's expense. Automotive Collision customers will purchase and provide all paint necessary for a project.

Live work projects shall always require student participation in the completion of work and no project may be completed solely by the instructor. The instructor will inspect the work and release by signing the live work form. The responsibility/authority to inspect and release a project cannot be delegated.

Fees and Local Accounting Procedures

A cost-recovery lab fee will be charged to recover the cost of school supplies consumed during the completion of the project. Lab fees will vary based upon the size of the project. Specific lab fee amounts for each class of project will be posted in the program area. Lab fees will be developed by the instructors and submitted to the Dean of Instruction and Vice President of Instruction for approval. Fees will be reviewed and revised as needed on an annual basis.

Cosmetology live work projects are by nature different from projects carried out in the technical areas. Because of this the Cosmetology instructional area keeps posted current charges for services and supplies. Cosmetology live work procedures are explained to each customer as they visit this area.

Payment must be collected immediately in the case of cosmetology and retail horticulture sales and turned in to Administrative Affairs office daily to minimize the risk of loss. Customers will be presented with a numbered receipt for payment. Sales tax will be collected for all retail sales.

For all other live work, the instructor documents completion of the work on the work order form. The customer remits payment to Okefenokee Technical College at the cashier's office. The instructor responsible for the project must verify that payment was received by Okefenokee Technical College before releasing the completed project item to the customer.

Okefenokee Technical College must be fully reimbursed for all direct costs related to instructional service projects. The college may generate a reasonable profit. Monies associated with projects are subject to state fiscal and accounting policies. The monies can be carried over to successive fiscal years. Excess monies or "profits" generated by Live Work Projects shall be used only to enhance instructional programs.

OTC students and facilities may not be used for personal gain or profit in the completion of live work projects. Employees of Okefenokee Technical College shall not receive extra

compensation except as may be warranted by normal overtime or overload policies for any instructional service projects.

Tips or gratuities to students working on live work projects, while not expected or encouraged, may be permitted at the discretion of the Technical College President depending, inter alia, on the nature of the service provided. All live work projects shall comply with the Governor's Executive Order on Ethics.

Approved Clientele

- Okefenokee Technical College Students
- Okefenokee Technical College Employees
- Other Governmental Agencies
- Outside Customers

NOTE: Unless prior arrangements are approved, completed project items left at Okefenokee Technical College in excess of 30 days will be abandoned without any security and will not in any way be the responsibility of Okefenokee Technical College. In addition, collection procedures will be employed to recover any funds due Okefenokee Technical College.

Acceptable Computer & Internet Use

Technical colleges throughout the country are moving into the information age by providing computer systems and Internet access for their students and employees.

Access from technical colleges to Internet resources should be structured in ways that point students to those resources that have been evaluated prior to use. While students shall be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives. Students and employees utilizing technical college-provided Internet access are responsible for good behavior online just as they are in a classroom or other area of the college.

Using a computer without permission is theft of services and is illegal under state and federal laws. Federal law prohibits misuse of computer resources. In addition, the following specific computer crimes are prohibited by state law in Georgia:

- Computer theft (including theft of computer services, intellectual property such as copyrighted material, and any other property);
- Computer trespass (unauthorized use of computers to delete or alter data or interfere with others' usage);
- Computer invasion of privacy (unauthorized access to financial or personal data or the like);
- Computer forgery (forgery as defined by other laws, but committed on a computer rather than on paper);
- Computer password disclosure (unauthorized disclosure of a password resulting in damages exceeding \$500 - in practice, this includes any disclosure that requires a system security audit afterward); and
- Misleading transmittal of names or trademarks (falsely identifying yourself or falsely claiming to speak for a person or organization by using their name, trademark, logo, or seal).

The purpose of technical college-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the department. Access is a privilege, not a right. Access entails responsibility.

Users should not expect files stored on department or technical college-based computers to be private. Electronic messages and files stored on technical college-based computers shall be treated like other technical college premises that are temporarily assigned for individual use. Administrators may review files and messages in an effort to maintain system integrity and in an effort to insure that users are acting responsibly. Moreover, department and technical college officials shall cooperate with law enforcement officials who are properly authorized to search department and technical College computers and computer systems.

All information created, stored or transmitted by department or technical college computers or networks is subject to monitoring for compliance with applicable laws and policies.

The following uses of department or technical college-provided computers, networks and Internet access are not permitted:

- To create, access or transmit sexually explicit, obscene, or pornographic material;
- To create, access or transmit material that could be considered discriminatory, offensive, threatening, harassing, intimidating, or attempts to libel or otherwise defame any person.
- To violate any local, state or federal statute;
- To vandalize, damage, or disable the property of another individual or organization;
- To access another individual's password, materials, information, or files without permission;
- To violate copyright or otherwise use the intellectual property of another individual or organization in violation of the law, including software piracy;
- To conduct private or personal for-profit activities. This includes use for private purposes such as business transactions, private advertising of products or services, and any activity meant to foster personal gain;
- To knowingly endanger the security of any department or technical college computer or network;
- To willfully interfere with another's authorized computer usage;
- To connect any computer to any of the department or technical college networks unless it meets technical and security standards set by the department;
- To create, install, or knowingly distribute a computer virus, "Trojan horse," or other surreptitiously destructive program on any department or technical college computer or network facility, regardless of whether any demonstrable harm results; and
- To modify or reconfigure the software or hardware of any Agency computer or Network without proper authorization.
- To conduct unauthorized not-for-profit business activities;
- To conduct any activity or solicitation for political or religious causes;
- To perform any activity that could cause the loss, corruption of, prevention of rightful access to, or unauthorized distribution of Agency data and information; and
- To create, access, or participate in online gambling. Occasional access to information or websites of the Georgia Lottery Corporation shall not constitute nor be considered inappropriate use.

Occasional personal use of Internet connectivity and e-mail that do not involve any inappropriate use as described above may occur, if permitted by the college. Any such use should be brief, infrequent, and shall not interfere with User's performance, duties and responsibilities.

Users of department and technical college computers and computer systems are subject to the department's policy on the development of Intellectual property. Any violation of this policy and rules may result in disciplinary action against the employee or student. When and where applicable, law enforcement agencies may be involved.

The department makes no warranties of any kind, either express or implied, for the computers, computer systems and Internet access it provides. The department shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. The department shall not be responsible for the accuracy, nature or quality of information gathered through technical college diskettes, hard drives or servers; nor for the accuracy, nature or quality of information gathered through technical college-provided Internet access. The department shall not be responsible for personal property used to access its computers or networks or for technical college-provided Internet access. The department shall not be responsible for unauthorized financial obligations resulting from technical college-provided access to the Internet.

The foregoing standards are equally applicable to employees of the department, wherever housed, and to employees and students of the technical college.

Violations of these policies incur the same types of disciplinary measures as violations of other department or technical college policies or state or federal laws, including criminal prosecution.

Academic Freedom

Okefenokee Technical College supports the concept of academic freedom. In the development of knowledge, research endeavors, and creative activities, faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. Faculty members are entitled to freedom in the classroom regarding discussion of their course information. Caution must be used not to introduce ideas and materials unrelated to the course. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs.

Faculty members must fulfill their responsibilities to society and to their profession by manifesting competence, professional discretion, and good citizenship. They will be free from institutional censorship or discipline, when speaking or writing as citizens. As professional educators, faculty members must be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate they are not speaking for the institution.

The principles of academic freedom shall not prevent the institution from making proper efforts to ensure the best possible instruction for all students in accordance with the objectives of the institution.

Ownership of Intellectual Property

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

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

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

Unless otherwise provided in a separate agreement, the college owns all rights to a copyrightable or patentable work created by the employee or student with the support of college resources. Ownership refers to a legally binding agreement specifying the named party or parties to whom the intellectual property belongs and who will be attributed as the owners of the intellectual property in the general public. College resources include, but are not limited to, offices, computers, standard office equipment and supplies, libraries, labs, funds, and personnel.

The ownership of a copyright or patent resulting from the development of intellectual property and any rewards or recognition attributed to the copyright or patent will be determined according to the conditions described in the two sections below.

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

- The work is the result of individual initiative, not requested or required by the college;
- The work is not the product of a specific contract or assignment made as a result of employment or enrollment with the college;
- The work is not prepared within the scope of the employee's job duties or course/program requirements; or
- The work is not completed using equipment or resources provided by the college.

Ownership resides with the college if any of the above criteria are not met and/or if any one of the following criteria applies:

- The work is prepared within the scope of the employee's job duties or course/program requirements;
- The work is the product of a specific contract or assignment made in the course of the employee's employment or student's enrollment with the college; or
- The development of the work involved facilities, time, and/or other resources of the college including, but not limited to, released time, grant funds, college personnel, salary supplement, leave with pay, equipment, or other materials or financial assistance.
- Revenues, derived from the development and creation of college-ownership of intellectual property, are distributed to college revenue funds as determined by the president.

Any employee or student of Okefenokee Technical College must obtain the express approval of the president prior to the development of intellectual property if there is any question pertaining to ownership.

All cases, in which questions arise as to equities, rights, division of revenues, or any other intellectual property-related matter, shall be referred to the Intellectual Property Committee for consideration, interpretation of policy, and decision. Appeal of a committee decision shall be to the president and finally to the State Board of Technical College System of Georgia. Appeals within the college must be made in writing within sixty days of written notice of a final decision. Appeals to the Board shall be made in accordance with State Board policy.

SAFETY, SECURITY and WELLNESS

College Security Statistics

As required by the Higher Education Act, the Director of Facilities must report required campus crime statistics annually. Summary reports are posted on the Department of Education website and in OTC publications made available to faculty, staff, and the community.

Security staff is on campus during all normal hours of operation.

Safety

Safety precautions for the campus areas, labs, and classrooms are posted and announced. Students are not to use any equipment except under the supervision of the instructor and then only after safety precautions have been explained and demonstrated. Any student willfully disobeying safety signs, regulations, or warnings from instructors is subject to immediate dismissal.

If there is an emergency or need for immediate assistance call:

614 - 0213	On-duty security officer
287 - 6584	Front desk (constant radio contact with security)
287 - 5808 (days)	Security Director's office
287 - 5807 (after 5PM)	Evening Program Director

Any student desiring to be escorted to their vehicle in the OTC parking area should check-in with the front desk in Building 100 for assistance.

Emergency Procedures

Emergency evacuation routes and procedures are posted in each area. In emergency situations, specific evacuation and emergency response procedures will be provided by the classroom instructor.

Acquired Immunodeficiency Syndrome (AIDS)

Because there is no evidence of non-sexual/non-blood related transmission of the T-lymph tropic III, human immunodeficiency virus HTLV-III (HIV); students will not be excluded from the lab or classroom in the absence of other contraindications. Because of the unlikelihood of transmission to others in an occupational setting, students or applicants for admission as students shall be regarded as students or applicants without screening or questioning regarding previous tests for the antibody to the HTLV-III (HIV) virus. Students should follow appropriate recommended standards and practices of hygiene and sanitation while practicing universal precaution. The confidentiality of information and records regarding AIDS or associated illnesses will be preserved.

Smoking

OTC is a smoke-free facility. Smoking or use of other tobacco products are prohibited inside any of the institution's facilities, as well as any other areas that are not designated as smoking areas.

Drug Free Campus

While on institutional grounds, which includes college sponsored activities, institutional vehicles, and clinical affiliates, a student shall not possess, sell, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.

The unlawful possession, use, or distribution of illicit drugs and alcohol on campus, in any facility, or at any function of Okefenokee Technical College is prohibited and may be punishable by local, state, and federal law, which includes a fine, prison term, or both.

Any student convicted (including a plea of nolo contendere or first offender) of committing certain felony offenses involving any criminal drug and /or alcohol statute of any jurisdiction, regardless of whether the alleged violation occurred at the college or elsewhere, will be suspended immediately and denied state and/or federal funds from the date of conviction. Such denial of funds shall continue to be effective the first day of the term for which the student was enrolled immediately following the date of conviction or the date on which the court accepts a plea of nolo contendere or formally allows a student to receive first offender treatment and shall continue through the end of such school term. Okefenokee Technical College will impose sanctions on students that violate institutional rules by: (1) temporary or permanent dismissal, and (2) referral for prosecution.

Note: Use of a drug as prescribed by a medical prescription from a registered physician shall not be considered a violation of this rule.

Referrals

Alcoholic's Anonymous - Alma	912-632-8888
Alcohol and Drug Helpline	800-252-6465
Focus by the Sea - Waycross	912-283-4100
Focus by the Sea - St. Simons	800-822-4646
Greenleaf Center, Inc. - Valdosta	800-247-2747
Satilla Substance Abuse Program	912-287-4925
Satilla Regional Medical Center	912-287-3030

Firearms, Weapons, and Explosives Policy

The Technical College System of Georgia (TCSG) and Okefenokee Technical College (OTC) are committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. Unless otherwise provided by law, it is unlawful for any person to carry, to possess, or have under such person's control any firearm, weapon, or unlawful explosive compound while within the OTC school safety zone; at an OTC building, on OTC college property, or at an OTC sponsored/sanctioned function; or, on a bus or other transportation furnished by the college. Note: this prohibition does not extend to a peace officer as defined by O.C.G.A. 35-8-2 when the individual is acting in the performance of his/her official duties or when en route to or from his/her official duties.

The School Safety Zone is defined as in, on, or within 1000 feet of OTC campus, satellite campus, or other designated worksite.

Explosive Compound is defined as any bomb or explosive, chemical, or biological material referenced in O.C.G.A. 16-7-81.

Firearm is defined as any operable or inoperable pistol, revolver, or any weapon designed or intended to propel a missile of any kind as defined in O.C.G.A. 16-11-27-1, or a machine gun, shotgun, sawed-off shotgun, sawed-off rifle, dangerous weapon or silencer as defined in O.C.G.A. 16-11-121.

Weapon is defined as any operable or inoperable object (or reasonable facsimile thereof) referenced in O.C.G.A. 16-11-127.1., including but not limited to any knife with a blade two or more inches in length (e.g., switchblade, ballistic knife, etc.), straight-edge razor or razor blade, any bludgeon-type instrument (e.g., blackjack, bat or club), any flailing instrument (e.g., nun chuck or fighting chain), stun gun or taser, or weapon designed to be thrown (e.g., throwing star or oriental dart).

O.C.G.A. 16-11-127-1 specifically excludes any of these objects used for classroom work authorized by a teacher/instructor; any person employed as a campus police officer/security officer who is authorized to carry a weapon pursuant to Chapter 8 of Title 20; or, any person (e.g., maintenance staff) authorized in writing by a duly authorized college official (e.g., President or his/her designee) to have in his/her possession for use as a part of any activity conducted at any OTC workplace a weapon which would otherwise be prohibited by this Code section. The authorization shall specify the weapon(s) which have been authorized and the time period during which the authorization is valid.

Any employee who violates the provisions of this policy shall be subject to disciplinary action up to and including dismissal as well as possible criminal prosecution.

Any technical college student who violates the provisions of this policy shall be subject to disciplinary action up to and including expulsion consistent with guidelines of OTC's Student Code of Conduct as well as possible criminal prosecution.

Any volunteer or visitor who violates the provisions of this policy shall be subject to criminal prosecution.

Any vendor or contractor who violates the provisions of this policy shall be subject to the termination of his/her business relationship with OTC as well as possible criminal prosecution.

(This is a summary of II. C. 10 Firearms, Weapons, and Explosives Policy. The complete policy may be accessed at <http://www.dtae.org/dtaepolicy/menu.html>.)

Sexual Harassment

In accordance with its Statement of Equal Opportunity, the department and its technical colleges prohibit sexual harassment and harassment on the basis of race, color, creed, gender, national or ethnic origin, religion, disability, age, or citizenship status.

Sexual harassment is a form of gender discrimination and is a violation of state and federal law.

Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Such conduct is prohibited when the behavior is directed to an individual because of his or her gender and (1) when submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment or otherwise full participation in department or college life; (2) submission to or rejection of such conduct is considered in evaluating a person's academic work or job performance or (3) such conduct has the purpose or effect of interfering with a person's academic or job performance; creating a sexually intimidating, hostile, or offensive working or educational environment; or interfering with one's ability to participate in or benefit from an educational program or activity. Examples of conduct that may constitute sexual harassment may be found in the accompanying procedures.

All persons who believe that they are or may have been victims of harassment are encouraged to seek resolution promptly through the established procedures of the TCSG and technical colleges.

All students and employees must report any sexual or other harassment that they experience, observe or believe may be occurring to the appropriate administrator listed below.

Vice President for Student Affairs (for students)
Human Resources Coordinator (for employees)
Okefenokee Technical College
1701 Carswell Avenue, Waycross, Georgia 31503
(912) 287-6584

Any OTC employee of who receives a sexual harassment complaint, either verbally or in writing; must report the complaint to the appropriate Title IX Coordinator. Every employee is expected to make every effort to ensure that students and co-workers are not subjected to any form of sexual or other harassment.

Other violations of this policy include (1) retaliating against a person who reports alleged harassment or participates as a witness in a harassment investigation; (2) disregarding, failing to investigate adequately or delaying investigations of harassment allegations when responsibility or report and/or investigation harassment complaints comprises part of one's supervisory responsibilities; or (3) deliberately making a false allegation of sexual or other harassment. However, failure to prove a claim of harassment does not constitute proof of a false accusation.

Violations of this policy by employees will constitute grounds for disciplinary action up to and including immediate termination.

Students who engage in sexual or other harassment on college premises or off college premises at a college-sponsored activity will be subject to discipline in accordance with the college's student disciplinary process.

In most circumstances, it is best for all parties that complaints of harassment be resolved at the lowest possible organizational level with a minimum of formality. Sexual harassment complaints shall be handled in accordance with the sexual harassment procedure. Confidentiality and privacy of those involved will be respected during all complaint procedures to the degree the procedure and the law will allow. If an employee or student wishes to bring a complaint and remain anonymous, the ability of the department or technical college to respond will be limited. To the extent permitted by law, information shared in confidence shall be maintained as confidential.

Complaints

Any student or employee who alleges a violation of this policy shall notify the appropriate administrator listed above within seven (7) business days following the alleged incident or as soon thereafter as reasonably possible. The complaint shall contain a brief description of the alleged violation and relief requested. If the complaint is oral, the Coordinator shall prepare a written record of the complaint and ask the Complaining Party to sign the statement, indicating that it accurately reflects the essentials of the complaint.

Examples of conduct that violate the sexual harassment policy include, but are not limited to, the following:

- 1) Physical assault.
- 2) Direct or implied threats that submission to sexual advances will be a condition of employment, work status, compensation, promotion, grades, or letters of recommendation.
- 3) Sexual advances, physical or implied, or direct propositions of a sexual nature, which may include inappropriate/unnecessary touching or rubbing against another; sexually suggestive or degrading jokes or comments; remarks of a sexual nature about one's clothing and/or body; preferential treatment in exchange for sexual activity; and the inappropriate display of sexually explicit pictures, text, printed materials, or objects that serve no academic purpose.
- 4) A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliating another.
- 5) Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history, that serve no medical or academic purpose.

Response

Within thirty (30) business days following the filing of a complaint, the Coordinator will conduct an investigation of the alleged incident. This investigation may include compiling any and all documentation involved in the claim, interviews and/or sworn statements from all individuals involved. Within five (5) business days after concluding the investigation, the Coordinator will review the evidence gathered during the investigation and make a written report presenting findings of fact, investigative conclusions and recommendations as to any disciplinary action to be taken, if appropriate. The report shall be made to the President of the college. A copy of this report shall be given to the Complaining Party and Accused Offender. Upon reasonable request, the President may grant the Coordinator additional time for completing the investigation or written report.

The Accused Offender (referred to as the Respondent) or Complaining Party may respond to the report of the Coordinator. Written responses must be submitted to the President within ten (10) business days from receipt of the Coordinator's report. Requests to meet with the President shall be submitted in writing within five (5) days of the receipt of the report. The President (or Assistant Commissioner) shall meet with the Complaining Party or the Respondent within a reasonable time. This meeting may be informal and include other individuals at the discretion of the President.

Within a reasonable time the President (or Assistant Commissioner) shall evaluate all evidence presented and make a decision regarding a resolution. This decision shall be in writing and copied to the Complaining Party and the Respondent. Such decisions shall include a statement of the right to appeal the President's decision to the Commissioner, Technical College System of Georgia. A total time period from receipt of complaint to the President's (or Assistant Commissioner's) decision should not exceed thirty (30) business days.

Appeal

An appeal of the final decision of the President may be submitted in writing to the Commissioner indicating the reasons for appeal and stating what relief is requested. This appeal to the Commissioner must be submitted within fifteen (15) calendar days after receipt of the final decision.

The Commissioner may elect to consider the appeal or appoint an administrative hearing officer to hear the appeal and make appropriate recommendations. Absent extraordinary circumstances, no new or additional evidence will be acceptable for purposes of this appeal. The Commissioner shall issue a decision within fifteen (15) business days following the receipt of the written appeal. The decision of the Commissioner shall be final

Student Code of Conduct

Okefenokee Technical College provides opportunities for intellectual, emotional, social, and physical growth. Technical college students assume an obligation to act in a manner compatible with the fulfillment of its mission. The technical college community recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, Okefenokee Technical College establishes this Student Code of Conduct.

Article I: Definitions

- 1) The term "Technical College System of Georgia" is synonymous with the term "Department of Technical and Adult Education."
- 2) The term Technical College means any college within the Technical College System of Georgia.
- 3) The term "Student" includes all persons taking courses at the Technical College, both full-time and part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the Technical College are considered "students."
- 4) The term "Faculty Member" means any person hired by the Technical College to conduct teaching service, or research activities.
- 5) The term "Technical College Official" includes any person employed by the Technical College, performing assigned administrative responsibilities.
- 6) The term "Member of the Technical College Community" includes any person who is a student, faculty member, Technical College official or any other person employed by the Technical College.
- 7) The term "Technical College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the Technical College (including adjacent streets and sidewalks).
- 8) The term "Student Organization" means any number of persons who have complied with the formal requirements for Technical College recognition.
- 9) The term "Judicial Body" means any person or persons authorized by the President of a Technical College to determine whether a student has violated the Student Code or other regulations and to recommend imposition of sanctions.

- 10) The term "Judicial Advisor" means a Technical College Official authorized on a case-by-case basis by the President to impose sanctions upon students found to have violated the Student Code. The President may authorize a Judicial Advisor to serve simultaneously as a Judicial Advisor and the sole member or one of the members of a Judicial Body. Nothing shall prevent the President from authorizing the same Judicial Advisor to impose sanctions in all cases. Unless otherwise noted, the "Judicial Advisor" of the Technical College is the Student Disciplinary Officer.
- 11) The term "Appellate Board" means any person or persons designated by the President to consider an appeal from a Judicial Body's determination that a student has violated the Student Code, other regulations, or from the sanctions imposed by the Judicial Advisor. The President may serve as the Appellate Board.
- 12) The term "shall" is used in the imperative sense.
- 13) The term "may" is used in the permissive sense.
- 14) The term "policy" is defined as the written regulations of the Technical College as found in, but not limited to, the Student Code of Conduct, Students Handbook(s), Residence Hall Handbook(s), Technical College Catalog(s), the Technical College Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.
- 15) The term "System" means the Technical College System of Georgia.
- 16) The term "business days" means, for disciplinary purposes, weekdays that the college administrative offices are open.
- 17) The term "Continuing Relationship" means any person who has been enrolled as a student and may enroll in the future as a student at the Technical College.
- 18) The term "Academic Misconduct" means any incident involving as any act which improperly affects the evaluation of a student's academic performance or achievement (i.e. cheating, plagiarism, etc).
- 19) The term "Student Disciplinary Officer" refers to the person designated by the President to administer this procedure.

Article II: Judicial Authority

- 1) The Judicial Advisor shall determine the composition of judicial bodies and appellate boards and, subject to Article IV, 1, B, shall determine which judicial body, Judicial Advisor and Appellate Board shall be authorized to hear each case.
- 2) The Judicial Advisor shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings that are not inconsistent with provisions of the Student Code.
- 3) Decisions made by a judicial body and/or Judicial Advisor shall be final, pending the normal appeal process.
- 4) A judicial body may be designated as arbiter of disputes within the student community in cases that do not involve a violation of the Student Code. All parties must agree to arbitration, and to be bound by the decision with no right of appeal.

Article III: Proscribed Conduct

Jurisdiction of the technical college

Generally, technical college jurisdiction and discipline shall be limited to conduct which occurs on technical college premises, off-campus classes, clinical sites, activities or functions sponsored by the technical college, or which adversely affects the technical college community and/or the pursuit of its objectives.

Conduct Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

- 1) Acts of dishonesty, including but not limited to the following:
- 2) Cheating, plagiarism, or other forms of academic dishonesty.
- 3) Furnishing false information to any technical college official, faculty member or office.
- 4) Forgery, alteration, or misuse of any technical college document, record, or instrument of identification.
- 5) Tampering with the election of any technical college recognized student organization.
- 6) Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other technical college activities, including its public-service functions on or off campus, or other authorized non-technical college activities, when the act occurs on technical college premises.
- 7) Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct that threatens or endangers the health or safety of any person.
- 8) Attempted or actual theft of and/or damage to property of the technical college or property of a member of the technical college community or other personal or public property.
- 9) Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
- 10) Failure to comply with directions of technical college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- 11) Unauthorized possession, duplication or use of keys to any technical college premises or unauthorized entry to or use of technical college premises.
- 12) Violation of published department or technical college policies, rules or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program.
- 13) Violation of federal, state or local law on technical college premises or at technical college sponsored or supervised activities.
- 14) Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
- 15) Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and technical college regulations, or public intoxication.
- 16) Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on technical college premises.
- 17) Participation in a campus demonstration that disrupts the normal operations of the technical college and infringes on the rights of other members of the technical college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
- 18) Obstruction of the free flow of pedestrian or vehicular traffic on technical college premises or at technical college sponsored or supervised functions.
- 19) Conduct that is unbecoming to a student, including but not limited to, conduct that is disorderly, lewd, or indecent; a breach of peace; or aiding, abetting, or procuring another person to breach the peace on technical college premises or at other locations where classes, activities, or functions sponsored or participated by the technical college may be held.
- 20) Theft or other abuse of computer time, including but not limited to:
 - Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - Unauthorized transfer of a file.
 - Unauthorized use of another individual's identification and password.
 - Use of computing facilities to interfere with the work of another student, faculty member or technical college Official.
 - Use of computing facilities to send obscene or abusive messages.
 - Use of computing facilities to interfere with normal operation of the technical college computing system.
 - Violation of the department's Acceptable Computer and Internet Use policy.

- 21) Abuse of the Judicial System, including but not limited to:
- Failure to obey the summons of a judicial body or technical college official.
 - Falsification, distortion, or misrepresentation of information before a judicial body.
 - Disruption or interference with the orderly conduct of a judicial proceeding.
 - Initialing a judicial proceeding knowingly without cause.
 - Attempting to discourage an individual's proper participation in, or use of, the judicial system.
 - Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
 - Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
 - Failure to comply with the sanction(s) imposed under the Student Code.
 - Influencing or attempting to influence another person to commit an abuse of the judicial system.
- 22) Use of tobacco products on-campus except in marked designated smoking areas.
- 23) Failure to dress appropriately at all times. Dress requirements vary in classrooms, laboratory, and shop areas. Students enrolled in internships and clinical courses are required to dress appropriately according to the requirements of the work for which they are being trained.
- Students shall not dress, groom, wear, or use emblems, insignias, badges, or other symbols or lewd or vulgar words where the effect thereof is offensive to a reasonable person or otherwise causes disruption or interference with the orderly operations of the college. The supervising administrator shall determine if the particular mode of dress results in disruptions or interference.
 - All clothing will be suitable for specific laboratory or industrial activities of the student's chosen occupation. Students should select clothing for school wear that does not create a safety hazard in meeting their performance requirements of their lab, shop or class.
 - Students will be required to conform to employer dress codes as may be required in cooperative or internship work sites. Students must conform to any uniform requirements as recommended by the individual program advisory committee and instructor. Instructors will be responsible for informing students of any special uniform requirements. Allied Health students should refer to their program handbook for specific uniform requirements.
 - Students shall at all times observe rules governing body cleanliness and not wear short or tight shorts, swimsuits, tank tops, halter tops, backless blouses, gym shorts, bare midriffs, or have bare feet.
 - Hats and other head coverings, other than religious head covering, will not be worn inside classroom areas. Religious head covering is permitted when it does not interfere with the function or purpose or required occupational headgear.
 - Visible piercing of the face (i.e. nose, eyebrows, lips) will not be allowed.
 - Violations of the dress code will be handled as a Work Ethics problem. Students will be sent home to change into appropriate attire. Continuous violations will be disciplined by the instructor. Grievances will be addressed using the grievance procedure for students.

Article IV: Judicial Policies

Filing a Complaint

1. Any member of the Technical College Community may file a complaint with the Student Disciplinary Officer against any student for a violation of the Student Code of Conduct. The individual(s) initiating the action must complete a Student Code of Conduct Complaint Form, and forward it directly to the Student Disciplinary Officer or his/her designee.
2. Academic Misconduct may be handled using this procedure or a separate Academic Misconduct Procedure at the discretion of the President.

3. Investigation and Decision

- a. Within five business days after the complaint is filed, the Student Disciplinary Officer or his/her designee shall complete a preliminary investigation of the incident, and schedule a meeting with the student against whom the complaint was filed in order to discuss the incident and the charges. In the event that additional time is necessary, the student will be notified. After discussing the complaint with the student, the Student Disciplinary Officer or his/her designee shall determine whether the student is guilty of the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct. If the student fails to appear at the meeting, he or she will be considered guilty and the appropriate actions will be taken.
- b. In the event that a complaint alleges violations of the Student Code of Conduct by more than one student, each student's disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.
- c. If the Student Disciplinary Officer or his/her designee determines that the student is guilty of a violation of the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described below. If the Student Disciplinary Officer or his/her designee determines that the alleged conduct did not occur, or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

Disciplinary Sanctions

1. After a determination that a student has violated the Student Code of conduct, the Student Disciplinary Officer or his/her designee may impose one or more of the following sanctions:
 - a. **Restitution** - A student who has committed an offense against property may be required to reimburse the Technical College or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.
 - b. **Reprimand** - A written reprimand may be given any student. Such a reprimand does not restrict the student in any way, but it signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the Technical College community, and that any further violation may result in more serious sanctions.
 - d. **Restriction** - A restriction upon a student's privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent the Technical College in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.
 - e. **Disciplinary Probation** - Continued enrollment of a student on probation may be conditioned upon adherence to specified terms. Any student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to be in violation of these terms while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.
 - f. **Failing or lowered grade** - In cases of academic misconduct, the Student Disciplinary Officer or his/her designee will make a recommendation to the Vice President for Academic Affairs or his/her designee who may authorize the instructor to award a failing or lowered grade in the course, a loss of credit on the assignment or examination, and may impose other additional sanctions including suspension or dismissal from the Technical College. Reference policy V.H. Academic standards, evaluations and appeals

- g. **Disciplinary Suspension** - If a student is suspended, he/she is separated from the Technical College for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.
 - h. **Disciplinary Expulsion** -Removal and exclusion from the Technical College, Technical College controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by the Student Disciplinary Officer or his/her designee. Students who have been dismissed from the Technical College for any reason may apply in writing for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, students will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Student Disciplinary Officer or his/her designee.
 - i. **Interim Disciplinary Suspension** - As a general rule, the status of a student accused of violations of the Student Code of Conduct should not be altered until a final determination is made regarding the charges against him/her. However, interim suspension may be imposed upon a finding by the Student Disciplinary Officer or his/her designee that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and well-being of the accused student or any other member of the Technical College community or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other Technical College-related activities.
2. **Violation of Federal, State, or Local Law**
- a. If a student is convicted or pleads Nolo Contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the Technical College's vital interests and stated mission and purpose.
 - b. Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.
 - c. When a student is charged by federal, state, or local authorities with a violation of law, the Technical College will not request or agree to special consideration for that individual because of his/her status as a student. The Technical College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
3. **Conditions of Disciplinary Suspension and Expulsion**
- a. A student who has been suspended or expelled from the Technical College shall be denied all privileges afforded a student and shall be required to vacate Technical College premises at a time determined by the Student Disciplinary Officer or his/her designee.
 - b. In addition, after vacating the Technical College Premises, a suspended or expelled student may not enter upon the Technical College premises at any time, for any purpose, in the absence of written permission from the Student Disciplinary Officer or his/her designee. A suspended or expelled student must contact the Student Disciplinary Officer or his/her designee for permission to enter the Technical College premises for a limited, specified purpose.

- c. If the student seeks to submit a signed Disciplinary Sanction Appeal Form, the Student Disciplinary Officer or his/her designee must accept the Form by mail or fax if he/she refuses the student's request to enter the Technical College premises for that specified purpose.
- d. A scheduled appeal hearing before the Judicial Body shall be understood as expressed permission from the Student Disciplinary Officer or his/her designee for a student to enter the Technical College premises for the duration of that hearing.

C. Mediation

- 1. At the discretion of the President the college may adopt a mediation procedure to be utilized prior to the Appeals set forth herein.

D. Appeals Procedure

- 1. A student who wishes to appeal a disciplinary decision by the Student Disciplinary Officer or his/her designee must file a written notice of appeal through the President's Office for review by the Judicial Body within five business days of notification of the decision.
- 2. The student will then have the right to appear in a hearing before a Judicial Body assigned by the President or his/her designee within 10 business days to present evidence and/or testimony. The student has the right to be assisted by any advisor he/she chooses, at his/her own expense. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Judicial Body. The Committee will consist of two faculty members, one staff member and two students. There shall be a single verbatim record, such as a tape recording, of all hearings before the Judicial Body. The record shall be the property of the Technical College. The Chairperson of the Judicial Body shall notify the President and the Student Disciplinary Officer in writing of the Judicial Body's decision. The Technical College President or his/her designee will notify the student in writing of the Committee's decision and the opportunity to appeal directly to the President.
- 3. In the event that the student chooses to contest the decision of the Student Judicial Committee, he/she has the right to appeal the decision to the President of the College within five business days of notification of the Committee's decision. The appeal to the President shall be in writing. The President shall only consider evidence currently in the record, new facts not brought up in earlier stages of the appeal shall not be considered. The President shall deliver his/her decision to the student within 10 business days. The decision of the President shall be final and binding.

D. Document Retention

The Student Disciplinary Officer or his/her designee shall retain a copy of all documents concerning complaints, investigations, administrative actions, and communications in relation to any incident that resulted in a disciplinary investigation of any kind against a student. The Student Disciplinary Officer or his/her designee will also retain records of any disciplinary appeals filed by the affected student, as well as the resulting record of appeal and decision submitted by the Student Judicial Committee. A record of the final decision must also be retained, in the event that the decision is appealed to the President. All records specified in this section shall be retained for a period of five years.

Workplace Violence

The Technical College System of Georgia and Okefenokee Technical College are committed to providing all employees, students, volunteers, visitors, vendors, and contractors a safe and secure workplace and/or academic setting free of intimidating, threatening, or violent behavior. To this end, it is the policy of the System that any violent act or threatening or disruptive behavior, language, or communication in any form (including telephone, facsimile, electronic mail or written communication) shall not be tolerated.

No employee, student, volunteer, visitor, vendor, or contractor shall engage in prohibited behavior or conduct against another individual at Okefenokee Technical College (including a satellite campus/location) or at any sanctioned off-site function.

A student, volunteer, visitor, vendor, or contractor who believes that he/she has been subject to workplace violence should report the matter immediately to an OTC administrator via an electronic version of the Workplace Violence Incident Reporting Form located at www.okefenokeetech.edu.

Any employee who violates the provisions of this policy shall be subject to disciplinary action up to and including dismissal from employment. Any Okefenokee Technical College student who engages in prohibited behavior shall be subject to disciplinary action up to and including expulsion consistent with the provisions/guidelines of Okefenokee Technical College's Student Code of Conduct. Any visitor or volunteer who engages in prohibited behavior shall be subject to exclusion from all System or technical college worksites. Any vendor or contractor who engages in prohibited behavior shall be subject to exclusion from all System or technical college worksites and the termination of his/her business relationship.

Examples of prohibited behavior include, but are not limited to:

- Physically menacing/threatening behavior or gestures which convey a threat;
- Unlawful harassment, including ethnic, racial, or sexual epithets;
- Physical attack/assault with or without a weapon;
- Stalking;
- Direct or implied verbal threats or abusive, intimidating, or obscene language;
- Intentional damage to personal or System or technical college property;
- Intentional damage to the personal property of an employee, student, volunteer, visitor, vendor, or contractor; or,
- Possession of a weapon on technical college property or at any sanctioned event when such possession is contrary to the provisions of O.C.G.A. 16-11-127.1 and State Board Policy II. C. 10.
- Fighting and/or physical altercations among employees or students is strictly prohibited. Included is any "fighting" that may be characterized as "horseplay".

Students should remain alert to and be familiar with their surroundings to better recognize potentially serious situations. Many acts of targeted workplace violence are preceded by direct or indirect threats; therefore, all threats must be taken seriously and should be reported as soon as possible.

All technical college employees and students are to be advised of the First Response Plan and notified of the procedures to be followed should violent incident(s) or other emergencies occur in the workplace.

Any complaint registered against an Okefenokee Technical College student regarding a potential violation of this policy will be investigated consistent with the provisions of Okefenokee Technical College's Student Disciplinary Procedure. (*Summary of III.X.Procedure: Workplace Violence. Complete Procedure may be accessed at <http://www.dtae.org.dtaepolicy.menu.html>.)*

Assurances

Title IX Compliance

Okefenokee Technical College complies with the rules and regulations concerning sex discrimination in education as set forth by the federal government under Title IX.

The Vice President for Student Affairs is designated to coordinate Title IX activities. Any questions concerning Title IX should be directed to Vice President for Student Affairs, Okefenokee Technical College, 1701 Carswell Avenue, Waycross, Georgia, 31503, (912) 287-5806.

Title IX Grievance Procedure

Pursuant to meeting the regulations for the establishment of a grievance procedure as set forth in Section 86.8(b) of the rules and regulations of Title IX, "Prohibiting Sex Discrimination," the following procedure is to be used by students, parents of students, or employees in the resolution of grievances. The President shall ensure that no student or employee will be subject to any form of retaliation or discipline as a result of submitting a Title IX complaint.

Step 1: Any grievance concerning possible sex discrimination should be presented to the college Title IX coordinator in writing. An answer, in writing, will be presented to the aggrieved party within thirty (30) working days.

Step 2: If satisfaction is not received by the aggrieved party, he/she may, within fifteen (15) working or school days, appeal in writing to the college President. The President will answer the appeal in writing within thirty (30) working or school days.

Step 3: If satisfaction is still not received by the aggrieved party, the next step in the process is through written appeal, within a fifteen (15) day period, to the Board of Directors. Written reply will then be forthcoming from the Board within thirty (30) days following the regularly scheduled meeting at which the grievance is heard.

Step 4: The last of the procedure would be written appeal to the State Board of the Technical College System of Georgia requesting a hearing or review.

Section 504 Compliance and ADA Compliance

Okefenokee Technical College has adopted internal grievance procedures providing for the prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act (ADA) of 1990. Title II states, in part, "No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the service, programs, or activities of a public entity, or be subjected to discrimination by any public entity."

Any questions concerning Section 504 or ADA compliance should be directed to the Retention/Special Populations Coordinator, Okefenokee Technical College, 1701 Carswell Avenue, Waycross, Georgia, 31503, (912) 285-6119.

Individuals with a disability who wish to acquire a publication (document, brochure, etc.) in an alternative format should contact the Retention/Special Populations Coordinator, Okefenokee Technical College, 1701 Carswell Avenue, Waycross, Georgia, 31503, (912) 285-6119 or TDD # 1-800-255-0056.

Section 504 and ADA Grievance Procedure

Pursuant to meeting the regulations for the establishment of a grievance procedure as set forth in Section 84.7 (b) of the rules and regulations of Section 504, "Non Discrimination on Basis of Handicap," and Title II of the Americans with Disabilities Act, P.L. 101-336 which prohibits discrimination on the basis of disability in services, programs, or activities, the following procedure is to be used by students, parents of students, or employees in the resolution of grievances. The President shall ensure that no student or employee will be subject to any form of retaliation or discipline as a result of submitting a Section 504 or ADA complaint.

Step 1: Any grievance concerning possible handicap or disability discrimination should be presented to the college's 504 or ADA coordinator in writing. An answer, in writing, will be presented to the aggrieved party within thirty (30) working or school days.

Step 2: If satisfaction is not received by the aggrieved party, he/she may, within fifteen (15) working or school days, appeal in writing to the college President. The President will answer the appeal in writing within thirty (30) working or school days.

Step 3: If satisfaction is then not received by the aggrieved party, the next step in the process is through written appeal, within fifteen (15) day period, to the Board of Directors. Written reply will then be forthcoming from the Board within thirty (30) days following the regularly scheduled board meeting at which the grievance is heard.

Step 4: The last of the procedure would be written appeal to the State Board of Technical and Adult Education requesting a hearing or review.

