

Academic Affairs

Each student at West Georgia Technical College must be a responsible partner in the learning process and should observe all current published regulations and procedures required by the College and by the program in which he or she is enrolled. A current published regulation will not be waived nor will an exception be granted because a student pleads ignorance of the regulation or asserts that he or she was not informed of a specific requirement by a faculty advisor or by a College staff member.

Students must become especially familiar with the offerings and requirements of their individual majors or programs of study and the content of the semester schedule of classes, which may contain notices of changes in academic regulations or procedures. West Georgia Technical College will make a reasonable effort to keep students advised of any such changes, and information on changes made by the College will be available in the Student Affairs Office. Students must be aware that it is their own responsibility to remain informed about current graduation requirements for their particular programs.

A candidate for graduation is normally subject to the catalog requirements that are in effect at the time of initial enrollment. However, in consultation with his or her advisor, a student may elect to satisfy the graduation requirements specified in any of the catalogs in effect subsequent to the time of initial enrollment, with the following exception: a student not enrolled for one or more consecutive semesters is subject to the requirements in effect at the time of reentry.

Academic Advising System

Full-time instructors are responsible for advising students within their departments. Each student is assigned to an academic advisor at enrollment and works with that advisor throughout enrollment at West Georgia Technical College. Enrolled credit students may access Banner Web at any time to identify their advisors. Status or program changes may involve advisor reassignment, so students making such changes should check Banner Web or with the Office of Admissions.

The role of an academic advisor is to assist students in the development of meaningful educational plans that are compatible with their life goals. The ultimate responsibility for making informed decisions about life goals and educational plans rests with the individual student. However, the academic advisor can assist by working with students to identify and assess alternatives and consequences of decisions.

An academic advisor's responsibilities include helping students to design a program of study, interpret catalogs and degree requirements, and choose among academic alternatives. Advisors also monitor academic progress and recommend appropriate resources to answer questions or solve problems related to academic and career matters. They are also valuable sources of information about College policies, procedures, resources, and programs.

Academic advisors keep regularly scheduled office hours and consult with student's each semester to plan appropriate class schedules. Students are encouraged to contact advisors during the first two weeks of the announced registration period for academic counseling. Advisors' schedules are posted on the College web site, and students receive information regarding semester advisement and registration via their student email accounts.

Course Availability

A listing of semester course offerings at West Georgia Technical College is available on the website. The College reserves the right to cancel classes due to low enrollment or other reasons. A full refund is made for any class canceled by the College.

Course Progression

To meet academic requirements, students may not make a grade of *D* in their program courses, including program-specific electives. (This policy excludes core courses, unless a grade of *C* or better is required as a prerequisite to other courses.) Students who make a *D* must repeat the course and obtain a final grade higher than *D*. The first grade will, however, still be recorded on the transcript. A minimum cumulative grade point average of 2.0 is required for graduation.

To fulfill the academic requirements of all Health Sciences programs, a minimum grade of *C* is required for progress from specified courses to more advanced courses. In addition, a minimum grade of 75 is required for academic course progression in both the Registered Nursing and Licensed Practical Nursing programs. Students unable to meet the academic requirements for continuation in any Health Sciences program will not be allowed to continue until the requirements are met. Upon completion of these requirements, the student will be allowed to continue when course sequence permits. A second unsatisfactory attempt in any required program-specific course would result in dismissal of the student from the program.

Course Numbering System

Courses numbered 0-0099 are preparatory courses and do not carry credit toward graduation. Courses numbered 1000 and above carry credit toward graduation with the exception of COLL 1000 which applies as institutional credit only. General education courses carrying a course number of 1100 and above (e.g., ENGL 1101) are taught in associate degree programs.

Elective Courses

Program elective courses may be inside or outside the program of study, based on the list of approved electives provided in each program description. Program majors may include three types of electives:

1. Occupational/technically-related electives are those that are relative to the student's chosen academic major. These electives are generally satisfied by courses found in the student's academic major area or in a major related to the student's chosen field of study.
2. General core electives must be taken from the general core course offerings. General core electives must be selected from the general core class offerings available at the award level of the academic program in which the student is enrolled. Degree general core electives must come from degree level academic courses. Diploma level general core must come from diploma level basic skills offerings. However, if a student's placement score in a particular diploma program meets the degree level, the student may substitute the higher level degree course for the lower level diploma course. For example, if a student's diploma level program requires ENGL 1010 but the student's placement score in English is at the degree level (or higher), the student may take the higher degree level ENGL 1101 Composition and Rhetoric course. Diploma level courses cannot be used as electives in degree programs.
3. General electives may be satisfied by either a technically-related occupational course or a general education course. When a general education class is used to satisfy this elective, it must be selected from offerings available at the award level of the academic program in which the student is enrolled. Degree general education electives must come from degree level general education course offerings. Diploma level basic skills electives must come from diploma level basic skills offerings. However, if a

student's placement score in a particular diploma program meets the degree level, the student may substitute the higher level degree course for the lower level diploma course (see example in paragraph above).

Learning support classes cannot be used to satisfy any elective requirement. Students should consult with their program advisors before registering for any elective course to ensure that the course selection will meet program graduation requirements.

Grading System

The following grade system is used to report student progress in credit courses:

Grade	Nature of Work	Grade Points
A	(90-100) Excellent	4
B	(80-89) Good	3
C	(70-79) Satisfactory	2
D	(60-69)	1
F	(Below 60) Failing	0
WF	Withdrew Failing	0
I	Incomplete	Not Computed
WP	Withdrew Passing	Not Computed
NG	No Grade	Not Computed
AU	Audit	Not Computed
EX	Credit by Competency Exam	Not Computed
TR	Transfer Credit	Not Computed
W	Withdrew	Not Computed
AC	Articulated Credit	Not Computed

Learning support courses and COLL 1000 are graded on an A* through F* scale. The following learning support grades are not computed in a student's institutional GPA but do apply toward the Financial Aid Satisfactory Progress Policy.

A*	= 90-100	Not Computed
B*	= 80-89	Not Computed
C*	= 70-79	Not Computed
D*	= 60-69	Not Computed
F*	= 00-59	Not Computed
WF*	= 00-59	Not Computed

Grade Point Average (GPA)

A grade point average (GPA) is calculated by (1) multiplying the credits for each course by the grade points associated with the grade earned, (2) totaling the points earned for all courses, and (3) dividing the total points by the total number of credits attempted.

I (Incomplete) The grade of *I* is given to students only in extenuating circumstances. It signifies that a student has not completed all required course work by the end of the semester. Student and instructor must request a grade of *I* before grades are posted. If the required make-up work is not completed by the end of the first three weeks of the following semester, the *I* will automatically become an *F*. If a student received a grade of *I* in a course which is a prerequisite to other courses, the student must complete the required make-up work to determine the final grade and eligibility to enroll in other courses.

AU (Audit) By registering as an auditor, a student is permitted to audit a course/program and attend classes without receiving credit. Students are not permitted to change from audit to credit after the drop/add period or from credit to audit after the drop/add period at the beginning of each semester. Students who audit a class must pay regular tuition and fees for enrollment in any course(s).

W (Withdraw) This grade signifies that a student has officially withdrawn by the midpoint of the semester.

WF (Withdraw Failing) This grade indicates that a student officially withdrew after the midpoint of the semester. The *WF* has zero quality points and is calculated in the grade point average (GPA).

WP (Withdraw Passing) The grade of *WP* is given only 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.

Transcripts and grade reports contain two grades for each occupational course. The first grade is the letter grade assigned for academic work and skill development in the course. The second grade reflects the work ethics of the student in the course. (See section on Work Ethics.)

Attendance

Students are expected and encouraged to attend each scheduled class. Absences and tardies will become a part of the student's record through the work ethics grade (detailed in the catalog section on Work Ethics Procedures). It is recognized that there may be times when a student will not be able to attend class. In such cases, it is the student's responsibility to make arrangements with the instructor concerning the completion of work missed. All make-up work will be at the discretion of the instructor, under the guidelines of the work ethics policy and procedures.

A student may be dropped from a course in which the number of his or her absences, whether excused or unexcused, exceeds 20 percent of the total number of course meetings in the semester, according to the following guidelines:

Fall and Spring Semester	
Number of course meetings per week	May be dropped if absences exceed
1	3
2	6
3	9
4	12

Summer Semester	
Number of course meetings per week	May be dropped if absences exceed
1	2
2	4
3	6
4	8

If there are extenuating circumstances, the teacher's discretion will be considered in the final decision for an exception. The grade of withdraw passing (*WP*) or withdraw failing (*WF*) will be assigned after the midpoint of the semester. The grade of *WP* is given only to students with extenuating circumstances.

Health Sciences programs and all online or hybrid courses have attendance guidelines specific to those methods of instructional delivery. These guidelines will be detailed in individual course syllabi for Health Sciences and for online/hybrid courses.

Work Ethics Procedures

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

Characteristics

The following work ethics characteristics are emphasized:

1. Attendance
2. Character
3. Teamwork
4. Appearance
5. Attitude
6. Productivity
7. Organizational Skills
8. Communication
9. Cooperation
10. Respect

Throughout the semester consistent emphasis is given to each of these characteristics or traits. Periodic presentation by each instructor is provided through a brief lesson, exercise, or activity featuring the trait which may be introduced in classes or labs.

Grading

Grading is performed “by exception.” Instructors record a grade for students who display either poor work ethics or exceptional work ethics behaviors. A plan of improvement is given to the student who displays a poor work ethic, and a review date is set.

There are two formal reports—the Mid-Semester Report, a progress report given to those students who need an opportunity to improve, and the Final Report, a semester work ethics grade to be displayed on the student’s academic record.

Evaluation Process:

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

NOTE: The work ethics credits do not count toward graduation requirements or in calculating eligibility for financial aid.

Excused Absences

No points are deducted from the attendance portion of the work ethics report if the student must be absent under any of the following conditions and follows the outlined procedures:

1. Jury duty (prior notification of instructor with written proof).
2. Death of immediate family member (mother, father, sister, brother, spouse, or child; notify instructor during the first day of absence with maximum of three days excused).
3. Court summons (prior notification of instructor with written proof).
4. Military duty (prior notification of instructor with written proof).

5. Job interview (prior approval of instructor and a job interview verification form to be signed by the employer—may be obtained from the job placement specialist).
6. Doctor's official work/school release form (completed and signed by attending physician and provided for the instructor the first day of return; a maximum of three days in a given semester will be excused for medical reasons, but only with proper documentation).

NOTE: Students are expected to follow individual instructors' make-up policies, and the excused absences outlined above are only considered when assessing your attendance grade for work ethics. The absences are still count as part of the total allowable 20% of course absences. Absences above 20% of the total number of course meetings may result in the student's withdrawal from the course. (See individual course syllabi for attendance guidelines for Health Sciences programs and for online or hybrid courses.)

Academic Honors

The College 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 semester.

Names of qualifying students are acknowledged on the College website.

Satisfactory Academic Progress

Students are considered to be in good standing and making satisfactory academic progress if they maintain a semester GPA of 2.0 or higher. A cumulative GPA of 2.0 or higher is required for graduation. This designation appears on the semester grade report and the official transcript. Students who earn a GPA of less than 2.0 for a semester are placed on academic probation. Additional information about SAP is included in the Financial Aid section of the catalog. Additional information about Academic Probation and Suspension is included in the Registrar Services section of the catalog.

NOTE: Students enrolled in the Health Services programs should refer to the specific academic requirements for these programs.

NOTE: Health Sciences students who fail to earn a program defined satisfactory grade in any course required for their selected program of study may repeat a course one time only. A second unsatisfactory attempt in any required program-specific course will result in dismissal of the student from the program (See Course Progression).

Academic Integrity

West Georgia Technical College encourages an academic culture of honesty and personal integrity among its faculty, staff, and student body. Academic integrity is defined by the Center for Academic Integrity as “a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect and responsibility.” In this context, academic honesty means performing all academic work without plagiarizing, cheating, lying, tampering, stealing, receiving assistance from any other person

or using any source of information that is not common knowledge (unless authorized by the instructor). The work of another person represented as one's own is dishonest and does not fairly measure the competence, knowledge, and achievement of the individual. Academic dishonesty is contrary to the standards, ethics, and goals of higher education and is unacceptable in the technical college community. West Georgia Technical College promotes and expects each member of the College to conduct himself or herself with professional behavior and intellectual integrity.

Prohibited behaviors include, but are not limited to, the following:

- Plagiarizing any assignment. "Plagiarism" means using someone else's ideas or words without using quotation marks and/or giving credit by citation of source(s).
- Copying/submitting another person's work.
- Unauthorized taking of someone else's work.
- Using unauthorized notes or equipment (including programmable calculators) during an examination.
- Stealing an examination or using a stolen examination.
- Allowing another student to have access to your work, thereby enabling that student to represent the work as his or her own.
- Having someone else take an assessment in your place.
- Fabricating information such as data for a lab report.
- Falsifying a patient's medical record or a student's clinical record.
- Using another person's personal electronic file or copying another student's computer program.

Depending on the severity of the situation, any student found to be in violation of any of the above prohibitions will be subject to a range of disciplinary actions, which may include the following:

- A zero for the assignment
- An F for the course
- Dismissal from the program
- Dismissal from the College

The Student Code of Conduct (see the Student Handbook) is enforced for traditional, hybrid, web-enhanced, and online classes. If an online student is suspected of dishonesty, the instructor may require completion of onsite tests or other assessments.

Students have the right to appeal any decision of the instructor regarding academic dishonesty through the academic appeals process detailed in the WGTC Catalog and Student Handbook.

Academic Overload

An acceptable course load will vary depending upon the academic program and courses taken. Please contact your advisor to make an informed decision about a reasonable course load when working full- or part-time.

Students wishing to register for more than 18 credit hours in any semester must obtain prior approval from the Dean of the School in which the student's program is included. In general, a student must have been at West Georgia Technical College for at least two semesters and have achieved an overall GPA of at least 2.5 before an overload will be approved.

Distance Learning

Types of Courses

The following terms describe the delivery methods of distance learning courses offered at West Georgia Technical College:

Online—A course in which all instruction occurs online, and testing may occur online or in a proctored environment.

Hybrid—A course in which 50 percent of the learning activities are conducted online and 50 percent are conducted in a traditional classroom. Traditional class meeting times will vary within these guidelines, depending on course content and instructor discretion. Meeting times will be predetermined and specified in the semester class schedule.

Web-enhanced—A traditional classroom course that uses the Internet as a component of the course. That component supports classroom instruction and may require students to use the Internet and/or online course room in order to interact with one another and the instructor, do research, complete and/or submit assignments, or take tests.

Requirements

The content, assessments, and student learning outcomes of online courses are the same as those of their traditional counterparts. The primary difference is that online courses offer students an alternative form of course delivery that is more flexible and convenient than traditional classroom attendance. As a trade-off, however, online courses require a greater time commitment than traditionally delivered courses. Students who take online courses need strong skills in studying, time management, Internet navigation, and reading comprehension to be successful. Individual courses may require additional specific skills, such as proficiency in word processing. Following instructions, working independently, and submitting assignments by due dates are an important part of online learning. Students must have frequent access to a computer (preferably at home) and a reliable Internet provider as some providers are not compatible with the online platform. (For more information on appropriate providers and online requirements, see our School of Distance Learning web page.)

Students admitted in provisional status generally should not register for online courses; learning support and online courses are both demanding, and trying to do both decreases a student's chance of academic success. Provisional students permission to enroll in learning support online courses may be granted through recommendation of an advisor and following adequate assessment of computer skill proficiency and online instructional readiness. Students who failed or withdrew from a specific course or provisional students who fail to meet minimum assessed proficiency requirements for a course will not be allowed to take that course online.

Online learning may not be the right choice for all learners, but for those who meet the requirements, it is an exciting and viable alternative to traditional classes. Students interested in pursuing online learning opportunities should visit the Distance Learning page of the West Georgia Technical College web site or contact their advisor for more information.

Academic Support Services

West Georgia Technical College is committed to student success and to assisting students in achieving their individual goals. The following resources for academic support are offered to all students studying in credit program areas:

College Success (COLL 1000) is a two-credit course designed to assist students to develop effective study skills, become acquainted with the programs and services of the College, and adjust to life as a college student. COLL 1000 is required for any student who, upon taking the admissions placement

exam, is required to enroll in two or more learning support courses, or for any student readmitted after academic probation. COLL 1000 carries institutional credit only and does not enter into the calculation of GPA.

Learning Resource Labs available on each campus include a computer lab equipped with instructional software, DVD/VCR player for instructional videos, and a tutoring area for all levels of English and math classes. A basic computer literacy tutor is also available for students enrolled in COMP 1000 classes. Tutorial services are provided free to students enrolled in credit courses. Students are encouraged to access tutors early in the semester in order to receive the most benefit from the free tutoring services.

Learning Support

The Learning Support Program at West Georgia Technical College serves students who are in need of academic assistance. It includes learning support courses designed to improve students' basic abilities in the areas of English composition, mathematics, and reading skills. These courses, designated by course numbers 0097-0099, carry institutional credit and may be taken prior to enrollment in credit courses or in combination with credit courses, depending on a student's admission status.

Students required to take learning support courses must take those classes each semester until they have fulfilled the requirements.

In order to successfully complete learning support courses that lead to an Associate of Applied Science degree course of study, students must pass an exit exam with a qualifying score before entering credit classes that require regular status admission.

Learning support courses will be covered by Title IV assistance if the student is enrolled as a provisional admit student in an eligible program at West Georgia Technical College and the learning support course is required by the College.

Grades received for learning support courses are counted in the HOPE Scholarship GPA calculation. All learning support courses are included in the 67 percent hours attempted completion rate.

Learning Support Courses Over Five Years Old

Learning support courses over five years old must be repeated unless the student presents acceptable placement test scores less than five years old. The student may retake the placement exam if the exam scores are over five years old.

Independent Study

Upon the recommendation of the advisor and the instructor and with approval of the appropriate academic dean, a course may be taken as an independent study during a student's last two semesters. Independent study will be allowed only under extenuating circumstances in which a course is not available through a normal schedule or through Georgia Virtual Technical Connection. A student must have a GPA of at least 3.0, as verified by the Registrar, in order to take a course as independent study. A student may not take through independent study a course in which he/she has previously received a grade of D, F, W, WP, or WF. Courses used as electives will not be offered as independent study. Final approval is given by the Assistant Vice President for Academic Affairs and is dependent upon the student's having met all requirements outlined in the independent study request. Students wishing to request independent study should contact their advisors the semester before the course is needed in order to begin the process.

Institutional Course Exemption

For students with previously acquired knowledge and skills, course credit may be obtained by demonstrating mastery of the subject through written and/or performance tests. Exemption examinations are available for several, but not all, courses at West Georgia Technical College. Students should contact the Dean of the school which includes the course in question to verify whether an exemption exam exists.

The following procedures for course exemption exams are to be followed:

1. Student must be accepted to or currently enrolled as a credit student at West Georgia Technical College and must take the exemption exam prior to enrolling in the course. (Exemption exams may be taken only once.)
2. Student presents evidence to the Dean of the appropriate school indicating that prior education, training, or work experience is similar to that of the course being challenged. If approved, the Dean will sign the Exemption Exam Request form and forward it to the student's program advisor.
3. Student meets with program advisor, who verifies the student's eligibility and signs the form, which lists all course exemption information and scheduled dates/times/locations of the exam.
4. Student presents Exemption Exam Request form to the campus cashier for fee payment. Exemption exam fee is 25% of the course tuition. This fee is nonrefundable and is not covered by financial aid.
5. Student presents Exemption Exam Request form and photo ID to exam proctor at scheduled time of exam, on predetermined campus.
6. Student completes exemption exam. Student must receive minimum score of 80% to be awarded exemption credit.
7. The Dean of the appropriate school submits official exam score to the Registrar for academic recording.
8. Registrar notifies the student of exemption exam results by mail and student email.
9. If the student has passed the exam, the Registrar records the grade as EX on the student's transcript. (EX grades are not included in the calculation of the student's grade point average.)
10. No more than 6 credit hours may be earned by course exemption.

Internship

The internship program provides related work experience in a student's program of study prior to graduation. Internship is an option as an elective or as a required part of several diploma and degree programs. It is taken upon completion of prerequisites and with advisor approval. Students should see their advisors for more information.

Student Right to Grade Appeal

A student who wishes to contest a final course grade must first institute an informal appeals process through the instructor who awarded the grade or made the decision. A student must make every effort to resolve the appeal through initially contacting the instructor by phone, email, or personal visit before filing a formal appeal. The appeal must be filed within two weeks from the date that the student learned or reasonably should have learned of the grade.

If consultation with the instructor does not resolve the appeal, the student may appeal to the Academic Dean of the school in which the course was taught by filing a written request for review. The written appeal must state the class in which the grade was received, the instructor of the class, the reason for the appeal, and the action requested based on the appeal. (Forms for the appeal may be requested from the Office of Academic Affairs.) This request must be filed within four weeks from the date that the student learned or reasonably should have learned of the grade.

The Academic Dean will respond to the student within two weeks of receiving the written request. If the student is not satisfied with the Dean's decision, the student may appeal in writing to the Vice President for Academic Affairs within two weeks of receiving the Dean's decision. The Vice President will respond to the student's request within one week. The decision of the Vice President for Academic Affairs shall be final.

The College assures that a student will not face retaliation for filing a formal grievance.

The previous appeal procedures do not apply to equity issues (i.e. race, age, national origin, or gender discrimination.) See the Non-Discrimination Policy and Grievance Procedure section of this catalog for an explanation of other grievance procedures.

Notification to Students Regarding Testing As a Degree Requirement

Students finishing Associate of Applied Science degrees must complete the three-part Collegiate Assessment of Academic Proficiency (CAAP) during either the last semester or next to last semester prior to graduation. The CAAP assesses mathematical reasoning, writing skills, and critical thinking skills. Those in Health Sciences AAS degree programs (Dental Hygiene, Clinical Laboratory Technology, Registered Nursing, and Radiologic Technology) will also be required to take the Science Reasoning portion of the CAAP. Unless otherwise provided for in an individual program, no minimum score or level of achievement is required for graduation. The CAAP will be given multiple times during the second half of fall and spring semester to accommodate all graduating students.

Students may also be asked to participate in one or more satisfaction surveys designed to measure institutional effectiveness. Participation in testing may be required for all students, students in selected programs, and for students selected on a sample basis.

Licensure Programs

Certain programs are designed to satisfy the educational requirements for licensure examinations. However, the licensing board may change these requirements prior to the completion of the course of study. While reasonable efforts will be made to enable students to satisfy additional requirements, no assurances can be made that the College will be able to offer these additional courses or, if taken, that such courses will entitle students to take or pass licensure examinations.

Embedded Certificate/Diplomas

Any student enrolled in a diploma/degree program will be recorded as a graduate of a lower level program (diploma, TCC) when the following conditions have been met:

- Student has met all of the admissions requirements for the diploma/TCC
- Student has successfully completed all coursework for the diploma/TCC
- Student requests to receive a diploma/TCC
- The College chooses to award a diploma/TCC with acknowledgement from the student

Data recording practices must represent an accurate history of student participation in programs. Students formally enrolled in a major will remain in that major until they formally change majors, graduate from that major, or leave the College. They may, however, simultaneously receive awards for diplomas/TCCs for which the requirements have been met.

Intellectual Property

The College encourages the development, writing, invention, or production of intellectual property designed to improve the productivity of the College or to enhance the teaching/learning environment.

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

Unless otherwise provided in a separate agreement, the College owns all rights to a copyrightable or patentable work created by the employee or student with College support. The ownership of a copyright or patent resulting from the development of intellectual property and any rewards or recognition attributed to the copyright or patent will be determined according to the following conditions:

Ownership resides with the employee or student if the following criteria are met:

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

Ownership resides with the College if the above criteria are not met and/or if the following criteria apply:

- The work is prepared within the scope of the employee’s job duties or course/program requirements.
- The work is the product of a specific contract or assignment made in the course of the employee’s employment or student’s enrollment with the College.
- The development of the work involved facilities, time, and/or other resources of the College including, but not limited to, released time, grant funds, College personnel, salary supplement, leave with pay, equipment, or other materials or financial assistance.
- Ownership refers to a legally binding agreement specifying the named party or parties to whom the intellectual property belongs and who will be attributer as the owners of the intellectual property in the general public.
- College resources include, but are not limited to, offices, computers, standard office equipment and supplies, libraries, labs, funds, and personnel.