

## General Information

The statements set forth in this catalog 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 catalog will ordinarily be applied as stated, West Georgia Technical College reserves the right to change any provision listed in this catalog, including but not limited to academic requirements for graduation, without actual notice to individual students. Every effort will be made to keep students advised of any such changes. Information on changes will be available in the Office of Student Affairs and on the college website. It is especially important that students know that it is their responsibility to remain informed of all changes, including academic requirements for graduation.

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 Lane, 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 Joint Review Committee on Education in Radiologic Technology (JRCERT); 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 Medical Assisting Education Review Board (MAERB); 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 National League for Nursing Accrediting Commission (NLNAC), approved by the Georgia Board of Nursing; Accounting, Business Administrative Technology, Marketing/Management, and Business Management, by the Accreditation Council for Business Schools and Programs (ACBSP); Cosmetology, by the Georgia Board of Cosmetology; Barbering is approved by the Georgia State Board of Barbering; and Automotive by Automotive Service Excellence (ASE).

### **West Georgia Technical College is a unit of the Technical College System of Georgia.**

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

Equity (Title IX) coordinator, Vice President for Student Affairs, **678.664.0532**  
176 Murphy Campus Blvd., Waco, GA 30182

ADA (Section 504) coordinator, Vice President for Administrative Services, **678.664.0533**  
176 Murphy Campus Blvd., Waco, GA 30182

Disabilities Services, Coordinator for Special Needs, **770.824.5241**  
176 Murphy Campus Blvd., Waco, GA 30182

# Telephone Directory

Academic Affairs	770.537.7979
Admissions	770.537.5740
Adult Education/GED	770.838.3192
Bookstore	
Carroll	770.836.6702
Coweta	770.755.7426
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	706.948.0250
Greenville Site	706.672.3102
LaGrange Campus	706.845.4323
Murphy Campus	770.537.6000
Career Services	706.756.4628
Continuing Education	678.664.0510
Cosmetology	
Carroll	770.836.6826
Coweta	770.755.7440
Douglas	770.947.7358
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	706.845.4557
Murphy	770.537.6066
Public Relations/Marketing	678.664.0525
Registrar	770.537.5740
Student Affairs	770.537.5740
WGTC Website	<a href="http://www.westgatech.edu">www.westgatech.edu</a>

# FY 2012 Academic Calendar

## Summer Quarter 2011

July 4	Holiday-Independence Day
July 5	Late Student Registration
July 6	Classes Begin
July 6-8	Drop/Add
July 14	Graduation (Murphy Campus)
July 21	Midpoint
August 9	Classes End
August 10	Exams
August 11	Grades Due
August 12-19	Workday/Annual Leave

## Fall Semester 2011

August 22	Late Student Registration
August 23	Classes Begin
August 23-25	Drop/Add
September 1	Graduation (Murphy Campus)
September 5	Holiday – Labor Day
October 17	Midpoint
November 24-25	Holiday-Thanksgiving
December 8	Classes End
December 12-13	Final Exams
December 14	Grades Due
December 15	In-service
December 16-23	Workday/Annual Leave
Dec. 26-Jan. 2	Holidays

## Spring Semester 2012

January 9	Late Student Registration
January 10	Classes Begin
January 10-12	Drop/Add
January 16	Holiday-MLK, Jr. Birthday
March 5	Midpoint
March 8	No Classes – planning day
April 2-6	Spring Break – workday/annual leave
May 2	Classes End
May 3, 7	Final Exams
May 8	Grades Due
May 9-16	Workday/Annual Leave

## Summer Semester 2012

May 17	Late Student Registration
May 21	Classes Begin
May 21-23	Drop/Add
May 28	Holiday-Memorial Day
June 20	Midpoint
July 4	Holiday – Independence Day
July 18	Classes End
July 19	Exams
July 20	Grades Due
July 23-31	Workday/Annual Leave

## Board Members

### WGTC Board of Directors

Chairman Daniel Jackson, Carroll County  
Chair-elect Brandon Lovett, Coweta County  
Michael Bass, Coweta County  
Tommy Britt, Troup County  
Terry Harper, Heard County  
Bill Hightower, Haralson County  
Chip Jakins, Carroll County  
Mike Lee, Douglas County  
Bob Patterson, Meriwether County  
Rochelle Robinson, Douglas County  
William R. Stump, Troup County

### WGTC Foundation Board of Trustees

Kali Boatright, *President*  
Don Moore, *Vice President*  
Larry Steed, *Treasurer*  
Dr. Robert Anthony  
Julian Carter  
Larry Daniel  
Jeff Dewberry  
Milton Edelson  
Page Estes  
Ned Fowler  
Delores Goldin  
Oliver Greene  
Jimmy Haddle  
Robert Harris  
Bryant Hightower  
Malcolm Jackson  
Susan Lester  
Jim Mottola  
Alan Smith  
Leonard Woolsey  
Greg Wright  
Dr. Skip Sullivan, *ex-officio*  
Dawn Cook, *ex-officio*  
Mark Whitlock, *ex-officio*

### State Board of Technical and Adult Education

Ben I. Copeland Sr.  
Sandra B. Reed, M.D.  
Chunk Newman  
Carl E. Swearingen  
Michael L. "Sully" Sullivan  
L. McGrath Keen, Jr.  
Dinah C. Wayne  
Cedric J. Johnson  
Otis Raybon, Jr.  
Tommy David  
John H. "Pepper" Bullock

Dean Alford  
Ronnie D. Rollins  
Sylvia E. Russell  
Mary Flanders  
Paul Holmes, Chairman  
Earl E. Smith  
Shaw Blackmon  
Lynn Cornett, Vice Chair  
Ben J. Tarbutton Jr.  
Ronald W. Jackson, Commissioner,  
Technical College System of Georgia

## Our Commitment to You

As a member of the Technical College System of Georgia, West Georgia Technical College is committed to providing excellence in both physical facilities designed for the learner and qualified faculty prepared to work with students. We believe in the partnership between faculty and students sharing the responsibility for learning.

## Our Mission

The mission of West Georgia Technical College, a unit of the Technical College System of Georgia, is to lead economic and workforce development by offering learning opportunities through quality services and educational programs using traditional and distance learning delivery methods. These opportunities focus on the development of academic and technical competence; critical thinking skills; social, personal, and intellectual values; work ethic traits; and an understanding of society. West Georgia Technical College services--including associate degree, diploma, and certificate programs, adult education, continuing education, and customized corporate training--meet the workforce needs of citizens, communities, businesses, and industries of the West Georgia service area.

## Our Vision

West Georgia Technical College is built upon the participation of individual citizens, the collaboration of business and industry, community partners, education groups, and the best possible use of human and financial resources. The College is responsive to the unique needs of each community in our West Georgia service area.

West Georgia Technical College offers a comprehensive range of quality credit and non-credit programs that enhance the West Georgia regional workforce. The College provides state-of-the-art technology and educational resources that enable students to become skillful professionals in their chosen careers.

## Our Core Values

West Georgia Technical College believes in the value of integrity, professionalism, excellence, and student centeredness in all aspects of our programs, services, and operations. These core values are fundamental to the success of West Georgia Technical College in realizing our mission and vision.

- **Integrity:** Our actions and words signal the institutional integrity of our college. We embrace honesty and base our decision making on a foundation of ethical standards and practical considerations.
- **Professionalism:** We foster respect and truth through exhibiting ethical standards in a courteous and conscientious manner.
- **Excellence:** We exhibit quality by meeting or exceeding the needs and expectations of our students and the community. We promote exceptional performance by recognizing and rewarding excellence in our students, faculty, staff, and community.
- **Student Centeredness:** We value and respect all students as unique individuals. We assist students in realizing their educational goals and continually strive to create a dynamic learning environment which includes them as stakeholders in their own lifelong learning.

## Student Rights

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 the right to the following:

1. To be in an atmosphere that is conducive to learning and to attend WGTC educational programs, courses, 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, courses, 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 in accordance with WGTC policies and procedures.
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).

## General Education Outcomes

West Georgia Technical College stands committed to its mission to focus on the development of academic and technical competence; critical thinking skills; social, personal, and intellectual values; and an understanding of society. In recognition of the growing complexity of society and the workplace, West Georgia Technical College has identified general education outcomes expected of each graduate of its credit programs. These general education outcomes reflect the breadth and balance necessary for success in a global society and provide the foundation for students' lifelong learning experiences. West Georgia's general education outcomes are intended to foster the development of effective communication skills, mathematical reasoning skills, critical thinking abilities, technological literacy, and respect for diversity that are vital for students' success in today's workplace and society. General education outcomes provide the tools to help students understand, in a critical and independent way, the issues and structures in which we are immersed and to develop learning skills that will equip students for a productive life in the 21st century.

- Apply appropriate reading, writing, speaking, and listening skills to express ideas, and opinions.
- Use everyday mathematical concepts and basic mathematical tools to obtain or convey information.
- Develop critical thinking and reasoning skills for problem solving.
- Demonstrate knowledge of the applications of technology in everyday life.
- Possess a sense of personal, social, professional, and work ethics.

## **Student Warranty**

West Georgia Technical College provides a guarantee of quality to all graduates of diploma or degree programs. 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 Board of the Technical College System of Georgia will warrant every graduate from programs offering a diploma or associate degree according to the following stipulations:

- 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; any program graduate who is determined to lack such competence shall be retrained at no cost to the employer or employee for tuition or instruction fees.
- 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.
- 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 diploma or degree program who entered the program subsequent to the mandated standards implementation date.
- 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 same program.
- This warranty shall be issued in writing to each graduate who enters a diploma or degree program subsequent to the mandated standards implementation date beginning in the fall quarter, 1989.

## **WGTC Non-Discrimination Policy and Grievance Procedure**

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

West Georgia Technical College is adamantly opposed to inappropriate workplace behavior, including unlawful harassment, discrimination, and retaliation, and will take effective measures to stop such behaviors. Since the College can take action to stop such behavior only if it is aware of such activities, it is crucial that employees seek assistance. Please seek assistance if you feel that you have been personally harassed, discriminated against, or have been retaliated against.

## **Grievance Procedure**

The following procedure is to be used in reporting and settling grievances in regard to the policy on the previous page.

1. Opportunities will be provided to resolve the complaint informally through meetings with proper faculty, staff, students, and appropriate administrators.
2. All grievances or complaints alleging action of a discriminatory nature shall be addressed, in writing, to the appropriate coordinator listed below.
  - In regard to Race or Gender discrimination: Equity/Title IX Coordinator, 770.537.5729, Vice President for Student Affairs
  - In regard to the Americans with Disabilities Act (ADA): Section 504/ADA Coordinator, 678.664.0533, Vice President of Administrative Services
3. Upon written notification of the complaint, the appropriate coordinator shall select (or serve as) a thorough and impartial investigator to examine the allegation including:
  - Interviewing the complainant and the alleged perpetrator separately.
  - Interviewing any witnesses named.
  - Rendering an opinion as to the merit of the complaint based upon the information gathered.
  - Recommending an appropriate response to the allegation.
4. The investigator will complete the investigation and inform the President of the College (and the appropriate coordinator if necessary) as to the results of the investigation and the recommended action within thirty (30) calendar days of submittal of the written complaint.
5. The President will have ten (10) calendar days to render a final decision and inform the alleged perpetrator of the results of the investigation and then enforce any disciplinary action to be taken (if complaint is found to be justified).
6. The appropriate coordinator will inform the complainant as to the outcome of the investigation.
7. The President's decision may be appealed in writing, respectively to the West Georgia Technical College Board of Directors, the Commissioner of the Technical College System of Georgia, and the Board of Directors of the Technical College System of Georgia.

# Our Role and Scope

West Georgia Technical College provides opportunities for students seeking postsecondary technical education. The services and programs offered include the following:

**Administrative Services** areas of the College provide effective leadership by setting the tone and direction of the institution, as well as providing resources, qualified personnel, and facilities, thus allowing West Georgia employees to carry out their duties.

**Adult Education** programs provide individuals a variety of locations and times to take advantage of training in reading, math and other basic skills. Classes prepare students for the General Educational Development (GED) Tests, allow students to improve their English language skills in English Literacy Programs (formerly English as Second Language or ESL), and equip students to function effectively in the workplace.

**Advisory Committees**, composed of representatives from business and industry, meet with school faculty to make recommendations, offer suggestions, and assist in the evaluation of each training program. Input from community representatives ensures that West Georgia's programs and skills remain relevant to workforce needs.

**Career Services** personnel provide students and alumni access to career exploration and job search resources while connecting them with potential employers.

**Continuing Education** offerings provide skills upgrading areas of technical, computer, and other related proficiencies, as well as training for new and interesting occupations in the technical, computer, medical, and clerical fields. Courses are offered to assist in professional development and a wide variety of enrichment courses in areas of personal interest and health. Participants may also earn Continuing Education Units (CEUs) for noncredit courses and seminars.

**Corporate Training** can assist the business and industry community by designing, developing, and delivering customized training programs. We can conduct quality training on-site at a business or at one of the four campus locations for a reasonable cost that will result in value-added employees for your business. Participants may also earn Continuing Education Units (CEUs) for noncredit courses and seminars.

**Disability Services** are provided to the student with a disability or who exhibits an economic or academic disadvantage. This includes, but is not limited to, setting realistic goals, developing individual programs of study, providing job orientation, providing assistance in determining the degree and nature of disability and/or disadvantage, and providing referrals to appropriate offices or agencies for assistance. Students may contact Student Affairs for assistance with accommodations for a disability, academic, or economic need.

**Distance Learning** programs provide activities and services including credit/noncredit and continuing education instruction, video conferencing, interactive multimedia, online courses, and other instructional delivery technologies.

**Economic Development** programs assist local chambers of commerce, development authorities, and other groups in promoting economic development in Carroll, Coweta, Douglas, Haralson, Heard, Meriwether and Troup counties through Quick Start projects for new and expanding industries and customized training for all industries.

**Educational Degree, Diploma, and Certificate** programs provide technical and general education skills required for employment and career growth. Graduates earn Associate in Applied Science degrees, technical diplomas, and technical certificates of credit.

**Institutional Advancement** activities communicate the College's programs and services to both internal and external audiences.

**Institutional Effectiveness** efforts provide continuous planning, reviewing, and evaluating of the College's progress in meeting accreditation needs.

**Learning Support** programs help students improve their academic and personal preparedness for postsecondary level study.

**Library Services** and facilities provide printed, audio-visual, and electronic materials that aid students in the pursuit of education, information, and/or research.

**Student Affairs** offices provide services and activities to support the transition into higher education, maximize chances for success, and enhance the potential for personal and educational growth of the individual.

**Technical Support** operations provide computing services and learning resources hardware and software support to West Georgia's educational programs and administrative areas of the College.

**Tutoring Services** are available on the Douglas, Carroll, Coweta, LaGrange and Murphy campuses for students taking reading, English, mathematics, science, or introductory computer courses. Please check in each campus Learning Resources Lab for hours and sign-up sheets.

# Our History

On September 4, 2008, the State Board of the Technical College System of Georgia voted unanimously to consolidate 14 technical colleges statewide into six. The West Georgia Technical College/West Central Technical College merger made the newly named West Georgia Technical College the second largest technical college in Georgia. West Georgia Technical College serves seven counties – Carroll, Coweta, Douglas, Haralson, Heard, Meriwether and Troup.

With over 110 approved programs of study, West Georgia Technical College is poised to meet the needs of business, industry and an ever-changing community. Students have multiple opportunities to participate in student groups and organizations. Additionally, students have the opportunity to participate in athletics through the Golden Knights men's and women's athletic teams.

West Georgia Technical College is proud to provide post secondary education and training to the citizens of West Georgia. Through this process, our students have the opportunity to improve their quality of life, achieve their dreams and make our community a better place to live.

The faculty and staff are committed to providing technical education that is responsive to the changing needs of business and industry, students and the community at large. Today, West Georgia's unwavering commitment to educational excellence and student success has made our graduates some of the most competitive individuals in the workforce. West Georgia Technical College's excellent leadership, strong faculty and staff, accessible locations and affordability will continue the rich tradition of excellence.