



A unit of the Technical College System of Georgia

STUDENT HANDBOOK 2011-2012

Dear Student,

Welcome to West Georgia Technical College – a place dedicated to helping you achieve the highest level of educational excellence. Our 2011-2012 Student Handbook gives you the latest information about college services and policies. West Georgia Tech offers more than 100 certificate, diploma and associate degree programs that can give you the skills you need to enhance your current career or jumpstart you on a new, exciting career path. We want to enable you to achieve your dreams of a better quality of life for you and your family. We offer flexible hours, off-campus sites, online studies, and the latest in technology for improved training.

As a college, we have identified four core values that we strive to embody everyday: Integrity, Professionalism, Excellence, and Student- Centeredness. At West Georgia the focus is on your success in today's ever-changing, global economy. Our faculty and staff believe in providing the highest quality services and instruction to ensure an exciting learning experience. Our instructors are qualified and dedicated to the responsive changes needed by business and industry, students, and the community. Being student -centered means that we do whatever we can to provide you with the best educational experience possible.

We are proud to educate and train citizens for the skilled careers of today's workforce. Thank you for choosing West Georgia Technical College for your education. Please visit any of our five locations, or visit us on the web at www.westgatech.edu and get to know us better.

Sincerely,

A handwritten signature in black ink that reads "Skip Sullivan" followed by a long horizontal line extending to the right.

Dr. Skip Sullivan, President

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I. DISCLAIMER

The statements set forth in this handbook are for informational purposes only and should not be construed as the basis of a contract between students and this institution. While the provisions of this handbook will ordinarily be applied as stated, West Georgia Technical College reserves the right to change any provision listed in this handbook without actual notice to individual students. Every effort will be made to keep students advised of any such changes. It is especially important that students know that it is their responsibility to remain informed of all changes. Updates will periodically be made to an online version of this student handbook and can be accessed at www.westgatech.edu.

West Georgia Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lake, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of West Georgia Technical College.

Programs accredited by individual associations include Dental Hygiene, by the American Dental Association; Radiologic Technology, by the American Registry of Radiologic Technologists; Licensed Practical Nursing, by the Georgia Board of Licensed Practical Nurses; Medical Assisting, by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRM-AAMAE); Clinical Laboratory Technology by the National Accrediting Agency for Clinical Laboratory Sciences; Surgical Technology by the Commission on Accreditation of Allied Health Programs (CAAHEP); Associate Degree Nursing by the Georgia Board of Nursing; Cosmetology, by the Georgia Board of Cosmetology; and Automotive, by Automotive Service Excellence (ASE).

West Georgia Technical College is a publicly supported institution operated under the guidance of the Technical College System of Georgia.

Civil Rights Compliance

West Georgia Technical College is in compliance with the rules and regulations for the administration of Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Public Law 83-318, as amended by Section 3 of Public Law 93-568; Title VI, Section 504 of the Rehabilitation Act of 1973; and Public Law 101-336, The Americans with Disabilities Act of 1990. The Technical College System of Georgia and West Georgia Technical College does 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 West Georgia Technical College administered programs. It also encompasses the employment of personnel and contracting for goods and services. The Technical College System of Georgia and West Georgia Technical College shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

Equity (Title IX) Coordinator is V.P. for Student Affairs; Section 504/ADA Specialist is V.P. of Administrative Services.

II. STUDENT AFFAIRS

A. Student Affairs - Personnel from Student Affairs help to provide a successful learning environment for students at West Georgia Technical College. They support the total educational effort through services that include testing, admissions, financial aid, student follow-up, career services and student records.

B. Admissions and Career Planning - Admissions and career planning services are available to all students through Student Affairs. The basic goal of the admissions counselor is to serve the student's needs before, during, and after enrollment in order to provide each student with the best possible opportunity to obtain high quality training for future employment. Admissions Counselors provide career information, program information, and placement exams. Placement tests aid the school in identifying a student's current level of functioning in reading, English, and math.

C. Student Records - Procedures relating to the establishment of student records are in accordance with the provision of the Family Educational Rights and Privacy Act (FERPA) of 1974 (Buckley Amendment), as amended, with the policies of West Georgia Technical College, and with the regulations of the Department of Health, Education, and Welfare. Each student at West Georgia Technical College has the right and may request to inspect his or her general education records within 45 days of the day the college receives a request for access. This right of inspection includes academic records maintained by Student Affairs. All college records are confidential and are not available without the student's written consent. Directory information (name, address, telephone, number, date and place of birth, major field of study, participation in student activities and organizations, athletics, degrees and awards received) will normally be released without student notification or consent unless a student has requested that such information not be released. Students desiring access to their records should contact the Registrar's Office. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. The student has the right to request the amendment of the student's education records that the student believes in inaccurate or misleading. The student should write the Registrar, clearly identify the records they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend a record as requested by the student, the school will notify the student of his or her right to a hearing regarding the request for an amendment. A student has the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, and academic or research, or support staff position (including law enforcement personnel and health staff) a person or company with whom the school has contracted; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records to officials of another school in which a student seeks or intends to enroll.

The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by West Georgia Technical College to comply with requirements of FERPA. The name and address of the office that administers FERPA is:

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

D. Change of Major - Students who wish to change their major should contact Student Affairs. A processing fee of \$10 is required to request a change of major. The following steps describe the process:

1. A Student Update Form must be submitted to Student Affairs at least one week prior to scheduled registration to request a change of major. A request to change a major submitted after registration for any given term will go into effect the following term.
2. The student's request will be reviewed by an Admissions Counselor and the student's file will be evaluated to determine the student's need for placement testing and/or the admission status for the new program.
3. Students receiving financial aid should speak with an Admissions Counselor for information about how the change of major may affect the student's financial aid eligibility.
4. Student will be informed by mail of admission status for the new program and will be advised of any program admission requirements not met.

E. Special Populations Services/Disabilities Services - Special Needs Services offered to the student with a disability or students who exhibit academic disadvantages include, but are not limited to:

1. providing classroom accommodations based on documentation.
2. assisting students academically and professionally.
3. providing referrals to appropriate offices or agencies for assistance.

Students may contact Student Affairs at 770.824.5241 for assistance seeking possible accommodations for a disability.

F. Voter Registration - West Georgia encourages all students to become registered voters. The State of Georgia applications for voter registration are available in Student Affairs offices. To register to vote you must:

1. be a citizen of the United States
2. be a legal resident of Georgia
3. be at least 17 years of age (must be 18 years of age to vote)
4. not be serving a sentence for a conviction of felony involving moral turpitude
5. have not been found mentally incompetent by a judge

G. Student Activities - “Cultivating the development of the total student through enriching social, cultural, intellectual, and community centered activities.”

The Office of Student Activities works directly with the Student Government Association, several student organizations, and other members of the college and community to develop and implement social, educational, and community-oriented programs for West Georgia Technical College students, faculty, staff, alumni, and community members.

The Office of Student Activities is committed to character and social development of our students. The office strives to provide leadership opportunities for students that enrich their experiences here at West Georgia Technical College.

Joining one of the following organizations can enrich a student’s academic experience and facilitate meeting other students. Students can access information at www.westgatech.edu/sa/index.htm including but not limited to: Registered Student Organization (RSO) Handbook, RSO Re-Certification Packet, RSO Charter Packet, Event Planning Guides, Calendar of Events, and much more. For more information, students may contact the Student Activities Coordinator at activities@westgatech.edu or 770.537.5722.

1. Registered Student Organizations (RSOs)

Student Government Association (SGA): The Student Government Association is an elected body of students. SGA participates in fund delegation and discussing important issues on campus. SGA also sponsors and volunteers for charity events on and off campus, lectures and other educational opportunities on campus, small social gatherings for students to get to know one another, and large college-wide events that are both fun and educational.

Student Activities Board (SAB): The Student Activities Board serves as the student event planning committee for West Georgia Technical College. The students involved work hand-in-hand with the Student Activities Coordinator to plan fun and educational events over the various campuses and sites. SAB is open to any student in good standing with the College.

Collegiate DECA: Collegiate DECA is the postsecondary division of DECA, the Distributive Education Clubs of America. Collegiate DECA is a student-centered organization whose program of leadership and personal development is designed specifically for students enrolled in the Marketing Management or Culinary programs.

National Technical Honor Society (NTHS): The National Technical Honor Society is an honor society for students enrolled in technical programs. The purpose of NTHS is to promote services, leadership, honesty, career development and skilled workmanship; to reward student achievement; to encourage and assist student education and career goal setting; to promote a stronger linkage between local and vocational-technical institutions, business and industry; and to promote the image of technical education in America.

Phi Beta Lambda (PBL): Business Administrative Technology, Accounting, Business Management and Computer Information Systems students are invited to

join Phi Beta Lambda, a non-profit educational association that provides preparation for careers in business. The mission of Phi Beta Lambda is to bring business and education together in a positive working relationship through innovative programs.

Phi Theta Kappa (PTK): Phi Theta Kappa is a highly recognized international honor society for students who achieve superior academic success at a two-year college or institution. Chapter members serve as leaders for other students and for people in the community. Membership into the Beta Theta Phi Chapter offers intellectual enrichment and personal development as well as academic scholarships.

SkillsUSA: The SkillsUSA is the national organization for students enrolled in classes with vocational trade, industrial, technology and health occupational objectives. West Georgia Technical College's SkillsUSA operates under a charter granted by the Georgia Association of the Vocational Industrial Clubs of America. SkillsUSA provides student with opportunities to learn and practice leadership and employability skills. They also learn to manage their time, communicate effectively and work as part of a team. Through SkillsUSA students can prepare themselves for future education or a full-time work experience. One of the benefits of being a SkillsUSA member is the opportunity to compete for scholarships and awards that are offered by our industry partners for achievement. Members conduct business using the democratic process. Regular club meetings are scheduled each month. Membership must be established prior to February in order to compete in the annual Local, State and National Skills Olympics.

Radiological Association for the Development of Students (RADS): The Radiological Association for the Development of Students is an organization for students in the Radiologic Technology program at West Georgia Technical College. This organization provides an opportunity for members to improve their leadership skills, attend educational seminars, and explore the many career opportunities available in the radiology field.

Student Nursing Association: The Student Nursing Association at West Georgia Technical Colleges is part of the Georgia Student Association of Nurses. This program is for students majoring in Registered Nursing and is the way to maximize a student's experience in the nursing program. This program provides networking opportunities, NCLEX review courses, aid with books, discounts, and educational conferences in- and out-of-state.

Student Members of the American Dental Hygienists' Association: Membership in this student organization is available for students enrolled in the Dental Hygiene program at West Georgia Technical College. Much like the Student Nursing Association, this program aids students in attending annual conferences for the Dental Hygienists Association, discounts, books, and recreational activities.

2. New Organizations

Don't see anything that interests you? Want to form your own organization? Here's how!

Applications for new student organizations are accepted every year in the spring term. Minimum requirements to form a new organization include at least 10 interested members, a faculty/staff advisor, and a constitution. For more information and to receive an application, please contact the Student Activities Coordinator, activities@westgatech.edu.

3. Flyer Posting Guidelines

a) *GENERAL PROVISIONS*

1. Departments and officially registered campus organizations may post notices, handbills, non-commercial advertisements and posters on the bulletin boards located in the buildings and snack room bulletin boards.
2. All postings with the College name and/or logo require prior approval by the VP of Institutional Advancement.
3. Those desiring to place notices on bulletin boards must have them approved by the Office of Student Activities or Campus Associate Provost; also those who wish to post a banner on campus must get approval from the Campus Associate Provost.
4. Do NOT post flyers on top of official WGTC advertisements.
5. Notices, handbills, and posters are to be placed only on bulletin boards. They may not be taped to doors, windows, light posts, or walls (interior or exterior of buildings), or stapled to trees or placed on cars.
6. All materials must have the name of the sponsoring department/student organization and the date of the event along with contact information printed on all materials. All materials advertising social events must have beginning and ending times listed.
7. Material should not contain any alcoholic words/pictures or any material that could be viewed as offensive. The Office of Student Activities will have final authority regarding questionable flyers (i.e. parties, & untraditional events, etc.).
8. There is a TWO week maximum posting time unless approval is given for an extension by the Office of Student Activities.
9. Boards will be checked weekly for compliance.

b) *POSTERS*

1. Posters are defined as standard poster boards not to exceed 14x24.
2. Placement of posters is restricted to bulletin boards and must be fastened with tape or tacks.

c) *HANDBILLS*

1. Handbills are any printed material smaller than 14 x 24.
2. Handbills may not be distributed on campus; they must be posted on bulletin boards.
3. Handbills may not be placed on cars.

d) *ADVERTISING*

1. Any index sized (3 x 5) sheet may be used for personal advertising, including book sales.
2. Commercial advertising is not permitted.

e) POSTING BY OFF-CAMPUS GROUPS

1. All off-campus organizations must check with the Office of Student Activities or Campus Associate Provost before posting any material on campus.
2. Off-campus organizations must comply with the same guidelines set for campus organizations.

f) POSTING BY INDIVIDUALS

1. The privilege to post is extended to officially recognized campus organizations and departments only. Students are allowed to post book sales on index card sized sheets.
2. All other individual posting is not allowed, unless specifically approved by the Office of Student Activities.

NOTE: Some bulletin boards have been designated for use by certain organizations/departments. No other organization or individuals will be allowed to use these bulletin boards.

H. Athletics and Recreation

1. Golden Knights Athletics - West Georgia Technical College welcomed the addition of intercollegiate sports in the winter quarter of 2008. Competitive sports include Golden Knights Men's and Women's Basketball spanning fall and spring terms and Lady Knights Women's Volleyball in fall term. Knights Cheerleading spans the fall and spring terms. Men's Baseball and Women's Fast Pitch Softball are also included in competitive sports. Practice times for all sports are established after rosters are filled and student schedules may be analyzed. If interested, please contact the Athletics and Recreation, Walter Dunson at walter.dunson@westgatech.edu or 770.537.6049.

Individuals wishing to play college sports at WGTC must:

- be a student in good standing; enrolled in a credit program seeking a TCC, Diploma, or Degree, and be admitted regular or provisional status;
- NOT be a dual-enrolled high school student or GED student;
- be enrolled as a full-time student, having 12 or more credit hours in each term in which play takes place;
 - basketball - fall & spring
 - volleyball - fall
 - cheerleading – fall & spring (no credit hour minimum, but must be enrolled in a credit seeking program)
 - baseball - fall & spring
 - fast pitch softball - fall
- maintain a minimum 2.0 GPA both cumulative and for each enrolled term;
- complete college league forms including:
 - Release Waiver of Liability
 - Student Athlete Code of Conduct
 - Notification of Random Drug Testing
 - Grade Release Form (to coaches and league commissioner)
- complete a physical exam prior to practice

2. Intramural Sports - WGTC intramurals is structured to provide students, faculty and staff the opportunity to participate in a variety of competitive and recreational sports activities. Intramural offerings include traditional team sports such as basketball, softball, volleyball, and flag football, along with a few non-traditional activities like dodge ball and kickball. WGTC Athletics and Recreation department will also offer tournament play in golf and tennis in the future.

WGTC Intramurals Eligibility: Currently enrolled students, faculty, and staff with WGTC I.D. are eligible to participate. Adult education students are not eligible to participate. If interested, please contact the Athletics and Recreation Coordinator, Walter Dunson at walter.dunson@westgatech.edu or 770.537.6049.

I. BANNER Web System - Banner Web is the online tool that allows students to manage their personal and academic information at West Georgia Technical College. All students can access BANNER Web from the West Georgia Technical College home page at www.westgatech.edu or from www.westgatech.edu/banner.

From BANNER Web you can:

- View class schedules Register online
- Pay for classes online
- Add or drop a class
- Check fees for classes
- View and update personal information: email address, emergency contacts, address and phone numbers
- Check your grades
- Request transcripts
- View holds
- Look up your financial aid eligibility
- Check your financial aid award information

Logon Instructions

- Go to www.westgatech.edu/banner
- First time users review the “First Time User Steps” on Banner Web Homepage
- Select Banner Self-Service Login
- Enter your Banner Web User ID (your student ID number)
- Enter your Banner Web PIN number. Your PIN number is your 6 digit birth date (mmddyy), if you have not changed it
- Select Login

If you are unable to access your Banner Web account please contact one of the following:

Carroll Campus	Student Affairs	770-869-6800
Coweta Campus	Student Affairs	678-423-2000 ext. 206
Douglas Campus	Student Affairs	770-947-7200
LaGrange Campus	Student Affairs	706-845-4323
Murphy Campus	Student Affairs	770-537-5740

J. Student Email – WGTC provides each credit student with a free email account, usually activated within 72 hours of registration. Refer to the webpage for full instructions regarding your student email account at www.westgatech.edu/learntousemail.htm

Learn to Use Your Student Email

START HERE - Student Email Video Tutorial

Login in to Your Student Email

Printable Student Email Instructions (PDF)

Helpful Links for using Google Apps - Student Email and More

Logon Instructions - Student Email Start Here –

Obtain Username from BANNER Web

- Go to www.westgatech.edu/banner
- First time users review the “First Time User Steps” on the Banner Web homepage.
- Select Banner Self-Service Login
- Enter your Banner Web User ID (your student ID number)
- Enter your Banner Web PIN number. Your PIN number is your 6 digit birth date (mmdyy), if you have not changed it
- Select Login
- Once logged in, go to Personal Information
- Select View Email Address
- Make a note of your student email address. Your email user name is the information prior to the “@” sign. Example: jdoe4@student.westgatech.edu. Your user name would be jdoe4
- Exit Banner Web to close your session

K. Graduation Information - Diplomas and/or degrees are awarded to those students meeting the requirements of the college. Commencement ceremonies will be held at the beginning of fall, spring and summer semesters for diploma and degree students.

- Graduation Fee: \$35 fee for certificate, diploma or degree application. If receiving multiple or embedded certificates, one fee will be charged.
- Each student must complete a graduation application. (one application form for each award requested). Graduation applications are available in the Registrar's office during business hours or on the web under “Registration Forms.”
- Although it is the student's responsibility to complete an application for graduation, the student's advisor must sign the application verifying the student is eligible to apply.
- Graduation application deadlines are March 1, July 1, and Oct 1. Please refer to the college catalog for further information. (Graduation fee payment must be noted on the application).

Upon receipt of the graduation application, transcripts will be evaluated to determine successful completion of program requirements, including proof of high school diploma or GED.

In order to be eligible for graduation:

- Each student must satisfactorily complete the program of study as outlined by each department and according to the standards established by the Technical College System of Georgia.
- All obligations to the college (fees, library books, etc.) must be cleared to qualify for graduation.
- All diploma/degree program students must achieve regular program admission status prior to applying for graduation.
- A cumulative grade point average of at least 2.0 is required for graduation. Any student who has completed all courses in a program with less than a 2.0 grade point average is not eligible to graduate with a diploma, but may choose to receive a transcript.
- Degree Students Only: All students applying to graduate with an associate degree must take the ACT Collegiate Assessment of Academic Proficiency (CAAP) exam prior to graduation.

- It is hoped that all students eligible for graduation, and those who have completed programs of study since the previous graduation, will participate in the graduation ceremony. ALL diplomas will be mailed after commencement exercises.

Graduation Application Procedures:

- Pick up an application for graduation from the Registrar's office, or any Student Affairs office
- Complete the application form, have advisor sign the form, and attach a copy of the student's program advisement sheet
- Take the graduation application to the Cashier and pay \$35 graduation fee
- Submit the completed application form to the Registrar. See deadlines under Graduation Information above
- Degree Students Only: Complete CAAP testing requirement

Students having questions about the graduation procedure should contact the Registrar for more information at (770) 537-5740 or registrar@westgatech.edu.

L. College Withdrawal - To withdrawal from one or more courses before or during the Drop/Add period will not incur tuition or fee penalties or appear on a student's academic record. Students who need to withdraw from one or more courses after the third day of the semester must do so either by accessing their Banner Web account to withdraw, or by emailing registrar@westgatech.edu. The course(s) will be included on the student's transcript.

1. Any student withdrawing from ALL classes for the academic semester must complete an Official Withdrawal Form in Student Affairs.
2. The date Student Affairs receives the student's Official Withdrawal Form will be used as the effective date of withdrawal.
3. A student who officially withdraws from course(s) by the 4th calendar day of the semester enrolled will receive a grade of "W". After the 4th calendar day of the semester and before the mid-point of the semester, a student will receive a grade of "W". After the midpoint of the semester, a student wishing to withdraw from course(s) will receive a grade of "WF". The grade of WP is only given to students with extenuating circumstances. This grade indicates that a student was passing when he or she officially withdrew after the midpoint of the semester.

Withdrawal during the first three days of the semester provides for the refund of 100 percent of applicable tuition and fees.

Instructor-Initiated Withdrawal

1. Any student whose name appears on the official class roll and does not attend the first week of the semester will be withdrawn.
2. A student may be dropped from a course in which the number of his/her absences exceeds 20% of the total number of course meetings in the semester (see specific guidelines below.) If there are extenuating circumstances, the teacher's discretion will be considered in the final decision for an exception. The grade of withdraw (W) or withdraw failing (WF) will be assigned as appropriate:

Number of class meetings per week:	May be dropped if absences exceed:
1	3
2	6
3	9
4	12

An official withdrawal form may be obtained from Student Affairs. Any student who withdraws from a

course(s) or from the College without submitting an official withdrawal form risks loss of future registration privileges. Students who officially withdraw from course(s) or the college may be entitled to a refund based on the refund policy as outlined in the Tuition and Fees section of the WGTC catalog.

M. Transcripts -

- Students may obtain an unofficial transcript of their records by completing a Request for Transcript form available in the Registrar's office or through BANNER WEB.
- Official transcripts are sealed in school envelopes with the school seal. Student copies are stamped "Unofficial Transcript."
- The school will not release copies of student transcripts without written permission from the student.
- Each student is entitled to one transcript free of charge. Additional copies will cost \$5 each.
- Though transcripts are normally issued promptly, requests should be made several days before the document is required.
- An "Express Transcript" may be requested in person at the Registrar's Office for quick processing of an official sealed transcript delivered to the student or for a transcript to be sent electronically to a receiver via electronic transfer. An Express Transcript requires payment of a \$10 processing fee.
- A transcript will not be issued if a hold has been placed on the student's record, financially, or otherwise by the college.

N. Financial Aid - The purpose of the Financial Aid department is to offer grants, scholarships, and employment to assist students with the cost of their education. All students are encouraged to apply for financial aid. The College has financial aid personnel located in Student Affairs areas of each campus. Students are encouraged to take advantage of WGTC's web page, which hosts a collection of information and forms pertinent to financial assistance.

WGTC School Code: **010487**

NOTE: All correspondence from the Student Financial Aid department will be sent to your West Georgia Tech student email account. If you currently do not have a student email account, correspondence will be via postal mail.

1. **Student Loan Information** - Current information regarding student loans may be found on the Financial Aid webpage at www.westgatech.edu/fa/index.htm.
2. **Scholarships** - WGTC offers a wide variety of scholarships and partners with several community organizations to provide financial assistance to students. For a full listing of available scholarships, please visit www.westgatech.edu/fa/scholarships
3. **Eligibility Requirements** for Financial Assistance - Anyone applying for financial assistance must meet the following general requirements:
 - a. A student must be enrolled at West Georgia Technical College in an eligible program of study seeking a certificate, diploma or degree.
 - b. A student must be a United States citizen or eligible non-citizen of the United States.
 - c. A student must be in compliance with Selective Service registration requirements. Students ages 18-25 who have not registered for the Selective Service may register online at www.sss.gov.

- d. A student must not be in default on a federal college loan or owe a repayment to any other college, state or federal program.
- e. A student must resolve any existing drug conviction issue. Incarcerated students are not eligible for Financial Aid.
- f. A student must maintain satisfactory academic progress towards the completion of his or her program of study.

A student who has earned a bachelor's or higher degree is ineligible for any Federal Grant (PELL, FWS and FSEOG) and the state's HOPE Scholarship or Grant.

4. **Application Process** - It is imperative the Admissions process is completed in a timely manner. A student must be accepted for Admissions before Financial Aid awards can be determined. The student's financial aid file must be complete prior to early registration in order to assure no delays in receiving financial assistance if eligibility can be established. WGTC Financial Aid priority deadlines are posted on the Financial Aid website.

Forms for financial aid are available in Student Affairs-Financial Aid Offices or on the web site at www.westgatech.edu under Financial Aid.

Applicants for financial assistance must complete and submit the following:

- A current application for admission to WGTC.
- High School, GED and all previous college transcripts.
- Apply on-line for the HOPE Application if you are a Georgia resident at www.GAcademy411.org

Or

- Apply for the Free Application for Student Financial Aid (FAFSA) for all students applying for federal aid (PELL, FSEOG, FWS, and Loans) and/or state aid (HOPE) at www.fafsa.ed.gov, which must be renewed yearly.

5. **Verification** - If a student is chosen for verification, he or she must satisfy all financial aid requirements before the financial aid file is considered complete.

A student's financial aid award package is determined annually and is based on the student's current estimated family contribution, cost of attendance, residency, and other financial aid eligibility requirements. Once a student's financial aid award package is complete, the student will be notified by mail or student email of his or her financial aid award.

6. **Satisfactory Academic Progress** - In accordance with federal financial aid regulations, financial aid recipients are required to make Satisfactory Academic Progress (SAP) toward completion of their educational goals in a program of study in order to receive financial aid. This SAP policy is separate from WGTC's academic progress policies. Additionally, federal rules state that SAP standards must include a review of all periods of enrollment.

The following requirements must be met in order to receive or continue to receive financial aid. A student must be enrolled in an eligible program of study that leads to a certificate, diploma, or an associate degree. In addition, there are three SAP requirements that students need to meet or they may become ineligible to receive financial aid due to unsatisfactory academic progress:

Quality - is monitored by grade point average (GPA). To maintain eligibility for

financial aid, students must stay in good academic standing by maintaining a 2.0 cumulative GPA. All periods of enrollment at WGTC are included when calculating GPA for SAP purposes. Grades for all attempts of repeated courses are included in the GPA calculation. Learning support grades, transfer credit, exemption exam credit, credit for previous experience, audited courses, and articulated credits are not included.

Quantity - is monitored by evaluating the percentage of attempted credits in which passing grades are earned. The completion rate is calculated by dividing the cumulative number of credit hours the student has successfully completed by the cumulative number of credit hours the student has attempted. All periods of enrollment at WGTC are included. All attempts of repeated courses are included in the completion rate. Learning Support classes and transfers of credits from other institutions are counted as credit hours attempted and earned in the calculation. Exemption exam credit, credit for previous experience, audited courses, and articulated credit are NOT included. The minimum satisfactory completion rate is 67 percent. Grades which are considered successful completions for financial aid SAP purposes are: A, B, C, D, or A*, B*, C*, D* from learning support classes. Courses in which the student received grades of F*, F, W, WF or I are considered unsuccessful completions for financial aid SAP purposes.

Maximum Timeframe - the final component of SAP requires that students complete their program of study within 150 percent of the required credits of the program. For example, if you are in a program of study that requires 80 credits to graduate, you may receive funding for the first 120 credits attempted. All repeated units are included as attempted; therefore, each time a course is taken, the number of units will be included in the calculation of the 150 percent rule and academic progress. Transfer credit hours are also included in this calculation.

SAP is monitored at the end of each semester. Students who do not meet progress requirements will be placed on financial aid warning and may become ineligible for financial aid after one additional semester.

Financial Aid Warning - Students who receive financial aid, but fail to maintain SAP, will be placed on Financial Aid Warning for one semester. Students will be notified in writing that they have been placed on Financial Aid Warning. Students on Financial Aid Warning may continue to receive financial aid during the probationary semester. It is highly recommended that students on Financial Aid Warning meet with an academic advisor or student affairs counselor to discuss educational plans/requirements and overall institutional academic progress.

Removal from Financial Aid Warning - At the end of a student's Warning semester, the student must have completed the required number of units and/or raised the GPA to the minimum standards for all courses attempted during that semester to return to good academic standing. If the student fails to achieve academic progress after one semester, the student will be placed on Financial Aid Suspension.

Financial Aid Suspension - A student placed on Financial Aid Suspension is no longer eligible to receive financial aid. A student placed on Financial Aid Suspension will be notified in writing that he or she has failed to make SAP.

Reinstatement of Financial Aid - A student who has been suspended from receiving financial aid may be reinstated by registering for classes at his or her own expense (without financial aid funds) and fulfilling the requirements for satisfactory academic progress.

7. **Financial Aid Appeal Procedure** - If a student becomes ineligible for financial aid due to extenuating circumstances, the student may appeal the decision within the first week after the end of the term. Extenuating circumstances include: personal illness/accidents, serious illness or death within the immediate family, or some circumstance beyond the reasonable control of the student. Documentation of the extenuating circumstance shall include a letter from doctors, hospital or social services agency, obituary notice/death certificate or police report.

To appeal a financial aid decision, a student should:

- Complete the Financial Aid Appeal Form
- Write a letter that answers the following two questions:
 - What were the circumstances that caused you to lose your financial aid?
 - What actions have you taken to ensure you will not lose the aid again?

The student should submit documents to the Director of Financial Aid. The appeal will be reviewed by the Financial Aid Appeal Committee, and the Director of Financial Aid will provide written notification of the Appeal Committee's decision. If an appeal is granted, the student will be placed on Financial Aid Probation. After one term on Financial Aid Probation, the student must have completed the required number of units and/or raised the GPA to the minimum standards to make SAP. The decision of the Financial Aid Appeal Committee is final.

O. Student Academic Success - West Georgia Technical College is committed to enhancing academic performance for all students.

These resources are available at all campus locations and include learning resource labs, tutoring, academic workshops, on-line tutorials and academic counseling. West Georgia Technical College provides a free mentor program which pairs a student with a WGTC faculty or staff mentor.

Students can apply on-line for this service at www.westgatech.edu/mentor/menteeapp.htm. These services are free to all WGTC students. The Student Academic Success website address is: www.westgatech.edu/academics/lss/index.htm. This website provides updated information on academic success events and news as well as a listing of available resources. For further information please contact the Student Success Coordinator at 706.756.4678 or email: kim.crockett@westgatech.edu

P. Career Services - The mission of the West Georgia Technical College Career Services Department is to provide support to students, graduates, and employers while creating a viable link between students and potential jobs.

The department of Career Services is designed to assist students in preparing for the job search process and locating major-related employment upon graduation. Career Services maintains contact with the instructional staff and acts as a conduit for referrals. Students may access services such as individual career counseling, resume writing assistance, job search workshops,

interest and skills assessments, and online career resources at any time during their enrollment or after graduation at www.westgatech.edu/jobweb. Visit the Career Services Center (room 407) at the LaGrange Campus or the One-Stop Career Resource Center located on the Murphy Campus.

Periodic follow-up surveys are conducted to obtain data from graduates and employers. This data assists the College as it seeks to meet its training objectives. When contacted, former students and employers are urged to promptly return the completed surveys.

1. Get Connected ... with the WGTC JOB WEB

- Log on to www.westgatech.edu/jobweb
- View “Student” box on left of screen
- Click “Create Account” and follow instructions for completing your personal profile, uploading your resume and conducting a job search
- Click “submit” after carefully proofreading your profile. When applying for any position on WGTC Job Web, follow the instructions in the description. You may only apply online if requested by the employer.
- Log on frequently for daily position updates and other important announcements.
- By setting up a WGTC Job Web account, you will receive email notices for career fairs, on-campus recruiters and other important career-related information.
- Questions: Contact Career Services at 706.756.4628 or 706.756.4653.

2. One-Stop Career Resource Center - located on the Murphy Campus, provides assistance to the economic well-being of our community workforce by serving as a focal point for a wide range of services for employers and job seekers through an integrated system of employment, training, and educational resources. The Career Resource Center provides a means of connecting job seekers and employers.

WGTC, the core funding provider, has implemented continual funding efforts with collaborative state agency resource providers such as the Georgia Department of Labor, Vocational Rehabilitation, Right from the Start Medicaid, Family Connections, and state service providers with the Technical College System of Georgia Special Services, WIA Program services for the economically disadvantaged and dislocated workers.

West Georgia’s One-Stop Career Resource Center is a way of reinventing government services so that employers and job seekers can receive better, more comprehensive service in one place without having to navigate through a bureaucratic maze of programs and services.

Career development resources include access to copy machines, fax machines, computer/LaserJet printer connectivity, internet access, the Workforce Library Center, the WinWay resume program, CareerScope, and Mavis Beacon.

III. ACADEMIC POLICIES

A. Student Warranty - To demonstrate confidence in and commitment to quality technical education programs which are relevant, current, and responsive to the stated expectations of Georgia's businesses and industries, the Technical College System of Georgia will warrant every graduate from programs offering technical certificates of credit, diploma, or associate's degree according to the following stipulations:

1. This warranty guarantees the graduate has demonstrated the knowledge and skills and can perform each competency as identified in the industry-validated Standard and Program Guide; and any program graduate who is determined to lack such competence shall be retrained at no cost to the employer or the graduate.
2. Any claim against the warranty will be based upon an agreement between the employer and the college graduate that the individual could not perform one or more of the competencies contained in the industry-validated Standard and Program Guide, including failure to pass a State of Georgia required licensing examination.
3. This warranty is included as a part of the original tuition cost at all state technical colleges in Georgia and is applicable to graduates of any technical certificate of credit, diploma, or degree program who entered the program subsequent to the mandated standards implementation date.
4. This warranty will remain in effect for two consecutive years following the date of graduation and will be honored by any state technical college which offers the program from which the individual graduated.
5. This warranty shall be issued in writing to each graduate who enters a program on or after the mandated standards implementation date for the applicable program standard.

B. Student Rights and Responsibilities - West Georgia Technical College promotes a climate of academic integrity, critical inquiry, strong work ethic, intellectual freedom, and freedom of individual thought and expression consistent with the rights of others. The college protects the rights of its educational mission, vision, and purpose. Students have these rights:

1. To be in an atmosphere that is conducive to learning and to attend WGTC educational programs, course offerings, and activities on campus or any activity sponsored by WGTC off campus in accordance with WGTC policies and procedures
2. To obtain the necessary knowledge, skills, and abilities in order to acquire skill competencies and obtain employment by participating in programs, course offerings, and activities in accordance with WGTC policies and procedures
3. To develop intellectual, personal, and social values
4. To *due process* procedures
5. To participate in institutional decision making
6. To participate in approved student organizations in accordance with WGTC policies and procedures
7. To privacy as outlined in the Family Education Rights and Privacy Act (FERPA)

C. Work Ethics - To be effective, technical education must include two key elements. First, it must provide training and experience that approximate, as nearly as possible, the conditions found in the actual work place. The program content, instructional methods, exams, equipment, lab projects, and practices must be current and up to date. They must reflect the conditions the student will encounter on the job.

Additionally, an effective technical education program must identify and develop those personal characteristics often referred to as “good work habits”. These characteristics include regular attendance, punctuality, dependability, initiative, and teamwork.

Studies show the reason eighty-five percent of the workforce loses a job is due to lack of good work habits rather than appropriate job skills. Factors most often cited are tardiness and absenteeism, failure to follow instructions, and inability to get along with supervisors or colleagues.

At West Georgia Technical College we believe it is extremely important to identify, evaluate, and encourage good work habits as an integral part of the instructional program. Therefore, we have developed a system to promote, teach, and evaluate “work ethics” in each occupational program. Work ethics grades are averaged on a semester basis and the grade earned is recorded as a separate grade on the student’s permanent record. Performance factors include attendance, character, teamwork, appearance, attitude, productivity, organization, communication, cooperation, and respect.

Work Ethics Grade	
3 = Exceeds Expectation	Work ethics performance was exemplary
2 = Meets Expectation	All work ethics standards were met
1 = Needs Improvement	Some work ethics standards are not met
0 = Unacceptable	Performance was below average

D. Academic Honors – Names of qualifying students are acknowledged on the College website. WGTC recognizes the following academic honors for students enrolled in credit programs:

Honor Graduate – These graduation honors are awarded based on the cumulative grade point average, in the following categories: Highest honors (3.9-4.0 GPA), High Honors (3.7-3.89 GPA), and Honors (3.5-3.69 GPA)

President’s List - Students achieving a 4.0 grade point average for the semester

Dean’s List - Students achieving a grade point average of 3.5 to 3.99 for the term

E. Student Code of Conduct - It is the policy of the Technical College System of Georgia (TCSG) to provide technical and adult education programs for the people of Georgia. Technical Colleges must provide opportunities for intellectual, emotional, social, and physical growth. West Georgia Technical College students assume an obligation to act in a manner compatible with the fulfillment of the mission. The Technical College community recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, the Technical College System of Georgia establishes this Student Code of Conduct.

Conduct Rules and Proscribed Conduct

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

ACADEMIC

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

A. Aiding and Abetting Academic Misconduct

1. Knowingly helping, procuring or encouraging another person to engage in academic misconduct.

B. Cheating

1. Use and/or possession of unauthorized material or technology during an examination any other written or oral work submitted for evaluation and/or a grade such as tape cassettes, notes, tests, calculators, computer programs, cell phones and/or smart phones, or other electronic devices.
2. Obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person's knowledge.
3. Furnishing assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade to another person.
4. Possessing, using, distributing or selling unauthorized copies of an examination, computer program, or any other written or oral work submitted for evaluation and/or a grade.
5. Representing as one's own an examination or any other written or oral work submitted for evaluation and/or a grade created by another person.
6. Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.
7. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.
8. Obtaining teacher edition text books, test banks, or other instructional materials that are only intended to be accessed by Technical College Officials, college administrator or Faculty Member.

C. Fabrication

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

D. Plagiarism

1. Submitting another's published or unpublished work in whole, in part or in paraphrase, as one's own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.
2. Submitting as one's own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.
3. Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

NON-ACADEMIC

Generally, Technical College jurisdiction and discipline shall be limited to conduct which occurs on West Georgia Technical College premises, off-campus classes, activities or functions

sponsored by the West Georgia Technical College, or which otherwise adversely affects Members of the Technical College Community and/or the pursuit of Technical College's objectives.

Any Student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in the Student Disciplinary Policy and Procedures:

A. Behavior

1. Indecent Conduct: The College prohibits disorderly, lewd, or indecent conduct, including public physical or verbal action; language commonly considered offensive (not limited to, but including profanity); or distribution of obscene or libelous written or electronic material.
2. Violence: The College prohibits mental or physical abuse of any person (including sex offenses) on West Georgia Technical College premises or at West Georgia Technical College-sponsored or college-supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons. This includes fighting and/or other disruptive behavior, which includes any action or threat of action which endangers the peace, safety, or orderly function of West Georgia Technical College, its facilities, or persons engaged in the business of the College.
3. Harassment: The College prohibits any act, comment, behavior, or clothing which is of a sexually suggestive, harassing, offensive, or intimidating nature. The College also prohibits stalking, or behavior which in any way interferes with another Student's rights or an employee's performance or creates an intimidating, hostile, or offensive environment. (This also includes the display of or navigation to pornography and other inappropriate websites and materials.)

If, in the opinion of College Officials, clothing and/or behavior (including the presence of gang colors, signs, and/or symbols) are threatening, intimidating, or offensive in nature, sanctions may be imposed immediately.

4. Disruption: The College prohibits intentional obstruction or interruption of teaching, research, administration, disciplinary proceedings, or other College activities, including public service functions, and other duly authorized activities on West Georgia Technical College premises or at College-sponsored activity sites.
5. Failure to Comply: Failure to comply with directions of West Georgia Technical College Officials and/or failure to identify oneself to these persons when requested to do so.

B. Professionalism

1. Personal Appearance: Students are expected to maintain proper personal appearance at all times. Attire and grooming should be appropriate for the occupational area in which the Student is training. Appropriate is what one normally would wear on a job in the specific area of training. Any attire considered unsafe or disruptive to the class will not be allowed. Students inappropriately dressed or dressed in a manner that could present a safety hazard will not be allowed to attend class. Students are expected to practice good personal hygiene. These requirements are designed to instill in each student a sense of order and respect for himself/herself, other students, and the faculty.
The wearing of work-related headgear is restricted to department area in which the Student is enrolled. An exception to this policy is if the headgear is part of a College recognized uniform such as the nurse cap. It is inappropriate for headgear (baseball caps, stocking caps, etc.) with the exception of religious headgear, to be worn indoors by either male or female Students. A primary mission of the West Georgia Technical College is to prepare Students for workplace success; appearance is a major concern employers identify as an area of needed emphasis.

C. Use of Technical College Property

1. Theft and Damage: The College prohibits theft of, misuse of, or harm to College Property, or theft of or damage to property of a Member of the Technical College Community or a campus visitor on West Georgia Technical College premises or at a College function.
2. Occupation or Seizure: The College prohibits occupation or seizure in any manner of College property, a Technical College premises or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
3. Presence on College premises: The College prohibits unauthorized entry upon College premises; unauthorized entry into a Technical College premises or a portion thereof which has been restricted in use; unauthorized presence in a Technical College premises after closing hours; or furnishing false information to gain entry upon the Technical College premises.
4. Assembly: The College prohibits participation in or conducting an unauthorized gathering that threatens or causes injury to person/s or property or that interferes with free access to Technical College premises or that is harmful, obstructive, or disruptive to the educational process or functions of the College.
5. Fire Alarms: The College prohibits setting off a fire alarm or using or tampering with any fire safety equipment on College premises or at College-sponsored activity sites, except with reasonable belief in the need for such alarm or equipment. In the event of a fire alarm sounding, Students must evacuate the building unless otherwise directed by a Technical College Official.
6. Obstruction: The College prohibits obstruction of the free flow of pedestrian or vehicular traffic on Technical College premises or at College sponsored or supervised functions.

D. Drugs, Alcohol and Other Substances

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

1. Alcohol: Georgia Law and the Technical College prohibit possession or use of alcoholic beverages on West Georgia Technical College premises unless used for educational purposes or a religious ceremony. Alcohol is also prohibited by the Technical College at Technical College-sponsored or supervised functions unless permitted by the College President. The College further prohibits Students being in a state of intoxication on Technical College premises or at College-sponsored or supervised functions (including off-campus functions) or in a College-owned vehicle. Any influence which may be attributed to the use of alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.
2. Controlled substances, illegal drugs and drug paraphernalia: The College prohibits possession, use, sale or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence which may be attributed to the use of drugs shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.
3. Food: The College prohibits eating and/or drinking in classrooms, shops, and labs or other unauthorized areas on Technical College premises, unless otherwise permitted by Technical College Officials.
4. Tobacco: The College prohibits smoking, or using other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on West Georgia Technical College premises.

E. Use of Technology

1. Damage and Destruction: Destruction of or harm to equipment, software, or data

belonging to the Technical College or to others is considered unacceptable usage. This may include altering, downloading, or installing software on Technical College computers, tampering with computer hardware or software configuration, improper access to the Technical College's network, and disconnection of Technical College computers or devices.

2. Electronic Devices: Unless otherwise permitted by Technical College Officials, the College prohibits use of electronic devices in classrooms, labs, and other instructional, event, or support facilities on Technical College premises. Such devices include, but are not limited to cell phones, beepers, walkie talkies, cameras, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. The College also prohibits attaching personal electronic devices to Technical College computers under any circumstances.
3. Harassment: The College prohibits the use of computer technology to harass another Student or Technical College Official by sending obscene, harassing or intimidating messages, jokes, or material.
4. Unacceptable Use: Use of computing facilities to interfere with the work of another Student, Faculty Member or Technical College Official. This includes the unauthorized use of another individual's identification and password. West Georgia Technical College prohibits any additional violation to the Department's Acceptable Computer and Internet Use Policy.

F. Weapons

The Technical College System of Georgia and its associated Technical Colleges are committed to providing all employees, Students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting by expressly prohibiting the possession of a firearm, weapon, or explosive compound/material on any West Georgia Technical College premises (including all satellite campuses/off-site work units), within the designated school safety zone, or at any technical college sanctioned function in a manner contrary to state or federal law (Policy II.C.10).

G. Gambling

The Technical College System of Georgia prohibits the violation of federal, state or local gambling laws on Technical College premises or at Technical College sponsored or supervised activities.

H. Parking

The College prohibits violation of West Georgia Technical College regulations regarding the operation and parking of motor vehicles on or around College premises.

I. Financial Irresponsibility

The College prohibits failure to meet any and all financial obligations to the Technical College. All tuition and fees must be paid prior to the first day of class.

J. Violation of Technical College Policy

Violation of published System or West Georgia Technical College Policies, rules or regulations including, but not limited to, rules imposed upon Students who enroll in a particular class or program or students who reside in on-campus housing.

K. Aiding and Abetting

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

L. Violation of Law

1. 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.
2. 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.
3. 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.

M. Abuse of the Student Judicial Process

Is defined to include, but not limited to:

1. Failure to obey the notification of a Student Disciplinary Officer, Judicial Body, Appellate Board or Technical College Official.
2. Falsification, distortion, or misrepresentation of information in a judicial proceeding.
3. Disruption or interference with the orderly conduct of a judicial proceeding.
4. Initiating a judicial proceeding knowingly without cause.
5. Attempting to discourage an individual's proper participation in, or use of, the judicial process.
6. Attempting to influence the impartiality of a Student Disciplinary Officer, a member of a Judicial Body, or a member of an Appellate Board prior to, and/or during the course of, the judicial proceeding.
7. Harassment (verbal or physical) and/or intimidation of a Student Disciplinary Officer, member of a Judicial Body, or member of an Appellate Board prior to, during, and/or after a judicial proceeding.
8. Failure to comply with the sanction(s) imposed under the Student Code.

F. Disciplinary Policy and Procedure

I. POLICY:

The administration reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, in the judgment of college officials, when a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the atmosphere of collegiality and mutual respect on campus.

This procedure is intended to provide an orderly protocol for handling student disciplinary cases in accordance with the principles of due process and justice.

II. DEFINITIONS:

1. Academic Misconduct: includes, but is not limited to, the definition found in the Student Code of Conduct section of this Student Handbook.
2. Appellate Board: 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 of Conduct, other regulations, or from the sanctions imposed. The President may serve as the Appellate Board.

3. Business Days: weekdays that the Technical College administrative offices are open.
4. Continuing Relationship: any person who has been enrolled as a student and may enroll in the future as a Student at the Technical College.
5. Faculty Member: any person hired by the Technical College to conduct teaching, service, or research activities.
6. Judicial Advisor: 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 of Conduct. 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 may be the Student Disciplinary Officer.
7. Judicial Body: any person or persons authorized by the President of a Technical College to consider a Student's appeal of a decision by the Student Disciplinary Officer.
8. Member of the Technical College Community: any person who is a Student, Faculty Member, Technical College Official or any other person/s involved with the Technical College community or employed by the Technical College.
9. Policy: the written regulations of the Technical College as found in, but not limited to, the Student Code of Conduct, Students 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.
10. Student: all persons taking courses at the Technical College full-time, part-time, dual enrollment, joint enrollment, non-credit and credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the Technical College are considered —Students.
11. Student Disciplinary Officer: the person designated by the President to administer this procedure. This person may be the same as the Judicial Advisor.
12. Student Organization: any number of persons who have complied with the formal requirements for Technical College recognition.
13. System: the Technical College System of Georgia.
14. Technical College: any college within the Technical College System of Georgia.
15. Technical College Official: any person employed by the Technical College, performing assigned administrative responsibilities on a part-time, full-time, or adjunct basis.
16. Technical College Premises: 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)

III. PROCEDURE:

A. Filing a Complaint

- a. 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.
- b. Academic Misconduct may be handled using this procedure or a separate Academic

Misconduct Procedure at the discretion of the President.

B. 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 committed the alleged conduct and whether the alleged conduct constitutes a violation of the Student Code of Conduct.
- b. The Student shall have 5 business days from the date contacted by the Student Disciplinary Officer to schedule the meeting. This initial meeting may only be rescheduled one time. If the Student fails to respond to the Student Disciplinary Officer within 5 business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the Student Disciplinary Officer will consider the available evidence without Student input and make a determination.
- c. 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.
- d. 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.

C. Disciplinary Sanctions

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:

- i. **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.
- ii. **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.
- iii. **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.
- iv. **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.
- v. **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.

- vi. **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.
- vii. **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.
- viii. **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.

D. 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.

E. 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.

F. Appeals Procedure

- a. 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.
- b. 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 Judicial Body may 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 standard of proof in all hearings shall be a preponderance of the evidence. 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.
- c. The Student shall have 5 business days after receiving written notification of the Judicial Body's decision from the President or his/her designee to request in writing an appeal hearing with the Appellate Board. This appeal hearing may only be rescheduled one time. If the Student fails to request an appeal hearing by the Appellate Board within 5 business days, reschedules the hearing more than once, or fails to appear at the meeting, the decision of the Judicial Body will be final and binding.
- d. The Appellate Board shall only consider evidence currently in the record, new facts not brought up in earlier stages of the appeal shall not be considered. The Appellate Board shall deliver its decision to the Student within 10 business days. The decision of the Appellate Board shall be final and binding.

G. 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 and Appellate Board. 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.

G. Children on Campus - Children of currently-enrolled students are allowed on campus only with direct supervision of that parent. Children will not be allowed to roam the campus or be left unattended by their parent(s) at any time at any location. Students who are parents of unattended children found on campus will be removed from their class to attend to their children and may be asked to take the children home if other arrangements cannot be made. Children may be present for some recreation events (such as certain Student Activities functions and events open to the community,) but must be approved by the Student Activities Coordinator prior to the event. Children are NOT allowed in the classroom.

IV. IV. STUDENT NOTIFICATION REQUIREMENTS & OTHER POLICIES

A. Equity/Title IX Coordinator -

In regard to Race or Gender discrimination:

Equity/Title IX Coordinator 678.664.0532
Vice President for Student Affairs

B. Section 504/ADA Coordinator

In regard to the Americans with Disabilities Act (ADA):

Section 504/ADA Coordinator 678.664.0533
Vice President of Administrative Services

C. Student Grievances

I. POLICY:

It is the policy of the Technical College System of Georgia to maintain a grievance process available to all students that provides an open and meaningful forum for their complaints, the resolution of these complaints, and is subject to clear guidelines.

II. DEFINITIONS:

- A. Grievable issues: Issues arising from the application of a policy/procedure to the student's specific case is always grievable. Specifically grievable are issues related to student advisement, improper disclosure of grades, unfair testing procedures and poor treatment of students; this is a representative list and is not meant to be exhaustive.
- B. Non-grievable issues: Issues which have a separate process for resolution (i.e. disciplinary sanctions, FERPA, financial aid, academic grades, etc.) are not grievable and a student must take advantage of the process in place.
- C. Business days: Weekdays that the college administrative offices are open.

- D. Vice President for Student Affairs (VPSA): The staff member in charge of the student affairs division at the College.
- E. Retaliation: Unfavorable action taken, condition created, or other action taken by a student/employee for the purpose of intimidation directed toward a student because the student initiated a grievance or participated in an investigation of a grievance.
- F. Grievant: the student who is making the complaint.

III. STUDENT GRIEVANCE PROCEDURES:

1. **Informal Complaint Procedure**: Student complaints should be resolved on an informal basis without the filing of a formal grievance.
 - A. A student has 10 business days from the date of the Incident being grieved to resolve their complaint informally by approaching their instructor, department chair or any other staff or faculty member directly involved in the grieved incident.
 - B. Where this process does not result in a resolution of the grievance, the student may proceed to the formal grievance procedure.
2. **Formal Complaint Procedure**: where a student cannot resolve their complaint informally, they may use the formal grievance procedure.
 - A. Within 15 business days of the incident being grieved, the student must file a formal grievance in the office of the Vice President for Student Affairs (VPSA) with the following information:
 1. Name
 2. Date
 3. Brief description of incident being grieved
 4. Remedy requested
 5. Signed, and;
 6. Informal remedy attempted by student; and outcome
 - B. If the grievance is against the VPSA, the student shall file the grievance in the Office of the President.
 - C. The VPSA, or his designee, will investigate the matter and supply a written response to the student within 10 business days.
 - D. If the grieved incident involves possible unlawful harassment, discrimination or retaliation for reporting unlawful harassment/discrimination, the investigation will be handled pursuant to the Procedure: Unlawful Harassment and Discrimination of Students.
 - E. If the grieved incident is closely related to an incident being processed through the disciplinary procedure, the disciplinary procedure will take precedence and the grievance will not be processed until after the disciplinary procedure has run its course.
 - F. The VPSA, or his designee, shall be granted an additional 10 business days to investigate the grievance upon notice to the grieving student.
3. **Appeal of Staff Response**: If a student is unsatisfied with the response from the VPSA, the student may appeal the decision to the President of the college. The college staff has no right to appeal.
 - A. A student shall file a written appeal to the President within 5 business days of receiving the response.

- B. The appeal will be decided based entirely on documents provided by the student and the administration; therefore the student must ensure that he has provided all relevant documents with his appeal.
- C. At the President of the college's sole discretion, grievance appeals at their institution may be held in one of the following two ways:
 - 1. The President may review the information provided by the student and administration and make the final decision; or
 - 2. The President may appoint a cross-functional committee comprised of 5 members, including one chair, to make the final decision.
 - 3. The decision of either the President or the cross-functional committee shall be made within 10 business days of receipt by the President of the appeal.
 - 4. Whichever process is chosen by the President, the decision of the grievance appeal is final.
- D. **Retaliation** - against a student for filing a grievance is strictly prohibited.

D. Sexual Harassment

Anyone, faculty, staff or student having a complaint involving alleged sexual harassment shall notify the Vice President for Student Affairs.

1. The VP for Student Affairs shall select (or serve as) an investigator.
2. The investigator will interview the complainant and the alleged perpetrator separately.
3. The investigator will interview any witnesses named.
4. The investigator will make a decision based on all the interviews as to whether sexual harassment occurred, and if so, make a recommendation as to a penalty or response to be imposed.
5. The investigator will inform the college President of the results of the investigation and the proposed response or disciplinary action.
6. The college President will inform the alleged perpetrator of the results of the investigation and any disciplinary action to be taken (if complaint is justified).
7. The VP for Student Affairs will inform the complainant of the outcome of the investigation.

The school is adamantly opposed to inappropriate workplace behavior, including unlawful harassment, retaliation, and it will take effective efforts to stop such behaviors. Since the school can only take action to stop such behavior if it is aware of the behavior, it is crucial that you seek assistance.

Please seek assistance if you feel that you have been personally harassed, discriminated against, or have been retaliated against by any fellow student or any WGTC faculty or staff member, regardless of his or her level of authority at the school.

E. Drugs and Narcotics

The use, possession, or distribution of narcotics, amphetamines, barbiturates, marijuana, hallucinogens, and any other dangerous or controlled drugs not prescribed by a physician is prohibited on the college's property or at college-sponsored events.

1. Title 20-1 of the Official Code of Georgia Annotated states that any student of a public educational institution who is convicted under the laws of this state, the United States, or any state, of any felony offense involving the manufacture, distribution, sales, possession, or use of marijuana, a controlled substance, or a dangerous drug, shall as of the date of

- conviction be suspended from the public educational
2. Title 20-3-1 of the Official Code of Georgia Annotated specifies that any student organization functioning in conjunction with, incidental to, or at a Technical College System of Georgia Institution, through its officers, agents, or responsible members knowingly permits authorization of the sale, distribution, serving, possession, consumption, or use of marijuana, a controlled substance, or any dangerous drug at any affair, function, or activity of that student organization, social or otherwise, at which such sales, distribution, serving, possession, consumption, or use is not in compliance with the laws of this state, shall be expelled from campus for a minimum of a calendar year from the year of termination of guilt, and shall be prohibited from the use of all property, to be terminated by operation of law for any such knowing, permission, or authorization of the unlawful actions defined in the Code section, subject to the administrative review and hearing procedures set forth in this Code section.

F. Drugs (The President's Statement)

This statement is designed to emphasize, in fairness to all members of the technical college community, the serious and/or dangerous consequences resulting from the illegal use, possession, or distribution of marijuana, LSD, or other mind-altering drugs, and the unauthorized use of drugs, such as amphetamines, barbiturates, and tranquilizers, which are sometimes prescribed for medical purposes.

Marijuana, LSD, cocaine, or other mind-altering drugs are illegal under both federal and state laws. Although the laws may have been modified on charges of possession of minute amounts, most first offenses are felonies and punishable by incarceration for two to ten years with fines of \$2,000 and the loss of certain civil rights. The penalty for subsequent offenses is a felony punishable by imprisonment for a period of not less than ten years, with possible life sentences at the discretion of the judge.

Furthermore, it should be noted that agents of the federal and state government are engaged in intensive and thorough investigations on a continuing basis throughout the state. The law requires that when a felony is committed, the civil authorities shall handle the situation rather than technical college authorities; technically, the law would say that failure to do so would involve compounding a felony.

Under the circumstances, it is clear that the policy of the technical college must be that which is described under Title 20-1 and 20-3-1 of the Official Code of Georgia Annotated stated earlier in this catalog. Recent state and federal legal actions make it clear that the technical college has an important role to play in creating a drug-free campus.

It is hoped that this statement will help our students and the entire technical community recognize the implication of full accountability and responsibility for their actions. Not only are the legal risks grave, but there are extremely dangerous health risks associated with the use of illicit drugs and the abuse of alcohol. The technical college, through its Office of Student Affairs, is prepared to offer information to students needing assistance with any drug- or alcohol-related problems. We must have a drug-free environment.

G. The Student Right to Know –

- 1. Campus Security Act** - (Public Law 101-542) is a consumer protection measure that requires the disclosure of certain campus statistics to students and employees. In compliance with this legislation, Georgia's technical colleges and colleges will provide:
 - A. Information on completion or graduation rates of diploma and degree seeking full-time student to current students and to prospective students enrolling or entering into any financial obligation at the college.
 - B. Statistics for all current and prospective students and employees concerning the occurrence of campus crime, including the following:
 - a. Murder
 - b. Rape
 - c. Robbery
 - d. Aggravated Assault
 - e. Burglary
 - f. Motor Vehicle Theft
 - g. Liquor Law Violations
 - h. Drug Abuse Violations
 - i. Weapons Possessions
 - j. Sexual Assault

All information is published annually and may be obtained through the office of Student Affairs and is also available at <http://ope.ed.gov/security/GetOneInstitutionData.aspx>

- 2. Campus Sex Crimes Prevention** - This Act requires convicted sex offenders to notify states of each institution of higher education at which the individual is a student or an employee. Information concerning registered sex offenders may be obtained through each the county sheriff department or on the following website, <http://www.ganet.org/gbi/sorsch.cgi>.

H. CAMPUS SAFETY AND EMERGENCY EVACUATION PROCEDURES

- 1. Building and Grounds Security** - Security personnel are located at all campuses. Damage of any nature to school property, whether willful or otherwise, will be reported upon detection to the Vice President of Administrative Services. The name(s) of the person(s) responsible will be submitted, if known. Any break-ins will be reported without delay, whether damage is noted or not. Care will be taken to avoid disturbing prints and other evidence.
If there is a serious accident or disaster, a case of vandalism, break-in, or unusual damage to buildings and equipment, the administrative office will first contact the local police and then prepare a written report, giving a brief statement of the circumstances of the incident and listing equipment and supplies damaged or stolen.

2. **Fire Evacuation Plan** - In the event of a fire; faculty, staff, and students will follow the established evacuation procedure.
 - a. Fire Alarm Emergency Signal sounded (check with your instructor for specific signals on each campus).
 - b. Students and instructors will proceed to their designated assembly area when the alarm is sounded. Disabled students who are limited in mobility will be assigned a partner by the instructor and/or the person in charge.
 - c. Classroom and lab doors/windows will be closed by the instructor and/or persons designated.
 - d. All equipment will be turned off at the time the alarm sounds.
 - e. No one will return to the building until the return signal is given.
 - f. After students are assembled at a designated area outside the building, roll call will be conducted. Instructors will report the status of roll call to the administrator in charge of the area.
 - g. The "ALL CLEAR" will be indicated.
 - h. Word to dismiss (or close the college) will be passed personally by the president or his/her designee.

3. **Tornado Evacuation Plan** - In the event of severe weather; faculty, staff, and students will follow the established evacuation procedure.
 - a. Tornado Emergency Signal will be sounded (check with your instructor for specific signals on each campus).
 - b. Students and instructors will proceed to the designated posted areas.
 - c. Leave area immediately. Do not take time to close windows and doors.
 - d. Instructors will ensure that all students proceed to the designated area.
 - e. Sit down against interior wall and cover head, if possible.
 - f. No one will return to the area until the return signal is given.
 - g.

4. **Bomb Threat Procedures** - Personal announcement to evacuate will be made by staff. Students and staff will evacuate using institutional fire evacuation routes. Students and other individuals should be assembled by class and/or group at a distance of 500 feet from the buildings. "All clear" signal will be indicated when it is safe to re-enter the building.

5. **Health Services/Emergencies** - First aid kits, safety equipment, and staff trained in first aid are available on campus. In the event of injury or other medical emergency, the nearest instructor or first aid monitor should be notified. Professional emergency care, if needed, will be secured by an administrator. In case of serious accident or illness, the college will refer the student to the nearest hospital for emergency care and will notify the person specified by the student as their emergency contact.

It is to be understood that the student or his/her family will be responsible for the cost of emergency care, including ambulance services. An incident report must be filed with the office of the Vice President of Administrative Services. Students should always follow the emergency procedures posted in each classroom, lab and office.

- 6. Traffic and Parking Regulations** - Regulations are designed to make traffic and parking on campus as safe and convenient as possible. Regulations apply to all students and College employees.

The following are violations of school policy as well as county and state laws:

- a. exceeding speed limit posted;
- b. parking in illegal, restricted, or reserved zones;
- c. parking on lawns or walks;
- d. driving on sidewalks, walkways, shrubs, or lawn;
- e. backing into parking space (front parking only);
- f. running a stop sign; and
- g. any other violation of county and state laws.

These regulations are in effect 24 hours a day.

Violations can be enforced and are subject to penalties and fines as imposed by county and state laws. Hazardous and improperly parked vehicles may be towed at the owner's expense.

V. Telephone Directory

Academic Affairs	770.537.7979
Admissions	770.537.5740
Adult Education/GED	770.838.3192
Athletics & Recreation	770.537.6049
Bookstore	
Carroll	770.836.6702
Coweta	678.423.2000, ext.261
Douglas	770.947.7229
LaGrange	706.756.4611
Murphy	770.537.5732
Business Office	770.537.5701
Campuses, Sites and Locations	
Adamson Square Location	678.664.0400
Carroll Campus	770.836.6800
Coweta Campus	770.755.7440
Douglas Campus	770.947.7300
Franklin Site	706.756.4696
Greenville Site	706.672.3102
LaGrange Campus	706.845.4323
Murphy Campus	770.537.6000
Career Services	706.756.4628
Continuing Education	770.836.6615
Cosmetology	
Carroll	770.836.6826
Coweta	678.423.2000
Douglas	770.947.7358
Franklin	706.756.4632
LaGrange	706.756.4570
Murphy	770.537.6054
Financial Aid	770.537.5740
Human Resources	770.537.5731
Library	
Carroll	770.836.4711
Douglas	770.947.7238
LaGrange	706.845.4323, ext. 3505
Murphy	770.537.6066
Public Relations/Marketing	678.664.0525
Registrar	770.537.5740
Student Activities	770.537.5722
Student Affairs	770.537.5740

WGTC Website www.westgatech.edu

ANGEL Technical Assistance: onlinesupport@westgatech.edu