

OGEECHEE TECHNICAL COLLEGE

CATALOG ²⁰²⁴₂₀₂₅ & STUDENT HANDBOOK



2024-2025 Catalog Addendum

Please note the following changes for the 2024-2025 OTC Catalog & Student Handbook.

Modifications:

Item	Field	Original Value	New Value	Compare Value	Date	User
/2024-2025/Catalog-and-Student-Handbook/Welcome-from-Our-President-Lori-S-Durden	Content	Dear Students, On behalf of everyone here at Ogeechee Technical College, welcome! We are glad that you have made the decision to consider our College to pursue your educational goals and enhance your life. At Ogeechee Tech, we provide <i>EDUCATION WITH PURPOSE!</i> What does that mean? It means that through education we provide you with the tools to improve your skills and to help you advance in your chosen area of interest. Whether you are seeking a degree, diploma, or certificate, taking a continuing education class, improving literacy skills, or completing a high school equivalency like the GED or HISET, you have taken the first step toward a life with purpose by considering the many programs at Ogeechee Tech. This catalog provides information about our programs and services. You will find details about our classes, contacts for various services, and general information which will guide you through your experience at Ogeechee Tech. However, this catalog is but one source of support. We want you to be successful and to achieve your goals; therefore, our entire faculty, staff, and administration are here to serve you. At Ogeechee Technical College, it is our goal to help fulfill your purpose—whether your vision for your life includes preparing gourmet meals, caring for people or pets, creating dynamic hair styles, fighting cybercrime, or any number of other exciting and challenging career options. So you see, <i>OUR</i> purpose at Ogeechee Technical College is to assist you in your quest to achieve <i>YOUR</i> purpose! My best wishes! Lori S. Durden President	Dear Students On behalf of everyone here at Ogeechee Technical College, welcome! We are glad that you have made the decision to consider our College to pursue your educational goals and enhance your life. At Ogeechee Tech, we believe in EDUCATION WITH PURPOSE. This means equipping you with the skills and knowledge necessary to excel in your chosen field. Whether you are seeking a degree, diploma, or certificate, taking a continuing education class, improving literacy skills, or completing a high school equivalency like the GED or HISET, you have taken the first step toward a life with purpose by considering the many programs at OTC. Our course catalog serves as your guide to the diverse programs and services we offer. It details our classes, provides contact information for our various support services, and offers insights that will guide you through your experience at Ogeechee Tech. However, remember that this catalog is just the beginning. Our dedicated faculty, staff, and administration are committed to your success and are here to support you every step of the way. As we look ahead to the upcoming academic year, it is our goal to help fulfill your purpose—whether your vision for your life includes preparing gourmet meals, caring for people or pets, creating dynamic hair styles, fighting cybercrime, or any number of other exciting and challenging career options. So you see, <i>OUR</i> purpose at Ogeechee Technical College is to assist you in your quest to achieve <i>YOUR</i> purpose! My best wishes! Lori S. Durden President	Dear Students, On behalf of everyone here at: Ogeechee Technical College, welcome! We are glad that you have made the decision to consider our College to pursue your educational goals and enhance your life. At Ogeechee Tech, we providebelieve in EDUCATION WITH PURPOSE!. What does that mean? 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WeOur want you to be successfuland to achieve your goals; therefore, our entirededicated faculty, staff, and administration are committed to your success and are here to servesupport you every step of the way. AtAs Ogeecheewe Technicallook Collegeahead to the upcoming academic year, it is our goal to help fulfill your purpose—whether your vision for your life includes preparing gourmet meals, caring for people or pets, creating dynamic hair styles, fighting cybercrime, or any number of other exciting and challenging career options. So you see, OUR purpose at Ogeechee Technical College is to assist you in your quest to achieve; <i>YOUR</i> purpose! My best wishes! President Lori S. Durden President President	7/22/2024	ogeechee910031947
/2024-2025/Catalog-and-Student-Handbook/Location	Content	Main Campus 1 Joe Kennedy Blvd. Statesboro, GA 30458 912.681.5500 800.646.1316 Evans Technical Education Complex 625 Cedar Avenue Hagan, GA 30429 912.739.2959 Screven County Workforce Development Center 107 South Community Drive Sylvania, GA 30467 912.564.7326 Screven Commercial Truck Driving Complex 901 Rocky Ford Road Sylvania, GA 30467 912.863.4337	Main Campus One Joseph E. Kennedy Blvd. Statesboro, GA 30458 912.681.5500 800.646.1316 Evans Technical Education Complex (Jack & Muriel Strickland Building) 625 Cedar Avenue SW Hagan, GA 30429 912.739.2959 Screven County Workforce Development Center 107 South Community Drive Sylvania, GA 30467 912.564.7326 Screven County Technical Education Complex 901 Rocky Ford Road Sylvania, GA 30467 912.863.4337 Savannah State University (Georgia Film Academy) 3219 College Street Savannah, GA 31404	Main Campus 4One JoeJoseph E. Kennedy Blvd. Statesboro, GA 30458 912.681.5500 800.646.1316 Evans Technical Education Complex (Jack & Muriel Strickland Building) 625 Cedar Avenue SW Hagan, GA 30429 912.739.2959 Screven County Workforce Development Center 107 South Community Drive Sylvania, GA 30467 912.564.7326 Screven CommercialCounty TruckTechnical DrivingEducation Complex 901 Rocky Ford Road Sylvania, GA 30467 912.863.4337 Savannah State University (Georgia Film Academy) 3219 College Street Savannah, GA 31404	7/11/2024	ogeechee910031947
/2024-2025/Catalog-and-Student-Handbook/Accreditation	Content	Ogeechee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and technical certificates of credit. Questions about the accreditation of Ogeechee Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).	Ogeechee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Ogeechee Technical College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Ogeechee Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).	Ogeechee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees; diplomas.Ogeechee Technical College also may offer credentials such as certificates and technicaldiplomas certificatesat approved creditdegree levels. Questions about the accreditation of Ogeechee Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website	7/15/2024	ogeechee910022833

/2024-2025/Catalog-and-Student-Handbook/Notification	Content	This catalog does not constitute a contract between Ogeechee Technical College and its students, applicants for admission, or any other person. Ogeechee Technical College reserves the right to change, without notice, any statement in the Catalog. Information on changes is available in the Institutional Effectiveness Office. This Catalog and Student Handbook is effective Fall Semester 2023.	This catalog does not constitute a contract between Ogeechee Technical College and its students, applicants for admission, or any other person. Ogeechee Technical College reserves the right to change, without notice, any statement in the Catalog. Information on changes is available in the Institutional Effectiveness Office. This Catalog and Student Handbook is effective Fall Semester 2024.	(www.sascoc.org). This catalog does not constitute a contract between Ogeechee Technical College and its students, applicants for admission, or any other person. Ogeechee Technical College reserves the right to change, without notice, any statement in the Catalog. Information on changes is available in the Institutional Effectiveness Office. This Catalog and Student Handbook is effective Fall Semester 20232024.	7/11/2024 ogeechee@910031947
/2024-2025/Catalog-and-Student-Handbook/Equal-Opportunity-Statement-of-Compliance	Content	The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs, and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services. The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: For Title IX: Christy Rikard, Assistant Vice President for Student Affairs Ogeechee Technical College One Joseph E. Kennedy Blvd. Office 198C, JEK Building Statesboro, GA 30458 Phone 912.486.7607 titleix@ogeecheetech.edu For ADA/Section 504: Sabrina Burns, Accessibility and Assessment Coordinator Ogeechee Technical College One Joseph E. Kennedy Blvd. Office 711, Assessment Center Statesboro, GA 30458 Phone 912.486.7211 adacoordinator@ogeecheetech.edu If an individual with a disability needs this catalog in an alternative format, please contact the Accessibility and Assessment Coordinator at 912.486.7211 or adacoordinator@ogeecheetech.edu.	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/2024-2025/Catalog-and-Student-Handbook/General-Information/Program-Accreditations-Approvals	Content	Effective January 11, 2024, the Associate of Science in Nursing program at Ogeechee Technical College located in Statesboro, GA is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires January 11, 2026. Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000 View the public information disclosed by the ACEN regarding this candidate program at Search ACEN Programs. The Commercial Truck Driving program is regulated by the Georgia Department of Driver Services, P.O. Box 80447, Conyers, Georgia 30013, Phone 866.754.3687. Graduates are eligible to take the Georgia Commercial Driver's License examination. The Cosmetology program at Ogeechee Technical College is regulated by the Georgia State Board of Cosmetology, 237 Coliseum Dr., Macon, GA 31217-3858, Phone 478.207.2440. Graduates are eligible to take the Georgia State Board of Cosmetology Examination offered by PSI Exams. Web: www.sos.ga.gov/index.php/licensing. The program in Dental Assisting is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of "approval without reporting requirements." The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 312.440.4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: http://www.ada.org/coda. The Diagnostic Medical Sonography program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS, www.jrcdms.org). CAAHEP may be contacted at 9355 - 113th St. N, #7709, Seminole, FL 33775, Phone	Accredited Programs - The program in Dental Assisting is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of "approval <u>without</u> reporting requirements." The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 312.440.4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: https://coda.ada.org/. - The Funeral Service Education associate degree program at Ogeechee Technical College is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097, Phone 816.233.3747. Web: www.abfse.org. - The Health Information Management accreditior of Ogeechee Technical College is the Commission on Accreditation for Health Informatics and Information Management (CAHIIM). The College's accreditation for the Associate of Applied Science degree in Health Information Management has been reaffirmed through 2029. All inquiries about the program's accreditation status should be directed by mail to CAHIIM, 200 East Randolph Street, Suite 5100, Chicago, IL, 60601; by phone at 312.235.3255; or by email at info@cahiim.org. - The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB, www.maerb.org). CAAHEP may be contacted at 9355 - 113th St. N, #7709, Seminole, FL 33775, Phone 727.210.2350. Web: www.caahep.org. Effective January 11, 2024, the Associate of Science in Nursing program at Ogeechee Technical College located in Statesboro, GA is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires January 11, 2026. 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727.210.2350.

The **Echocardiography** program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS, www.jrcdms.org). CAAHEP may be contacted at 9355 - 113th St. N, #7709, Seminole, FL 33775, Phone 727.210.2350.

The **Funeral Service Education** associate degree program at Ogeechee Technical College is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097, Phone 816.233.3747. Web: www.abfse.org

The **Health Information Management** accreditior of Ogeechee Technical College is the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The College's accreditation for the Associate of Applied Science degree in Health Information Management has been reaffirmed through 2029. All inquiries about the program's accreditation status should be directed by mail to CAHIIM, 200 East Randolph Street, Suite 5100, Chicago, IL, 60601; by phone at 312.235.3255; or by email at info@cahiim.org.

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The **Nurse Aide** program is approved by Alliant Health Solutions, 1455 Lincoln Parkway, Suite 800, Atlanta, GA 30346 or P.O. Box 105753, Atlanta, GA 30348, Phone 678.527.3100.

The **Opticianry** degree program is accredited by the Commission on Opticianry Accreditation (COA), P.O. Box 592, Canton, NY 13617, Phone 315.742.8066. Web: <http://www.coaccreditation.com>, email: director@coaccreditation.com.

The Ogeechee Technical College **Paramedic** program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.

Commission on Accreditation of Allied Health Education Programs 9355 113th St N, #7709 Seminole, FL 33775 727-210-2350 www.caahep.org	Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions 8301 Lakeview Parkway Suite 111-312 Rowlett, TX 75088 214-703-8445 www.coaemsp.org
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In addition, the **Emergency Medical Technician, Advanced Emergency Medical Technician, Emergency Medical Responder, Paramedicine Diploma, and EMS Professions** programs are regulated by the Georgia Department of Public Health, State Office of EMS and Trauma, 1680 Phoenix Blvd., Suite 200, Atlanta, GA 30349, 770.996.3133.

The **Practical Nursing** program is regulated by the Georgia Board of Nursing, 237 Coliseum Dr., Macon, GA 31217, Phone 478.207.2440.

The **Radiologic Technology** degree program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, Phone 312.704.5300. Email: mail@jrcert.org.

The **Veterinary Technology** program is accredited by the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA) as a program for educating veterinary technicians, 1931 N. Meacham Road, Suite 100, Schaumburg, IL 60173, Phone 800.248.2862. Web: <http://www.avma.org/education>.

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Approved/Certification/Licensure Eligible Programs

The **Commercial Truck Driving** program is regulated by the Georgia Department of Driver Services, P.O. Box 80447, Conyers, Georgia 30013, Phone 866.754.3687. Graduates are eligible to take the Georgia Commercial Driver's License examination.

The **Cosmetology** program at Ogeechee Technical College is regulated by the Georgia State Board of Cosmetology, 237 Coliseum Dr., Macon, GA 31217-3858, Phone 478.207.2440. Graduates are eligible to take the Georgia State Board of Cosmetology Examination offered by PSI Exams. Web: www.sos.ga.gov/index.php/licensing.

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~~The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB, www.maerb.org). CAAHEP may be contacted at 9355 - 113th St. N, #7709, Seminole, FL 33775, Phone 727.210.2350. Web: www.caahep.org.~~

~~The Nurse Aide program is approved by Alliant Health~~

				Solutions, 1455 Lincoln Parkway, Suite 800, Atlanta, GA 30346 or P.O. Box 105753, Atlanta, GA 30348, Phone 678.527.3100. The Opticianry degree program is accredited by the Commission on Opticianry Accreditation (COA), P.O. Box 502, Canton, NY 13617, Phone 315.742.8066. Web: http://www.coaccreditation.com, email: director@coaccreditation.com. The Ogeechee Technical College Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions. <table><tr><td>Commission on Accreditation of Allied Health Education Programs 9355-113th St N, #7709 Seminole, FL 33775 727-210-2350 www.caahep.org</td><td>Committee on Accreditation of Education Programs for the Emergency Medical Services Professions 8301 Lakeview Parkway Suite 111-312 Rowlett, TX 75088 214-703-8445 www.coaemsp.org</td></tr></table>	Commission on Accreditation of Allied Health Education Programs 9355-113th St N, #7709 Seminole, FL 33775 727-210-2350 www.caahep.org	Committee on Accreditation of Education Programs for the Emergency Medical Services Professions 8301 Lakeview Parkway Suite 111-312 Rowlett, TX 75088 214-703-8445 www.coaemsp.org		
Commission on Accreditation of Allied Health Education Programs 9355-113th St N, #7709 Seminole, FL 33775 727-210-2350 www.caahep.org	Committee on Accreditation of Education Programs for the Emergency Medical Services Professions 8301 Lakeview Parkway Suite 111-312 Rowlett, TX 75088 214-703-8445 www.coaemsp.org							
				In addition, the Emergency Medical Technician, Advanced Emergency Medical Technician, Emergency Medical Responder, Paramedicine Diploma, and EMS Professions programs are regulated by the Georgia Department of Public Health, State Office of EMS and Trauma, 1680 Phoenix Blvd., Suite 200, Atlanta, GA 30349, 770.996.3133.				
				The Nurse Aide program is approved by Alliant Health Solutions, 1455 Lincoln Parkway, Suite 800, Atlanta, GA 30346 or P.O. Box 105753, Atlanta, GA 30348, Phone 678.527.3100.				
				The Practical Nursing program is regulated by the Georgia Board of Nursing, 237 Coliseum Dr., Macon, GA 31217, Phone 478.207.2440.				
				The Radiologic Technology degree program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, Phone 312.704.5300. Email: mail@jrcert.org .				
				The Veterinary Technology program is accredited by the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA) as a program for educating veterinary technicians, 1931 N. Meacham Road, Suite 100, Schaumburg, IL 60173, Phone 800.248.2862. Web: http://www.avma.org/education .				
/2024-2025/Catalog-and-Student-Handbook/General-Information/College-Calendar	Content	Day, evening, and online programs are offered with semesters beginning in late August (Fall Semester), early January (Spring Semester), and mid May (Summer Semester). An academic semester will not exceed sixteen weeks. Some programs begin classes each semester; entrance dates vary for some programs. Continuing Education courses are offered and scheduled as needed.	Day, evening, and online programs are offered with semesters beginning in mid-late August (Fall Semester), early January (Spring Semester), and mid-May (Summer Semester). An academic semester will not exceed sixteen weeks. Some programs begin classes each semester; entrance dates vary for some programs. Continuing Education courses are offered and scheduled as needed.	Day, evening, and online programs are offered with semesters beginning in mid-late August (Fall Semester), early January (Spring Semester), and mid-May (Summer Semester). An academic semester will not exceed sixteen weeks. Some programs begin classes each semester; entrance dates vary for some programs. Continuing Education courses are offered and scheduled as needed.	7/25/2024	ogeechee/910031947		
/2024-2025/Catalog-and-Student-Handbook/General-Information/Eligible-Applicants	Content	Any individual 16 years of age or older who seeks access to quality instruction designed to develop or improve occupational competencies is eligible for admission. The President may waive the "16 years of age" requirement for secondary students who are participating in an articulated program of study. Required Academic Criteria To be admitted by a technical college, applicants must satisfy one of the academic readiness paths below: - A high school diploma (verified by an official transcript, including graduation date) which has met the attendance, academic, and/or assessment requirements for the state's board of education, or equivalent agency, or a state-authorized examination the state recognizes as the equivalent of a high school diploma (verified by official transcript) will be required for admission to the technical college unless otherwise specified by the program's standards. - Applicants applying to a program of study that does not require a high school diploma/high school equivalency must submit or complete the required admissions testing requirements. - Applicants of home schools located in Georgia who did not attend a recognized accredited program must submit an annual progress report or a final transcript for the equivalent of the home-schooled student's junior and senior years. The final progress report should include the graduation date. - Applicants of home schools located outside the state of Georgia who did not attend a recognized accredited program must submit an annual progress report or a final transcript for the equivalent of the home-schooled student's junior and senior years. The final progress report should include the graduation date. - Applicants who have successfully completed (C or better) a minimum of 30 semester or 45 quarter hours at the degree level may submit official transcripts from all previously-attended colleges accredited by an accepted accrediting agency in lieu of a high school diploma or a state-authorized examination the state recognizes as the equivalent of a high school diploma	Any individual 16 years of age or older, unless noted otherwise, who seeks access to quality instruction designed to develop or improve occupational competencies is eligible for admission. The President may waive the "16 years of age" requirement for secondary students who are participating in an articulated program of study. Required Academic Criteria To be admitted by a technical college, applicants must satisfy one of the academic readiness paths below: - A high school diploma (verified by an official transcript, including graduation date) which has met the attendance, academic, and/or assessment requirements for the state's board of education, or equivalent agency, or a state-authorized examination the state recognizes as the equivalent of a high school diploma (verified by official transcript) will be required for admission to the technical college unless otherwise specified by the program's standards. - Applicants applying to a program of study that does not require a high school diploma/high school equivalency must submit or complete the required admissions testing requirements. - Applicants of home schools located in Georgia who did not attend a recognized accredited program must submit an annual progress report or a final transcript for the equivalent of the home-schooled student's junior and senior years. 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Required Academic Criteria To be admitted by a technical college, applicants must satisfy one of the academic readiness paths below: - A high school diploma (verified by an official transcript, including graduation date) which has met the attendance, academic, and/or assessment requirements for the state's board of education, or equivalent agency, or a state-authorized examination the state recognizes as the equivalent of a high school diploma (verified by official transcript) will be required for admission to the technical college unless otherwise specified by the program's standards. - Applicants applying to a program of study that does not require a high school diploma/high school equivalency must submit or complete the required admissions testing requirements. - Applicants of home schools located in Georgia who did not attend a recognized accredited program must submit an annual progress report or a final transcript for the equivalent of the home-schooled student's junior and senior years. 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		as described above. - Secondary schools must be accredited by an agency included on the TCSG approved accreditation agency list. - Students with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization. <i>High school diplomas from unaccredited institutions, Certificates of Attendance or other certificates, credentials, or other documents where the student did not complete all required coursework or testing required for a high school diploma in that state are not recognized for admission purposes.</i> Note: Presidents of technical colleges may waive the high school diploma/high school equivalency requirement for those secondary students or those pursuing a high school equivalency who are otherwise eligible to enroll in a specific program of study.	diploma or a state-authorized examination the state recognizes as the equivalent of a high school diploma as described above. - Secondary schools must be accredited by an agency included on the TCSG approved accreditation agency list. - Students with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization. <i>High school diplomas from unaccredited institutions, Certificates of Attendance or other certificates, credentials, or other documents where the student did not complete all required coursework or testing required for a high school diploma in that state are not recognized for admission purposes.</i> Note: Presidents of technical colleges may waive the high school diploma/high school equivalency requirement for those secondary students or those pursuing a high school equivalency who are otherwise eligible to enroll in a specific program of study.	diploma or a state-authorized examination the state recognizes as the equivalent of a high school diploma as described above. - Secondary schools must be accredited by an agency included on the TCSG approved accreditation agency list. - Students with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization. <i>High school diplomas from unaccredited institutions, Certificates of Attendance or other certificates, credentials, or other documents where the student did not complete all required coursework or testing required for a high school diploma in that state are not recognized for admission purposes.</i> Note: Presidents of technical colleges may waive the high school diploma/high school equivalency requirement for those secondary students or those pursuing a high school equivalency who are otherwise eligible to enroll in a specific program of study.		
/2024-2025/Catalog-and-Student-Handbook/General-Information/Assessment	Content	The ability for a student to succeed in a program at Ogeechee Technical College is greatly determined by the math and language skills possessed by that student. Ogeechee Tech is committed to assisting each student to reach their maximum potential. All students applying for diploma, degree, and certificate programs must be assessed prior to acceptance to a program of study. Students will then be admitted in accordance with the academic standards applicable to that program. Effective July 1, 2019, all technical colleges must utilize Next-Generation ACCUPLACER or COMPANION, the TCSG-approved assessment instruments, when evaluating students' readiness for diploma, degree, and certificate programs. However, in the place of Next-Generation ACCUPLACER or COMPANION, Ogeechee Tech may accept: - A student's official entrance score on one of the following validated assessment instruments if the scores meet the college program's required minimums: - TABE - SAT - ACT - PSAT - GA Milestones - A student's official General Education Diploma scores of 145+ in English or Math - A student's HOPE GPA of 2.5+ (for all programs) - A student's high school GPA of 2.0+ (for all entry level workforce certificates) - A student's official transcripts from a regionally or nationally accredited postsecondary institution recognized by the United States Department of Education documenting equivalent program-level English and math coursework successfully completed (C or better) Assessment results will be valid for any current or previous tool utilized for placement purposes and are transferable to any TCSG college. Each policy and charges may apply. Written or oral interviews shall not be utilized as part of the evaluation for program admission. Effective July 23, 2020, TCSG Commissioner Greg Dozier suspended provisions of the TCSG Admission Procedure 6.2.1p that require student testing and submission of official transcripts for the purpose of admission. Under this guidance Ogeechee Tech will also accept the following in place of the admissions assessment requirement: - A student's high school diploma with an overall/ cumulative high school GPA of a 2.0 or higher (for all programs) - A student's official General Education Diploma transcript completed since 2014 with scores of 145+ in English or Math (for all programs) - A student's high school or General Education Diploma transcript with proof of completion (for all certificate and diploma programs) - A student's completed admissions application (for programs that do not require a high school diploma or General Education Diploma)	The ability for a student to succeed in a program at Ogeechee Technical College is greatly determined by the math and language skills possessed by that student. Ogeechee Tech is committed to assisting each student to reach their maximum potential. All students applying for diploma, degree, and certificate programs must be assessed prior to acceptance to a program of study. Students will then be admitted in accordance with the academic standards applicable to that program. Effective July 1, 2019, all technical colleges must utilize Next-Generation ACCUPLACER or COMPANION, the TCSG-approved assessment instruments, when evaluating students' readiness for diploma, degree, and certificate programs. 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/2024-2025/Catalog-and-Student-Handbook/General-Information/How-to-Apply-for-Admission	Content	- Submit an application for admission and a \$25 non-refundable application fee. Graduates and returning students who submit a readmission application will also be required to submit a \$25 readmission application fee. Online applications at www.ogeecheetech.edu are encouraged. - Phone: 912.688.6994 or 1.800.646.1316 - Email: enrollmentservices@ogeecheetech.edu - Submit an official copy of your high school transcript, GED, or high school equivalency transcript. - If you are currently in high school, please note the date of expected graduation on your application; upon high school graduation, please have your counselor send us your final high school transcript. - Official transcripts from all previously-attended post-secondary institutions are required only if: - Applicants would like to fulfill the official high school or high school equivalency transcript requirement with a minimum of 30 semester (45 quarter) degree level credit hours that were successfully completed with a grade of C or better. - Applicants would like to fulfill the admissions test score requirement with degree-level English and/ or math credit hours that were successfully completed with a grade of C or better. - Applicants would like to apply for a competitive admission program (Associate of Science in Nursing, Practical Nursing, Echocardiography, Diagnostic Medical Sonography, or Radiologic Technology).	- Submit an application for admission and a \$25 non-refundable application fee. Graduates and returning students who submit a readmission application will also be required to submit a \$25 readmission application fee. Students may complete the online application at www.ogeecheetech.edu. - Phone: 912.688.6994 or 1.800.646.1316 - Email: enrollmentservices@ogeecheetech.edu - Submit an official copy of your high school transcript, GED, or high school equivalency transcript. - If you are currently in high school, please note the date of expected graduation on your application; upon high school graduation, please have your counselor send us your final high school transcript. - Official transcripts from all previously-attended post-secondary institutions are required only if: - Applicants would like to fulfill the official high school or high school equivalency transcript requirement with a minimum of 30 semester (45 quarter) degree level credit hours that were successfully completed with a grade of C or better. - Applicants would like to fulfill the admissions test score requirement with degree-level English and/ or math credit hours that were successfully completed with a grade of C or better. - Applicants would like to apply for a competitive admission program (Associate of Science in Nursing, Practical Nursing, Echocardiography, Diagnostic Medical Sonography, or Radiologic Technology). - Applicants would like to apply into the Applied Technical Management, AAS and have	- Submit an application for admission and a \$25 non-refundable application fee. Graduates and returning students who submit a readmission application will also be required to submit a \$25 readmission application fee. Online Students applications may complete the online application at www.ogeecheetech.edu. are encouraged. - Phone: 912.688.6994 or 1.800.646.1316 - Email: enrollmentservices@ogeecheetech.edu - Submit an official copy of your high school transcript, GED, or high school equivalency transcript. - If you are currently in high school, please note the date of expected graduation on your application; upon high school graduation, please have your counselor send us your final high school transcript. - Official transcripts from all previously-attended post-secondary institutions are required only if: - Applicants would like to fulfill the official high school or high school equivalency transcript requirement with a minimum of 30 semester (45 quarter) degree level credit hours that were successfully completed with a grade of C or better. - Applicants would like to fulfill the admissions test score requirement with degree-level English and/ or math credit hours that were successfully completed with a grade of C or better. - Applicants would like to apply for a competitive admission program (Associate of Science in Nursing, Practical Nursing, Echocardiography, Diagnostic Medical Sonography, or Radiologic Technology).	5/22/2025	ogeechee@10119015

		- Applicants would like to apply into the Applied Technical Management, AAS and have successfully completed a diploma from a previously-attended college. - Applicants would like to transfer the successfully completed (C or better) courses from a previously-attended college. - Applicants would like to be evaluated for the HOPE scholarship. - All official transcripts must be sent directly to the Admissions Office in a sealed envelope or electronically from the issuing school or testing center. - Review the Placement Testing section for more information regarding testing requirements and testing substitutions. - Applicants who need to complete admissions placement exam need to schedule an appointment online with the Assessment Center. Students may not schedule an appointment until the \$25 application has been paid. - Note: Reasonable accommodations are made during testing for those who need them. Please notify the Accessibility and Assessment Coordinator prior to the scheduled test date at 912.486-7211. - Official notification of acceptance is given to the applicant upon completion of all the above items. - Note: Some programs have additional admission requirements that are required prior to acceptance. View specific requirements in the Academic Programs section of this catalog. - Complete the online New Student Orientation. - Schedule an appointment online to meet with an advisor to register for classes. Appointments can be made using the Meet With Faculty webpage. - Attend a Meet Your Campus session. Dates and times available can be found on the New Student Orientation webpage.	- successfully completed a diploma from a previously-attended college. - Applicants would like to transfer the successfully completed (C or better) courses from a previously-attended college. - Applicants would like to be evaluated for the HOPE scholarship. - All official transcripts must be sent directly to the Admissions Office in a sealed envelope or electronically from the issuing school or testing center. - Review the Placement Testing section for more information regarding testing requirements and testing substitutions. - Applicants who need to complete admissions placement exam need to schedule an appointment online with the Assessment Center. Students may not schedule an appointment until the \$25 application has been paid. - Note: Reasonable accommodations are made during testing for those who need them. Please notify the Accessibility and Assessment Coordinator prior to the scheduled test date at 912.486-7211. - Official notification of acceptance is given to the applicant upon completion of all the above items. - Note: Some programs have additional admission requirements that are required prior to acceptance. View specific requirements in the Academic Programs section of this catalog. - Complete the online New Student Orientation. - Schedule an appointment online to meet with an advisor to register for classes. Appointments can be made using the Meet With Faculty webpage. - Attend a Meet Your Campus session. Dates and times available can be found on the New Student Orientation webpage.	Diagnostic Medical Sonography, or Radiologic Technology). - Applicants would like to apply into the Applied Technical Management, AAS and have successfully completed a diploma from a previously-attended college. - Applicants would like to transfer the successfully completed (C or better) courses from a previously-attended college. - Applicants would like to be evaluated for the HOPE scholarship. - All official transcripts must be sent directly to the Admissions Office in a sealed envelope or electronically from the issuing school or testing center. - Review the Placement Testing section for more information regarding testing requirements and testing substitutions. - Applicants who need to complete admissions placement exam need to schedule an appointment online with the Assessment Center. Students may not schedule an appointment until the \$25 application has been paid. - Note: Reasonable accommodations are made during testing for those who need them. Please notify the Accessibility and Assessment Coordinator prior to the scheduled test date at 912.486-7211. - Official notification of acceptance is given to the applicant upon completion of all the above items. - Note: Some programs have additional admission requirements that are required prior to acceptance. View specific requirements in the Academic Programs section of this catalog. - Complete the online New Student Orientation. - Schedule an appointment online to meet with an advisor to register for classes. Appointments can be made using the Meet With Faculty webpage. - Attend a Meet Your Campus session. Dates and times available can be found on the New Student Orientation webpage.		
/2024-2025/Catalog-and-Student-Handbook/General-Information/Admissions-Appeals	Content	Applicants have the right to appeal any decision regarding acceptance to Ogeechee Technical College. Admissions appeals should be made in writing to the Assistant Vice President for Student Affairs of Ogeechee Technical College upon receiving notification of admission status. The written document must include specific details supporting the appeal.	Applicants have the right to appeal any decision regarding acceptance to Ogeechee Technical College. Admissions appeals should be made in writing to the Vice President for Student Affairs of Ogeechee Technical College upon receiving notification of admission status. The written document must include specific details supporting the appeal.	Applicants have the right to appeal any decision regarding acceptance to Ogeechee Technical College. Admissions appeals should be made in writing to the Assistant Vice President for Student Affairs of Ogeechee Technical College upon receiving notification of admission status. The written document must include specific details supporting the appeal.	7/25/2024	ogeechee910031947
/2024-2025/Catalog-and-Student-Handbook/General-Information/Double-Majors	Content	Students may be afforded the opportunity to be enrolled in more than one major. In order to enroll in more than one major and under the guidance of the student's academic advisor, a written request must be submitted to the Dean for Academic Affairs for the desired second major. The request must include the student's name, student ID number, current major, desired second major, and the reason why the student desires to pursue a double major. Criteria used to determine if a student is eligible for a double major include, but are not limited to: - Overall GPA at time of request - Course history - Advisor/faculty recommendation - Within one semester of completing current program - A relationship between the current and requested programs - Financial aid eligibility Any courses that are common to both majors will not have to be repeated. In order to maintain double major status, a student must take at least one course from each program concurrently.	Students may be afforded the opportunity to be enrolled in more than one major. In order to enroll in more than one major and under the guidance of the student's academic advisor, students wishing to pursue a double major will need to complete the Double Major Request form found in their Etrieve account on their student dashboard. The request must be fully approved prior to the start of the term desired to double major or it will be denied. Students can only double major in a program that is the same or lower level than their current program of study. Criteria used to determine if a student is eligible for a double major include, but are not limited to: - Overall GPA at time of request - Course history - Advisor/faculty recommendation - Within one semester of completing current program - A relationship between the current and requested programs - Financial aid eligibility Any courses that are common to both majors will not have to be repeated. In order to maintain double major status, a student must take at least one course from each program concurrently.	Students may be afforded the opportunity to be enrolled in more than one major. In order to enroll in more than one major and under the guidance of the student's academic advisor, as students written request must be submitted to the Dean for Academic Affairs for the desired second major. The request must include the student's name, student ID number, current major, desired second major, and the reason why the student desires wishing to pursue a double major will need to complete the Double Major Request form found in their Etrieve account on their student dashboard. The request must be fully approved prior to the start of the term desired to double major or it will be denied. Students can only double major in a program that is the same or lower level than their current program of study. Criteria used to determine if a student is eligible for a double major include, but are not limited to: - Overall GPA at time of request - Course history - Advisor/faculty recommendation - Within one semester of completing current program - A relationship between the current and requested programs - Financial aid eligibility Any courses that are common to both majors will not have to be repeated. In order to maintain double major status, a student must take at least one course from each program concurrently.	2/5/2025	ogeechee910031947
/2024-2025/Catalog-and-Student-Handbook/General-Information/Competitive-Admission-Programs	Content	Competitive Admission Programs: - Associate of Science in Nursing degree - Diagnostic Medical Sonography degree - Echocardiography degree - Practical Nursing diploma - Radiologic Technology degree Competitive Admission Requirements: - Applicant is eighteen (18) years of age or older at time of application. - Applicant has submitted the appropriate online letter of interest found on the Competitive Admissions webpage. - Applicant must attend a Competitive Admission Workshop. The required workshop session dates are listed on Competitive Admissions webpage. - Applicant for Diagnostic Medical Sonography and Echocardiography must attend the specific program's information session within one year prior to term of interest. This session fulfills the Competitive Admission Workshop requirement. Dates can be found on the Competitive Admissions webpage. - Applicant has completed all required courses (listed below) with a "C" or better. - Applicant has a cumulative grade point average (GPA) of 2.5 or higher. - Applicant must complete the required aptitude exam (TEAS or HESI). More information on the required aptitude exams and helpful study information can be found on the Assessment Center webpage. Note: All competitive admissions requirements must be met by the deadlines listed on the Competitive Admissions webpage. Required Coursework: For competitive admission purposes only, the cumulative GPA includes all attempts at required coursework listed below within the previous five years. A student may sign the waiver section included on the online letter of interest	- Associate of Science in Nursing Degree - Diagnostic Medical Sonography Degree - Echocardiography Degree - Practical Nursing Certificate - Radiologic Technology Degree <u>Competitive Admission Requirements</u> - Applicant is eighteen (18) years of age or older at time of application. - Applicant has submitted the appropriate online Interest Form for Competitive Admissions found in their Etrieve account on their student dashboard. - Applicant must attend a Competitive Admission Workshop. The required workshop session dates are listed on Competitive Admissions webpage. - Applicants for ALL Competitive Admission Programs must attend the specific program's information session within one year prior to term of interest. This session fulfills the Competitive Admission Workshop requirement. Dates can be found on the Competitive Admissions webpage. - Applicant has completed all required courses (listed below) with a "C" or better. - Applicant has a cumulative grade point average (GPA) of 2.5 or higher. - Applicant must complete the required aptitude exam (TEAS or HESI). More information on the required aptitude exams and helpful study information can be found on the Assessment Center webpage. Note: All competitive admissions requirements must be met by the deadlines listed on the Competitive Admissions webpage. <u>Required Coursework</u> THE HIGHEST EARNED GRADE WILL BE USED IN THE CALCULATION OF THE GPA FOR COMPETITIVE ADMISSIONS.	Competitive Admission Programs: - Associate of Science in Nursing degree Degree - Diagnostic Medical Sonography degree Degree - Echocardiography degree Degree - Practical Nursing diploma Certificate - Radiologic Technology degree Degree <u>Competitive Admission Requirements:</u> - Applicant is eighteen (18) years of age or older at time of application. - Applicant has submitted the appropriate online letterInterest of Form interestfor Competitive Admissions found in their Etrieve account on their Competitive student Admissions webpage dashboard . - Applicant must attend a Competitive Admission Workshop. The required workshop session dates are listed on Competitive Admissions webpage. - ApplicantApplicants for DiagnosticALL MedicalCompetitive SonographyAdmission and Echocardiography Programs must attend the specific program's information session within one year prior to term of interest. This session fulfills the Competitive Admission Workshop requirement. Dates can be found on the Competitive Admissions webpage. - Applicant has completed all required courses (listed below) with a "C" or better. - Applicant has a cumulative grade point average (GPA) of 2.5 or higher. - Applicant must complete the required aptitude exam (TEAS or HESI). More information on the required aptitude exams and helpful study information can be found on the Assessment Center webpage. Note: All competitive admissions requirements must be met by the deadlines listed on the Competitive Admissions webpage.	9/5/2024	ogeechee910031947

to have all coursework older than five (5) years to be included in the calculations for competitive admissions. A student will not be able to choose specific coursework to include and exclude if a waiver is submitted. Coursework may be obtained by enrolling in the Health Care Assistant Certificate for Practical Nursing program or in the Interdisciplinary Degree for the Associate of Science in Nursing, Radiologic Technology, Echocardiography, and Diagnostic Medical Sonography degree programs. The program specific required coursework includes:

Diagnostic Medical Sonography

- ENGL 1101
- PSYC 1101
- Humanities/Fine Arts elective (only the highest grade achieved will be calculated into the cumulative GPA)
- MATH 1111 or MATH 1103
- ALHS 1040
- PHYS 1110
- PHYS 1110L
- BIOL 2113
- BIOL 2113L
- BIOL 2114
- BIOL 2114L

Echocardiography

- ENGL 1101
- PSYC 1101
- Humanities/Fine Arts elective (only the highest grade achieved will be calculated into the cumulative GPA)
- MATH 1111 or MATH 1103
- ALHS 1090
- PHYS 1110
- PHYS 1110L
- BIOL 2113
- BIOL 2113L
- BIOL 2114
- BIOL 2114L

Practical Nursing

- ALHS 1011
- ALHS 1040
- ALHS 1090
- COLL 1010
- ENGL 1010
- MATH 1012
- PSYC 1010 or PSYC 1101
- NAST 1100
- ALHS 1060

Radiologic Technology

- ENGL 1101
- PSYC 1101
- Humanities/Fine Arts elective (only the highest grade achieved will be calculated into the cumulative GPA)
- General Education elective (only the highest grade achieved will be calculated into the cumulative GPA)
- MATH 1111, MATH 1101, or MATH 1103
- ALHS 1090
- RADT 1010 (must be completed within 5 years of term of interest)
- BIOL 2113
- BIOL 2113L
- BIOL 2114
- BIOL 2114L

NOTE: Grades from transfer credits will be included in the calculation of the cumulative GPA for competitive admissions. A student will not be able to choose specific coursework to include and exclude if credits are transferred from a previous college.

Selection Criteria:

Ogeechee Tech sets a specific number of admission slots for each competitive admission program. After all admissions requirements have been met, students will be selected for available slots using the following criteria:

For the ASN program:

- A total score is calculated based on HESI scores, GPA for required prerequisite coursework, and whether or not the applicant has an active and unencumbered LPN license. Students are selected based on total score ranking.
- The GPA for prerequisite courses only will be weighted at 40/100 of the total score.
 - 4.0 = 40 points
 - 3.99 - 3.79 = 35 points
 - 3.78 - 3.59 = 30 points
 - 3.58 - 3.39 = 25 points
 - 3.38 - 3.19 = 20 points
 - 3.18 - 2.99 = 15 points
 - 2.98 - 2.79 = 10 points
 - 2.78 - 2.50 = 5 points
- The HESI exam score will be weighted at 55/100 of the total score.
 - 100 - 90% = 55 points
 - 89 - 80% = 50 points
 - 79 - 75% = 45 points
- LPN status (License number will be required for proof).
 - Yes (Active and Unencumbered) = 5 points
 - No = 0 points
- If a tie exists, the highest score on the HESI exam will determine ranking.
- If a tie continues to exist, the highest GPA on prerequisite coursework will determine ranking.

For the Diagnostic Medical Sonography,

Echocardiography, and Radiologic Technology programs:

- A total score is calculated based on TEAS scores and GPA for required prerequisite coursework only. Students are selected based on total score ranking.
- The GPA for prerequisite courses only will be weighted at 40% of the total score.
- The TEAS exam score will be weighted at 60% of the total score.
- If a tie exists, the highest score on the TEAS exam will determine ranking.
- If a tie continues to exist, the highest GPA on prerequisite coursework will determine ranking.

The program specific required coursework includes:

Associate of Science in Nursing (ASN - RN)

Students must complete all required courses with a "C" or better:

- ENGL 1101 (Composition and Rhetoric)
- PSYC 1101 (Introductory Psychology)
- MATH 111 (College Algebra)
- BIOL 2113 (Anatomy & Physiology I)
- BIOL 2113L (Anatomy & Physiology I Lab)
- BIOL 2114 (Anatomy & Physiology II)
- BIOL 2114L (Anatomy & Physiology II Lab)
- BIOL 2117 (Introductory Microbiology)
- BIOL 2117L (Introductory Microbiology Lab)
- One of the following Humanities/Fine Arts courses:
 - ARTS 1101 (Art Appreciation)
 - ENGL 2110 (World Literature)
 - ENGL 2130 (American Literature)
 - HUMN 1101 (Introduction to Humanities)
 - MUSC 1101 (Music Appreciation)
 - THEA 1101 (Theater Appreciation)

Transfer credits will be used in GPA calculation.

Diagnostic Medical Sonography and Echocardiography

- ENGL 1101 (Composition and Rhetoric)
- PSYC 1101 (Introductory Psychology)
- One of the following Math courses:
 - MATH 1111 (College Algebra)
 - MATH 1103 (Quantitative Skills and Reasoning)
- PHYS 1110 (Introductory Physics I)
- PHYS 1110L (Introductory Physics I Lab)
- BIOL 2113 (Anatomy & Physiology I)
- BIOL 2113L (Anatomy & Physiology I Lab)
- BIOL 2114 (Anatomy & Physiology II)
- BIOL 2114L (Anatomy & Physiology II Lab)
- ALHS 1090 (Medical Terminology)

One of the following Humanities/Fine Arts courses:

- ARTS 1101 (Art Appreciation)
- ENGL 2110 (World Literature)
- ENGL 2130 (American Literature)
- HUMN 1101 (Introduction to Humanities)
- MUSC 1101 (Music Appreciation)
- THEA 1101 (Theater Appreciation)

Practical Nursing

- THERE ARE NO PRE-REQUISITE COURSES FOR PRACTICAL NURSING

Radiologic Technology

- ENGL 1101 (Composition and Rhetoric)
- One of the following Math courses:
 - MATH 1101 (Mathematical Modeling)
 - MATH 1103 (Quantitative Skills and Reasoning)
 - MATH 1111 (College Algebra)
- BIOL 2113 (Anatomy and Physiology I)
- BIOL 2113L (Anatomy and Physiology Lab I)
- BIOL 2114 (Anatomy and Physiology II)
- BIOL 2114L (Anatomy and Physiology Lab II)
- ALHS 1090 (Medical Terminology)
- RADT 1010 (Introduction to Radiology)
- Transfer credits will be used in GPA calculation
- Students must complete the below courses, and must pass them with a "C" or better. These courses will not count towards the GPA calculation.

PSYC 1101 (Introductory to Psychology)

One General Education Elective

NOTE: THE HIGHEST EARNED GRADE WILL BE USED IN THE CALCULATION OF THE GPA FOR COMPETITIVE ADMISSIONS

Selection Criteria

Ogeechee Tech sets a specific number of admission slots for each competitive admission program. After all admissions requirements have been met, students will be selected for available slots using the following criteria:

For the ASN program:

- A total score is calculated based on HESI scores, GPA for required prerequisite coursework, and whether or not the applicant has an active and unencumbered LPN license. Students are selected based on total score ranking.
- The GPA for prerequisite courses only will be weighted at 40/100 of the total score.
 - 4.0 = 40 points
 - 3.99 - 3.79 = 35 points
 - 3.78 - 3.59 = 30 points
 - 3.58 - 3.39 = 25 points
 - 3.38 - 3.19 = 20 points
 - 3.18 - 2.99 = 15 points
 - 2.98 - 2.79 = 10 points
 - 2.78 - 2.50 = 5 points
- The HESI exam score will be weighted at 55/100 of the total score.
 - 100 - 90% = 55 points
 - 89 - 80% = 50 points
 - 79 - 75% = 45 points
- LPN status (License number will be required for proof).
 - Yes (Active and Unencumbered) = 5 points
 - No = 0 points
- If a tie exists, the highest score on the HESI exam will determine ranking.
- If a tie continues to exist, the highest GPA on prerequisite coursework will determine ranking.

For the Diagnostic Medical Sonography, Echocardiography, and Radiologic Technology programs:

- A total score is calculated based on TEAS scores and GPA for required prerequisite coursework only. Students are selected based on total score ranking.
- The GPA for prerequisite courses only will be weighted

Required Coursework:

For competitive THE admission HIGHEST purposes EARNED only GRADE the WILL cumulative BE USED IN THE CALCULATION OF THE GPA includes FOR all COMPETITIVE attempts at required coursework listed below within the previous five years ADMISSIONS. A student may sign the waiver section included on the online letter of interest to have all coursework older than five (5) years to be included in the calculations for competitive admissions. A student will not be able to choose specific coursework to include and exclude if a waiver is submitted. Coursework may be obtained by enrolling in the Health Care Assistant Certificate for Practical Nursing program or in the Interdisciplinary Degree for the Associate of Science in Nursing - Radiologic Technology, Echocardiography, and Diagnostic Medical Sonography degree programs.

The program specific required coursework includes:

Diagnostic Associate of Sonography Science in Nursing (ASN - RN)

Students must complete all required courses with a "C" or better:

- ENGL 1101 (Composition and Rhetoric)
- PSYC 1101 (Introductory Psychology)
- MATH 111 (College Algebra)
- BIOL 2113 (Anatomy & Physiology I)
- BIOL 2113L (Anatomy & Physiology I Lab)
- BIOL 2114 (Anatomy & Physiology II)
- BIOL 2114L (Anatomy & Physiology II Lab)
- BIOL 2117 (Introductory Microbiology)
- BIOL 2117L (Introductory Microbiology Lab)
- One of the following Humanities/Fine Arts elective courses:
 - ARTS 1101 (only Art the Appreciation)
 - ENGL highest 2110 grade (World achieved Literature)
 - ENGL 2130 (American Literature)
 - HUMN 1101 (Introduction to Humanities)
 - MUSC 1101 (Music Appreciation)
 - THEA 1101 (Theater Appreciation)

Transfer credits will be calculated used in GPA calculation.

Diagnostic Medical Sonography and Echocardiography

- ENGL 1101 (Composition and Rhetoric)
- PSYC 1101 (Introductory Psychology)
- One of the cumulative following GPA Math courses:
 - MATH 1111 (College or Algebra)
 - MATH 1103 (Quantitative Skills and Reasoning)
 - ALHS 1040
- PHYS 1110 (Introductory Physics I)
- PHYS 1110L (Introductory Physics I Lab)
- BIOL 2113 (Anatomy & Physiology I)
- BIOL 2113L (Anatomy & Physiology I Lab)
- BIOL 2114 (Anatomy & Physiology II)
- BIOL 2114L (Anatomy & Physiology II Lab)
- ALHS 1090 (Medical Terminology)

One of the following Humanities/Fine Arts courses:

- ARTS 1101 (Art Appreciation)
- ENGL 2110 (World Literature)
- ENGL 2130 (American Literature)
- HUMN 1101 (Introduction to Humanities)
- MUSC 1101 (Music Appreciation)
- THEA 1101 (Theater Appreciation)

Practical Nursing

- THERE ARE NO PRE-REQUISITE COURSES FOR PRACTICAL NURSING

Echocardiography:

- ENGL 1101
- PSYC 1101
- Humanities/Fine Arts elective (only the highest grade achieved will be calculated into the cumulative GPA)
- MATH 1111 or MATH 1103
- ALHS 1090
- PHYS 1110
- PHYS 1110L
- BIOL 2113
- BIOL 2113L
- BIOL 2114
- BIOL 2114L

Practical Nursing:

- ALHS 1011
- ALHS 1040
- ALHS 1090
- COLL 1010
- ENGL 1010
- MATH 1012
- PSYC 1010 or PSYC 1101
- NAST 1100
- ALHS 1060

Radiologic Technology

- ENGL 1101
- PSYC 1101
- Humanities/Fine (Composition Arts and elective (only the highest grade achieved will be calculated into the cumulative GPA Rhetoric)
- General One Education elective (only of the highest following grade Math achieved courses:
 - MATH will 1101 be (Mathematical calculated Modeling)
 - MATH into 1103 the (Quantitative cumulative Skills GPA and Reasoning)
 - MATH 1111 (College Algebra)
- BIOL 2113 (Anatomy and Physiology I)
- MATH BIOL 1111-2113L MATH (Anatomy 1101 and or Physiology MATH Lab 1103L)
- BIOL 2114 (Anatomy and Physiology II)
- BIOL 2114L (Anatomy and Physiology Lab II)
- ALHS 1090 (Medical Terminology)

Note: Students who are interested in applying for both Echocardiography and Diagnostic Medical Sonography must select a first-choice program; second-choice program is optional. Students will be given priority in the selection process for their first-choice program.

For the Practical Nursing program:

- A total score is calculated based on HESI scores and GPA for required prerequisite coursework only. Students are selected based on total score ranking.
- The GPA for prerequisite courses only will be weighted at 40% of the total score.
- The HESI exam score will be weighted at 60% of the total score.
- If a tie exists, the highest score on the HESI exam will determine ranking.
- If a tie continues to exist, the highest GPA on prerequisite coursework will determine ranking.

Aptitude Examination

The TEAS (Test of Essential Academic Skills) exam is a standardized test used by Ogeechee Tech to evaluate candidates for potential admission into a competitive admission program. The TEAS exam is intended to gauge a student's achievement in a medical setting. The TEAS test covers reading, math, science and English and language usage skills.

- TEAS exam scores will expire five years after the exam date.
- A student's first attempt is \$40, and a \$65 re-test fee is required for each subsequent attempt. Students will be administered the entire exam during each exam attempt. All testing fees are non-refundable.
- A student may schedule, find out when the test is administered, and find helpful study resources by visiting the Assessment Center website. Study guides are also available in the Library.

The HESI (Health Education Systems Incorporated) test is a standardized and proctored exam that assesses the academic readiness and cognitive skills of prospective and current nursing and health care students. It is also known as the HESI A2, the HESI Admission Assessment Exam. It consists of academic tests and covers core subjects such as math, reading, vocabulary, grammar, biology, chemistry, anatomy, and physiology.

- A student's \$65 fee is required for each attempt. Students will be administered the entire exam each exam attempt. All testing fees are non-refundable.
- A student may schedule, find out when the test is administered, and find helpful study resources by visiting the Assessment Center online at www.ogeecheetech.edu/testing. Study guides are also available in the Library.

For the ASN program:

- Applicants for the ASN program must complete the HESI A2 admission exam and achieve a composite score of 75% or higher. Applicants must have taken the HESI A2 admission exam within the last 5 years.
- A student will be allowed six (6) testing attempts on the HESI; the exams are given several times each semester. A student is required to wait a minimum of 30 calendar days between attempts.

For the Radiologic Technology, Echocardiography, and Diagnostic Medical Sonography programs:

- Applicants for the Radiologic Technology, Diagnostic Medical Sonography, and Echocardiography programs must have taken the TEAS aptitude exam within the last 5 years and achieved a cumulative score of 60% or higher.
- A student will be allowed three (3) testing attempts within a calendar year on the TEAS. The exams are given several times each semester and attempts can be scheduled 30 calendar days apart.
- TEAS scores from other schools will not be accepted.

For the Practical Nursing program:

- Applicants for the Practical Nursing program must complete the HESI (Health Education Systems Incorporated) exam and achieve a composite score of 70% or higher. Applicants must have taken the HESI exam within the last 5 years.
- A student will be allowed six (6) testing attempts on the HESI; the exams are given several times each semester. A student is required to wait a minimum of 30 calendar days between attempts. If a student chooses to take the exam more than two times, he/she will be required to wait a minimum of six months between each additional attempt.

at 40% of the total score.

- The TEAS exam score will be weighted at 60% of the total score.
- If a tie exists, the highest score on the TEAS exam will determine ranking.
- If a tie continues to exist, the highest GPA on prerequisite coursework will determine ranking.

Note: Students who are interested in applying for both Echocardiography and Diagnostic Medical Sonography must select a first-choice program; second-choice program is optional. Students will be given priority in the selection process for their first-choice program.

For the Practical Nursing program:

- The highest total based upon the score on the HESI (A2) Exam

Aptitude Examination

The TEAS (Test of Essential Academic Skills) exam is a standardized test used by Ogeechee Tech to evaluate candidates for potential admission into a competitive admission program. The TEAS exam is intended to gauge a student's achievement in a medical setting. The TEAS test covers reading, math, science and English and language usage skills.

- TEAS exam scores will expire five years after the exam date.
- A student's first attempt is \$40, and a \$65 re-test fee is required for each subsequent attempt. Students will be administered the entire exam during each exam attempt. All testing fees are non-refundable.
- A student may schedule, find out when the test is administered, and find helpful study resources by visiting the Assessment Center website. Study guides are also available in the Library.

The HESI (Health Education Systems Incorporated) test is a standardized and proctored exam that assesses the academic readiness and cognitive skills of prospective and current nursing and health care students. It is also known as the HESI A2, the HESI Admission Assessment Exam. It consists of academic tests and covers core subjects such as math, reading, vocabulary, grammar, biology, chemistry, anatomy, and physiology.

- A student's \$65 fee is required for each attempt. Students will be administered the entire exam each exam attempt. All testing fees are non-refundable.
- A student may schedule, find out when the test is administered, and find helpful study resources by visiting the Assessment Center online at www.ogeecheetech.edu/testing. Study guides are also available in the Library.

For the ASN program:

- Applicants for the ASN program must complete the HESI A2 admission exam and achieve a composite score of 75% or higher. Applicants must have taken the HESI A2 admission exam within the last 5 years.
- A student will be allowed six (6) testing attempts on the HESI; the exams are given several times each semester. A student is required to wait a minimum of 30 calendar days between attempts.
- HESI scores from other schools will not be accepted.

For the Radiologic Technology, Echocardiography, and Diagnostic Medical Sonography programs:

- Applicants for the Radiologic Technology, Diagnostic Medical Sonography, and Echocardiography programs must have taken the TEAS aptitude exam within the last 5 years and achieved a cumulative score of 60% or higher.
- A student will be allowed three (3) testing attempts within a calendar year on the TEAS. The exams are given several times each semester and attempts can be scheduled 30 calendar days apart.
- TEAS scores from other schools will not be accepted.

For the Practical Nursing program:

- Applicants for the Practical Nursing program must complete the HESI (Health Education Systems Incorporated) exam. Applicants must have taken the HESI exam within the last 5 years.
- A student will be allowed six (6) testing attempts on the HESI; the exams are given several times each semester. A student is required to wait a minimum of 30 calendar days between attempts. If a student chooses to take the exam more than two times, he/she will be required to wait a minimum of six months between each additional attempt.
- HESI scores from other schools will not be accepted.

- RADT 1010 (must be completed within 5 years of term of interest)
- BIOL-2143
- BIOL-2143L
- BIOL-2144
- BIOL-2144L

NOTE: Grades from transfer credits will be included in the GPA calculation

- Students must complete the cumulative below courses, and must pass them with a "C" or better. These courses will not count towards the GPA for calculation.

PSYC competitive 1101 admissions-A student

will not be able to choose specific coursework to include and exclude if credits are transferred from a previous college.

One General Education Elective

NOTE: THE HIGHEST EARNED GRADE WILL BE USED IN THE CALCULATION OF THE GPA FOR COMPETITIVE ADMISSIONS

Selection Criteria:

Ogeechee Tech sets a specific number of admission slots for each competitive admission program. After all admissions requirements have been met, students will be selected for available slots using the following criteria:

For the ASN program:

- A total score is calculated based on HESI scores, GPA for required prerequisite coursework, and whether or not the applicant has an active and unencumbered LPN license. Students are selected based on total score ranking.
- The GPA for prerequisite courses only will be weighted at 40/100 of the total score.
 - 4.0 = 40 points
 - 3.99 - 3.79 = 35 points
 - 3.78 - 3.59 = 30 points
 - 3.58 - 3.39 = 25 points
 - 3.38 - 3.19 = 20 points
 - 3.18 - 2.99 = 15 points
 - 2.98 - 2.79 = 10 points
 - 2.78 - 2.50 = 5 points
- The HESI exam score will be weighted at 55/100 of the total score.
 - 100 - 90% = 55 points
 - 89 - 80% = 50 points
 - 79 - 75% = 45 points
- LPN status (License number will be required for proof).
 - Yes (Active and Unencumbered) = 5 points
 - No = 0 points
- If a tie exists, the highest score on the HESI exam will determine ranking.
- If a tie continues to exist, the highest GPA on prerequisite coursework will determine ranking.

For the Diagnostic Medical Sonography, Echocardiography, and Radiologic Technology programs:

- A total score is calculated based on TEAS scores and GPA for required prerequisite coursework only. Students are selected based on total score ranking.
- The GPA for prerequisite courses only will be weighted at 40% of the total score.
- The TEAS exam score will be weighted at 60% of the total score.
- If a tie exists, the highest score on the TEAS exam will determine ranking.
- If a tie continues to exist, the highest GPA on prerequisite coursework will determine ranking.

Note: Students who are interested in applying for both Echocardiography and Diagnostic Medical Sonography must select a first-choice program; second-choice program is optional. Students will be given priority in the selection process for their first-choice program.

For the Practical Nursing program:

- The highest total score is calculated based on HESI scores and GPA for required prerequisite coursework only. Students are selected based on total score ranking.
- The GPA for prerequisite courses only will be weighted at 40% of the total score.
- The HESI exam score will be weighted at 60% of the total score.
- If a tie exists, the highest score on the HESI exam (A2) will determine ranking.
- If a tie continues to exist, the highest GPA on prerequisite coursework will determine ranking.

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Aptitude Examination

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The TEAS (Test of

Essential Academic Skills) exam is a standardized test used by Ogeechee Tech to evaluate candidates for potential admission into a competitive admission program. The TEAS exam is intended to gauge a student's achievement in a medical setting. The TEAS test covers reading, math, science and English and language usage skills.

- TEAS exam scores will expire five years after the exam date.
- A student's first attempt is \$40, and a \$65 re-test fee is required for each subsequent attempt. Students will be administered the entire exam during each exam attempt. All testing fees are non-refundable.
- A student may schedule, find out when the test is administered, and find helpful study resources by visiting the Assessment Center website. Study guides are also available in the Library.

				The HESI (Health Education Systems Incorporated) test is a standardized and proctored exam that assesses the academic readiness and cognitive skills of prospective and current nursing and health care students. It is also known as the HESI A2, the HESI Admission Assessment Exam. It consists of academic tests and covers core subjects such as math, reading, vocabulary, grammar, biology, chemistry, anatomy, and physiology. - A student's \$65 fee is required for each attempt. Students will be administered the entire exam each exam attempt. All testing fees are non-refundable. - A student may schedule, find out when the test is administered, and find helpful study resources by visiting the Assessment Center online at www.ogeecheetech.edu/testing. Study guides are also available in the Library. For the ASN program: - Applicants for the ASN program must complete the HESI A2 admission exam and achieve a composite score of 75% or higher. Applicants must have taken the HESI A2 admission exam within the last 5 years. - A student will be allowed six (6) testing attempts on the HESI; the exams are given several times each semester. A student is required to wait a minimum of 30 calendar days between attempts. - HESI scores from other schools will not be accepted. For the Radiologic Technology, Echocardiography, and Diagnostic Medical Sonography programs: - Applicants for the Radiologic Technology, Diagnostic Medical Sonography, and Echocardiography programs must have taken the TEAS aptitude exam within the last 5 years and achieved a cumulative score of 60% or higher. - A student will be allowed three (3) testing attempts within a calendar year on the TEAS. The exams are given several times each semester and attempts can be scheduled 30 calendar days apart. - TEAS scores from other schools will not be accepted. For the Practical Nursing program: - Applicants for the Practical Nursing program must complete the HESI (Health Education Systems Incorporated) exam and achieve a composite score of 70% or higher. Applicants must have taken the HESI exam within the last 5 years. - A student will be allowed six (6) testing attempts on the HESI; the exams are given several times each semester. A student is required to wait a minimum of 30 calendar days between attempts. If a student chooses to take the exam more than two times, he/she will be required to wait a minimum of six months between each additional attempt. - HESI scores from other schools will not be accepted.		
/2024-2025/Catalog-and-Student-Handbook/General-Information/Readmission	Content	A student who leaves the College in good standing may apply for readmission as early as the next academic term by following the admissions guidelines included on the Returning Students section. Students who have been dismissed because of unsatisfactory academic progress may apply for readmission after one term of absence from the College. A student suspended for disciplinary reasons may be considered for readmission at the end of the suspension by making an appointment with the Assistant Vice President for Student Affairs. Readmission to a program will be granted on a space-available basis within the appropriate course sequence. A student will be required to complete the curriculum and readmission requirements in place at the time of re-enrollment. Program specific readmission requirements will be listed on the appropriate program section found on the Academic Programs webpage. Readmission to Competitive Admission Programs A student who voluntarily leaves or is dropped from a competitive admission program due to academic reasons, attendance, or having received a grade less than "C" in any program course will be limited to a one-time re-entry into the program. A student seeking readmission to a competitive admission program must understand that readmission is granted on a competitive and space-available basis, based on the program's admission criteria, accreditation agency requirements, and clinical capacity. The student must meet current program admission requirements at the time of the readmission request. A student who voluntarily leaves or is dismissed from a competitive admission program during the first semester of program classes must re-enter the competitive admissions process in order to be readmitted. A student who successfully completed at least one term of program classes must follow the steps below to request readmission to the program: - Submit a letter requesting readmission to the Executive Director for Enrollment Services. - Upon approval from the Executive Director for Enrollment Services and confirmation that there is	A student who leaves the College in good standing may apply for readmission as early as the next academic term by following the admissions guidelines included on the Returning Students section. Students who have been dismissed because of unsatisfactory academic progress may apply for readmission after one term of absence from the College. A student suspended for disciplinary reasons may be considered for readmission at the end of the suspension by making an appointment with the Vice President for Student Affairs. Readmission to a program will be granted on a space-available basis within the appropriate course sequence. 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		space available in the class, the student must demonstrate retention of materials/information taught in the last successfully completed semester. • The student will take a written examination covering materials taught in previously-taken coursework. The student must make a grade of 75 or better. • The student will take skills tests covering competencies in the procedures learned in previously-taken coursework. The student must make an 85 or better on the skills tests. The number of skills tests will be determined by each Program Director.	space available in the class, the student must demonstrate retention of materials/information taught in the last successfully completed semester. • The student will take a written examination covering materials taught in previously-taken coursework. The student must make a grade of 75 or better. • The student will take skills tests covering competencies in the procedures learned in previously-taken coursework. The student must make an 85 or better on the skills tests. The number of skills tests will be determined by each Program Director.	space available in the class, the student must demonstrate retention of materials/information taught in the last successfully completed semester. • The student will take a written examination covering materials taught in previously-taken coursework. The student must make a grade of 75 or better. • The student will take skills tests covering competencies in the procedures learned in previously-taken coursework. The student must make an 85 or better on the skills tests. The number of skills tests will be determined by each Program Director.																																														
/2024-2025/Catalog-and-Student-Handbook/Financial-Aid/Verification	Content	Verification Ogeechee Technical College verifies all applicants that are selected by the Federal Central Processing System (CPS). OTC also utilizes the authority granted by the Department of Education to select certain students for verification that may have not been selected by CPS. Verification groups are detailed below. Who Will Be Verified 1. All students selected by CPS with a verification flag set to 1, 4, and 5 on the ISIR. 2. Students that have incorrect or missing information on the FAFSA. 3. All students that have C-Flags assigned on the ISIR. 4. Students selected by OTC: a. Students under the age of 24 and not married that indicate they have children they support or legal dependents. These students will automatically have an Independent Student Household Members Verification Worksheet and an Independent Student Tax and Income Verification Worksheet added to their account. If these documents do not confirm that the student can provide at least 50% of the dependents' support, the student will be asked for additional documentation or told that parent information is required on the FAFSA. b. Students under the age of 24 that indicate they are married will be asked to provide a copy of their marriage license. c. Independent or Dependent students may be required to submit the Zero/Low Income Resources Worksheet with supporting documentation if it is determined that the resources listed may not support the number in the household. d. Students that answer "Yes" to any of the following questions on the FAFSA will be required to submit adequate documentation showing proof of their situation. • Orphan, Ward of Court, Foster Care • Emancipated Minor • Legal Guardianship • Unaccompanied Youth by School • Unaccompanied Youth by HUD • At Risk of Homelessness e. Students or parents that have a marital status that conflicts with their tax filing status will be required to submit a proof of their marital status. f. Students with conflicting information may be required to submit additional documentation. This depends on the scenario of each individual student and the information that needs clarification. Notification Students selected for verification will be notified via email that additional documentation is required before financial aid can be awarded and/or disbursed. They are given instructions to log into their Banner Web account to find out what is required. OTC sends missing document notifications to student weekly. *Effective July 13, 2021 and for the remainder of the 2021-2022 and 2022-2023 FAFSA verification cycle, the Department of Education declared that all "V1" verification requirements can be waived, due to challenges resulting from the ongoing national (COVID-19) emergency. Tracking Groups "V4" and "V5" (Identity/Statement of Educational Purpose and High School Completion Status) remain in place. This does not exempt institutions from reviewing all documents for conflicting information concerning a student's eligibility. Ogeechee Tech maintains the discretion to select students for verification according to consistently applied institutional policies. For more information, please review the regulation listed at this link: https://fsapartners.ed.gov/knowledge-center/library/dear-colleague-letters/2021-07-13/changes-2021-2022-verification-requirements	Verification Ogeechee Technical College verifies all applicants that are selected by the Federal Central Processing System (CPS). OTC also utilizes the authority granted by the Department of Education to select certain students for verification that may have not been selected by CPS. Verification groups are detailed below. Who Will Be Verified 1. 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/2024-2025/Catalog-and-Student-Handbook/Fees-and-Expenses/Tuition-and-Fees	Content	Degree and Diploma Programs <table><tr><th>Credit Hours</th><th>Tuition</th><th>Fees</th><th>Total</th></tr><tr><td>1</td><td>\$107</td><td>\$410</td><td>\$517</td></tr><tr><td>2</td><td>\$214</td><td>\$410</td><td>\$624</td></tr><tr><td>3</td><td>\$321</td><td>\$410</td><td>\$731</td></tr></table>	Credit Hours	Tuition	Fees	Total	1	\$107	\$410	\$517	2	\$214	\$410	\$624	3	\$321	\$410	\$731	<table><tr><th>Credit Hours</th><th>Tuition</th><th>Fees</th><th>Total</th></tr><tr><td>1</td><td>\$107</td><td>\$410</td><td>\$517</td></tr><tr><td>2</td><td>\$214</td><td>\$410</td><td>\$624</td></tr><tr><td>3</td><td>\$321</td><td>\$410</td><td>\$731</td></tr></table>	Credit Hours	Tuition	Fees	Total	1	\$107	\$410	\$517	2	\$214	\$410	\$624	3	\$321	\$410	\$731	Degree and Diploma Programs. <table><tr><th>Credit Hours</th><th>Tuition</th><th>Fees</th><th>Total</th></tr><tr><td>1</td><td>\$107</td><td>\$410</td><td>\$517</td></tr><tr><td>2</td><td>\$214</td><td>\$410</td><td>\$624</td></tr></table>	Credit Hours	Tuition	Fees	Total	1	\$107	\$410	\$517	2	\$214	\$410	\$624	11/14/2024	ogeechee910031947
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6	\$642	\$410	\$1,052
7	\$749	\$410	\$1,159
8	\$856	\$410	\$1,266
9	\$963	\$410	\$1,373
10	\$1,070	\$410	\$1,480
11	\$1,177	\$410	\$1,587
12 (full-time)	\$1,284	\$410	\$1,694
13	\$1,391	\$410	\$1,801
14	\$1,498	\$410	\$1,908
15+	\$1,605	\$410	\$2,015

Although the \$410 in fees is required of every credit student each semester, the tuition may vary by program and additional student and course supply fees may also apply for specific programs.

Each program of study has a standard tuition rate of \$107 per credit hour with the following exceptions:

Commercial Truck Driving \$132 per credit hour
(Standardized rate state-wide)

The tuition and fees listed above are for Georgia residents only. The same tuition rate is used regardless of the student's admission status. The \$410 for fees includes a student activity fee (\$56), a registration fee (\$73), student accident insurance (\$6), parking/facilities fee (\$50), special instructional fee (\$60), a Student ID fee (\$5), Campus Security fee (\$50), and an instructional technology fee (\$110).

The tuition and fees are subject to change at any time. The fees for an out-of-state student are the same as they are for an in-state student. However, the tuition is doubled for an out-of-state student.

International students pay four times the tuition required for Georgia residents; this applies to non-immigrant aliens and other foreign non-immigrant personnel. Eligible non-citizens may be considered for the Georgia resident tuition rate if they meet the in-state tuition requirements of the Technical College System of Georgia.

4	\$428	\$410	\$838
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Each program of study has a standard tuition rate of \$107 per credit hour with the following exceptions:

Commercial Truck Driving \$139 per credit hour
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/2024-2025/Catalog-and-Student-Handbook/
Fees-and-Expenses/
Liability-Insurance

Content

Professional liability insurance fees are payable yearly (July 1 - June 30) in the Business Office and are non-refundable and non-transferable. Applicable programs are noted below:

Advanced Carpentry Certificate AB71	\$10
Advanced Emergency Medical Technician (AEMT) Certificate (EMH1)	\$40
Auto Electrical-Electronic Systems Technician (AE41)	\$10
Automotive Chassis Technician Specialist Certificate (ASG1)	\$10
Automotive Climate Control Technician Certificate (AH21)	\$10
Automotive Engine Performance Technician Certificate (AE51)	\$10
Automotive Engine Repair Technician Certificate (AE61)	\$10
Automotive Technology Diploma (AT14)	\$10
Baking and Pastry Specialist Certificate (BA51)	\$10

Professional liability insurance fees are payable yearly (July 1 - June 30) in the Business Office and are non-refundable and non-transferable. Applicable programs are noted below:

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Automotive Technology Diploma (AT14)	\$10
Baking and Pastry Specialist Certificate (BA51)	\$10
Basic Electrical	\$10

Professional liability insurance fees are payable yearly (July 1 - June 30) in the Business Office and are non-refundable and non-transferable. Applicable programs are noted below:

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Automotive Engine Repair Technician Certificate (AE61)	\$10
Automotive Technology Diploma (AT14)	\$10
Baking and Pastry Specialist Certificate (BA51)	\$10
Basic Electrical Technician Certificate BE11	\$10
Carpentry Fundamentals Certificate CF21	\$10
Carpentry Technology	\$10

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Basic Electrical Technician Certificate BE11	\$10
Carpentry Fundamentals Certificate CF21	\$10
Carpentry Technology Certificate CT31	\$10
Catering Specialist Certificate (CS61)	\$10
Child Development Specialist Certificate (CD61)	\$10
Commercial Electrical Construction Technology Diploma (CEC2)	\$10
Commercial Wiring Certificate (CW31)	\$10
Computed Tomography Specialist Certificate (CT91)	\$10
Conservation Law Enforcement Associate of Applied Science Degree (CL13)	\$10
Construction Management Technology Diploma CM22	\$10
Construction Management Technology Associate of Applied Science CMT3	\$10
Cosmetology Diploma (CO12)	\$10
Culinary Arts Associate of Applied Science CA43	\$10
Culinary Arts Diploma (CA44)	\$10
Culinary Nutrition Assistant Certificate CNB1	\$10
Dental Assisting Diploma DA12	\$10
Diagnostic Medical Sonography Associate of Applied Science Degree DMS3	\$10
Diesel Electrical/Electronic Systems Technician Certificate (DE11)	\$10
Diesel Engine Service Technician Certificate (DE21)	\$10
Diesel Truck Maintenance Technician Certificate DTM1	\$10
Early Childhood Care and Education Basics Certificate (EC31)	\$10
Early Childhood Care and Education Associate of Applied Science EC13	\$10

Technician Certificate BE11	
Carpentry Fundamentals Certificate CF21	\$10
Carpentry Technology Certificate CT31	\$10
Catering Specialist Certificate (CS61)	\$10
Child Development Specialist Certificate (CD61)	\$10
Commercial Electrical Construction Technology Diploma (CEC2)	\$10
Commercial Wiring Certificate (CW31)	\$10
Computed Tomography Specialist Certificate (CT91)	\$10
Conservation Law Enforcement Associate of Applied Science Degree (CL13)	\$10
Construction Management Technology Diploma CM22	\$10
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Early Childhood Care and Education Basics Certificate (EC31)	\$10
Early Childhood Care and Education Associate of Applied Science EC13	\$10
Early Childhood Care and Education Diploma (ECC2)	\$10
Echocardiography Associate of Applied Science Degree EC23	\$10
Electrical Systems Technology Diploma ES12	\$10
Electric Vehicle Professional (EVP1)	\$10
Emergency Medical Technician Certificate (EMJ1)	\$40

Early Childhood Care and Education Diploma (ECC2)	\$10
Echocardiography Associate of Applied Science Degree EC23	\$10
Electrical Systems Technology Diploma ES12	\$10
Emergency Medical Technician Certificate (EMJ1)	\$40
EMS Professions Diploma EP12	\$40
Esthetician Certificate (CE11)	\$10
Eyewear Dispensing Specialist Certificate (EDS1)	\$10
Fish and Wildlife Management Associate of Applied Science Degree (GAF3)	\$10
Food Production Worker I Certificate (FPW1)	\$10
Funeral Service Education Associate of Applied Science FS23	\$10
Geriatric Care Assistant GC51	\$10
Hair Designer Certificate (HD21)	\$10
Health Care Assistant Certificate Nursing Track HA21	\$10
Health Information Management Technology Associate of Applied Science (HI13)	\$10
Heavy Diesel Service Technician Certificate HD31	\$10
Industrial Electrical Technology Diploma IET2	\$10
Medical Assisting Diploma MA22	\$10
Medical Office Support Specialist Certificate (MF31)	\$10
Nurse Aide Accelerated Certificate (NAA1)	\$10
Nurse Aide Certificate (CN21)	\$10
Optical Laboratory Technician Certificate (OLT1)	\$10
Opticianry Associate of Applied Science (OP13)	\$10
Opticianry Diploma (OP14)	\$10

Education Diploma (ECC2)	
Echocardiography Associate of Applied Science Degree EC23	\$10
Electrical Systems Technology Diploma ES12	\$10
Electric Vehicle Professional (EVP1)	\$10
Emergency Medical Technician Certificate (EMJ1)	\$40
EMS Professions Diploma EP12	\$40
Esthetics Certificate (CE11)	\$10
Fish and Wildlife Management Associate of Applied Science Degree (GAF3)	\$10
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Pharmacy Technology Diploma PT22	\$10
Photovoltaic Systems Installation and Repair Technician Certificate (PS11)	\$10

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		<table><tr><td>Paramedicine Diploma PT12</td><td>\$40</td></tr><tr><td>Pharmacy Technology Diploma PT22</td><td>\$10</td></tr><tr><td>Photovoltaic Systems Installation and Repair Technician Certificate (PS11)</td><td>\$10</td></tr><tr><td>Practical Nursing Diploma PN12</td><td>\$10</td></tr><tr><td>Prep Cook Certificate (PC51)</td><td>\$10</td></tr><tr><td>Radiologic Technology Associate of Applied Science RT23</td><td>\$10</td></tr><tr><td>Veterinary Technician Assistant Certificate (VA11)</td><td>\$10</td></tr><tr><td>Veterinary Technology Associate of Applied Science VT23</td><td>\$10</td></tr></table>	Paramedicine Diploma PT12	\$40	Pharmacy Technology Diploma PT22	\$10	Photovoltaic Systems Installation and Repair Technician Certificate (PS11)	\$10	Practical Nursing Diploma PN12	\$10	Prep Cook Certificate (PC51)	\$10	Radiologic Technology Associate of Applied Science RT23	\$10	Veterinary Technician Assistant Certificate (VA11)	\$10	Veterinary Technology Associate of Applied Science VT23	\$10	<table><tr><td>Practical Nursing Diploma PN12</td><td>\$10</td></tr><tr><td>Prep Cook Certificate (PC51)</td><td>\$10</td></tr><tr><td>Radiologic Technology Associate of Applied Science RT23</td><td>\$10</td></tr><tr><td>Veterinary Technician Assistant Certificate (VA11)</td><td>\$10</td></tr><tr><td>Veterinary Technology Associate of Applied Science VT23</td><td>\$10</td></tr></table>	Practical Nursing Diploma PN12	\$10	Prep Cook Certificate (PC51)	\$10	Radiologic Technology Associate of Applied Science RT23	\$10	Veterinary Technician Assistant Certificate (VA11)	\$10	Veterinary Technology Associate of Applied Science VT23	\$10	<table><tr><td>Practical Nursing Diploma PN12</td><td>\$10</td></tr><tr><td>Prep Cook Certificate (PC51)</td><td>\$10</td></tr><tr><td>Radiologic Technology Associate of Applied Science RT23</td><td>\$10</td></tr><tr><td>Veterinary Technician Assistant Certificate (VA11)</td><td>\$10</td></tr><tr><td>Veterinary Technology Associate of Applied Science VT23</td><td>\$10</td></tr></table>	Practical Nursing Diploma PN12	\$10	Prep Cook Certificate (PC51)	\$10	Radiologic Technology Associate of Applied Science RT23	\$10	Veterinary Technician Assistant Certificate (VA11)	\$10	Veterinary Technology Associate of Applied Science VT23	\$10		
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students enrolled in the Commercial Truck Driving program.

Graduation Fee

Each student is assessed a \$40 graduation fee when he/she applies for graduation. This fee is required regardless of participation in the graduation ceremony.

Hepatitis B Vaccination

Hepatitis B vaccinations are required in selected programs. Program advisors will provide information concerning these costs to students.

Identification Card Replacement

The cost of a replacement identification card is \$5.

Industrial Drug Screen Fee

Commercial Truck Driving students are required to have an industrial drug screen. Random drug screening may also be performed. Program advisors will provide information concerning these costs to students.

Late Registration Fee

Any student who does not register and pay all tuition and fees by the designated time will be charged a \$45 late fee.

Physical and Dental Exams

Physical and dental exams are required in selected programs. Program advisors will provide information concerning these costs to students.

Placement Retest Fee

The first placement exam given for admissions into Ogeechee Tech is free of charge. With approval, retesting is allowed for new students prior to the beginning of their first semester. There is a \$15 retest fee payable prior to testing.

With approval, provisionally-admitted students will be given the opportunity for retesting at the end of the semester, beginning three weeks prior to the semester's end. The \$15 will be charged in this situation as well.

A \$25 re-norming fee is applied to the PSB tests if a student takes the wrong exam. All testing fees are non-refundable.

Program Change Fee

Any student who elects to change their initial program of study will be required to pay a \$15 change of program fee each time it is changed.

Readmission Application Fee

If a student submits a readmission application to the College, a \$25 fee will be assessed. This fee must be paid before being reaccepted.

Replacement Parking Decal

Any student needing to purchase a replacement decal with the College will pay a \$5 fee.

Returned Check Fee

A returned check fee of \$30 will be assessed by Ogeechee Technical College.

If a check is authorized by Telecheck and the check is not honored by the bank, Telecheck will charge a returned check fee of \$30 (if the check is drawn on a Georgia bank), or the applicable State's standard returned check fee (if the check is drawn on an out-of-state bank).

Transcript Fee

A transcript fee of \$7.50 per official transcript will be charged.

Tuition Refunds

Students withdrawing from a course by the end of the third instructional day of the semester and no shows shall receive a 100% refund of applicable tuition (hours below the 15-hour tuition cap) and applicable refundable fees, excluding the application fee. Exceptions may be allowed for customized courses that do not follow the College's standard academic calendar.

Students who withdraw from a course after the third instructional day of the semester shall receive no refund.

Students receiving Title IV funds (PELL, etc.) may or may not receive a Title IV refund. Refunds for Title IV recipients are calculated as follows:

Number of Days Completed /Number of Days in Semester
= Percentage of Title IV Aid Earned

* *100% if greater than 60%

If funds are remaining after tuition and fees are deducted from earned Title IV Funds, then a check or ACH with the remaining balance will be issued to the student by the Business Office.

Refunds are made without the student's request within forty-five (45) days of the last day of attendance, from the date the College terminates the student, or from the date the student withdraws from a class or program. When the institution cancels a class or program, all of the tuition and fees collected in advance are refunded within forty-five (45) days of the planned start date of the class or program.

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Proctoring Fees

Third-party proctoring fees may apply and are the responsibility of the student. Students may test at another Technical College System of Georgia (TCSG) school free of charge.

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Official recognition requires that the purpose and proposed activities are clearly related to the educational goals and mission of the College. Procedures for establishing new organizations can be found in the <i>Guidelines for Student Organizations and Activities</i>, available in the Assistant Vice President for Student Affairs' Office and online. Membership in Organizations Eligibility for membership or active participation in student organizations is limited to currently enrolled students at Ogeechee Technical College. Eligibility to serve as an officer for an academic year or in an official capacity in a student organization is restricted to full-time, currently-enrolled students who are not on academic probation. Any questions concerning eligibility for membership or holding office in a student organization are subject to final determination by the Assistant Vice President for Student Affairs or designee. Current Active Clubs and Organizations - Dental Assisting Club - E-Sports/Gaming Club (Out to Conquer) - National Technical Honor Society (NTHS) - Phi Beta Lambda (PBL) - Radiologic Technology Club - SkillsUSA - Student Chapter of the National Association for Home Builders (NAHB) - Student Chapter of the National Association of Veterinary Technicians in America (SCNAVTA) - Student Chapter of the Wildlife Society - Student Leadership Council (SLC) - Student Veterans Association (SVA)	Students at Ogeechee Technical College are encouraged to become active in career and technical student organizations. Part of each student's education is the development of social, cultural, and educational talents outside the classroom through participation in a variety of activities offered on campus. 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/2024-2025/Catalog-and-Student-Handbook/Policies-and-Procedures/Model-Student-Conduct-Codes-Student-Rights-and-Responsibilities	Content	TCSG Procedure 6.7.2p2. Purpose Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for knowledge. Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, campus, other college sites, and community. Students are expected to exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations which accrue to them under this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded by community's laws. Nothing in this Code of Conduct shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the United States of America. Students are also subject to all laws, the enforcement of which is the responsibility of duly-constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, college discipline will be initiated if the student's presence on campus is considered a threat to persons or property or if that person's presence may disrupt the educational	TCSG Procedure 6.7.2p2. Purpose Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for knowledge. Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, campus, other college sites, and community. Students are expected to exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations which accrue to them under this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded by community's laws. Nothing in this Code of Conduct shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the United States of America. Students are also subject to all laws, the enforcement of which is the responsibility of duly-constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, college discipline will be initiated if the student's presence on campus is considered a threat to persons or property or if that person's presence may disrupt the educational	TCSG Procedure 6.7.2p2. Purpose Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for knowledge. Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, campus, other college sites, and community. Students are expected to exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations which accrue to them under this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded by community's laws. Nothing in this Code of Conduct shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the United States of America. Students are also subject to all laws, the enforcement of which is the responsibility of duly-constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, college discipline will be initiated if the student's presence on campus is considered a threat to persons or property or if that person's presence may disrupt the educational	6/11/2025	ogeechee\910031947

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

Generally, Technical College jurisdiction and discipline shall be limited to conduct which occurs on Technical College premises, off-campus classes, activities or functions sponsored by the Technical College, an examination or any other written or oral work submitted for evaluation and/or a grade, or which otherwise adversely affects members of the Technical College community and/or the pursuit of the Technical College's objectives.

Related Authority

TCSG Procedure: 6.7.2p1. Student Discipline

TCSG Procedure: 6.1.1p. Unlawful Harassment and Discrimination of Students

Applicability

All Technical Colleges are associated with the Technical College System of Georgia.

Definitions

1. **Faculty Member:** any person hired by a TCSG technical college to conduct teaching, service, or research activities.
2. **Hearing Body:** as defined in the Student Disciplinary Procedure.
3. **Member of the Technical College Community:** any person who is a student, faculty member, contractor, Technical College official, or any other person/s involved with the Technical College, involved in the community, or employed by the Technical College.
4. **Policy:** the written regulations of the Technical College as found in, but not limited to, the Student Code of Conduct, Student Handbook(s), Residence Hall Handbook(s), Technical College Catalog(s), the Technical College Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.
5. **Student:** all persons taking courses at the Technical College, including 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 also considered "students."
6. **System:** the Technical College System of Georgia or TCSG.
7. **Technical College Official:** any person employed by the Technical College performing assigned responsibilities on a part-time, full-time, or adjunct basis.
8. **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).

Attachments

N/A

Procedure

Any student found to have committed any of the following types of misconduct is subject to the disciplinary sanctions outlined in the Student Disciplinary Policy and Procedure.

Academic

1. Academic Misconduct

- a. includes, but is not limited to, the following:
 - i. **Aiding and Abetting Academic Misconduct:** knowingly helping, procuring, encouraging, or assisting another person to engage in academic misconduct.
 - ii. **Cheating:**
 - i. Use and/or possession of unauthorized material or technology during an examination or 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 smartphones, or other electronic devices.
 - ii. 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.
 - iii. 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.
 - iv. Those 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.
 - v. 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.
 - vi. Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.
 - vii. Obtaining unauthorized access to the computer files of another person or

process of the college. However, when a student's violation of the law also adversely affects the college's recognized educational objectives or violates its Student Code of Conduct, the college will enforce its regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law.

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Related Authority

TCSG Procedure: 6.7.2p1. Student Discipline

TCSG Procedure: 6.1.1p. Unlawful Harassment and Discrimination of Students

Applicability

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8. **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).
9. **Hazing:** any intentional, knowing or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that (1) is committed in the course of an initiation into, an affiliation with or the maintenance of membership in, a student organization; and (2) causes or creates a risk, above the reasonable risk encountered in the course of participation in the College or the organization (such as the physical preparation necessary for participation in an athletic team) of physical or psychological injury including:
 - a) whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body or similar activity;
 - b) causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics or other similar activity;
 - c) causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs or other substances;
 - d) causing, coercing or otherwise inducing another person to perform sexual acts;
 - e) any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
 - f) any activity against another person that includes a criminal violation of local, State, Tribal or Federal law; and
 - g) any activity that induces, causes or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal or Federal law.

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9. **Hazing:** any intentional, knowing or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that (1) is committed in the course of an initiation into, an affiliation with or the maintenance of membership in, a student organization; and (2) causes or creates a risk, above the reasonable risk encountered in the course of participation in the College or the organization (such as the physical preparation necessary for participation in an athletic team) of physical or psychological injury including:
 - a) whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body or similar activity;
 - b) causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics or other similar activity;
 - c) causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs or other substances;
 - d) causing, coercing or otherwise inducing another person to perform sexual acts;
 - e) any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
 - f) any activity against another person that includes a criminal violation of local, State, Tribal or Federal law; and
 - g) any activity that induces, causes or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal or Federal law.

Attachments

N/A

Procedure

Any student found to have committed any of the following types of misconduct is subject to the disciplinary sanctions outlined in the Student Disciplinary Policy and Procedure.

Academic

1. **Academic Misconduct**
 - a. includes, but is not limited to, the following:

- agency and/or altering or destroying those files.
 - vi. Obtaining teacher edition textbooks, test banks, or other instructional materials only intended to be accessed by Technical College officials, college administrators, or faculty members.
 - iii. **Fabrication**
 - i. The falsification of any information or citation in an examination or other written or oral work submitted for evaluation and/or a grade.
 - iv. **Plagiarism**
 - i. Submitting another's published or unpublished work in whole, in part, or paraphrased, as one's own without entirely and correctly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.
 - ii. Submitting as one's original work material obtained from an individual or agency without reference to the person or agency as the source of the material.
 - iii. Submitting as one's original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.
- 2. Non-Academic Misconduct**
- a. includes, but is not limited to, the following:
- i. **Behavior**
 - i. **Indecent Conduct:** lewd or indecent conduct; or distribution of obscene or libelous written or electronic material.
 - ii. **Violence:** physical abuse of any person (including dating violence, domestic violence, or sexual violence) on Technical College premises or at Technical College-sponsored or Technical College-supervised functions, including 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 violence which endangers the peace, safety, or orderly function of the Technical College, its facilities, or persons engaged in the business of the Technical College. Note: certain physical abuse may also be considered unlawful harassment.
 - iii. **Harassment:** The Technical College prohibits unlawful conduct based on race, color, creed, national or ethnic origin, sex, religion, disability, age, genetic information, political affirmation or belief, disabled veteran, a veteran of the Vietnam Era, or citizenship status addressed directly to any individual or group that has the purpose or effect of unreasonably and objectively interfering with that individual or group's: (1) performance, (2) work or educational environment, or (3) ability to participate in an educational program or activity. The Technical College also prohibits stalking or other behavior which objectively and unreasonably interferes with another's legal rights or creates an objectively intimidating, hostile, or offensive environment. (This also includes the display of or navigation to pornography and other inappropriate websites and materials and inappropriate behavior on social media and/or networking applications.) Impermissible harassment may include verbal, non-verbal, and/or physical conduct.
 - iv. **Disruption:** prohibits activities not otherwise protected by law, including the First Amendment to the Constitution of the United States of America, which intentionally obstructs or interrupts teaching, research, administration, disciplinary proceedings, or other Technical College activities, including public service functions and other duly-authorized activities on Technical College premises or at Technical College-sponsored activity sites.
 - v. **Failure to Comply:** Failure to comply with lawful directions of Technical College officials and/or failure to identify oneself to these persons when requested.
 - ii. **Professionalism**
 - i. **Personal Appearance:** refer to the Ogechee Technical College Dress Code Policy.
 - iii. **Use of Technical College Property**
 - i. **Theft and Damage:** prohibits theft of, misuse of, or harm to Technical College property, or theft of or damage to property of a member of the Technical College community or a campus visitor on Technical College premises or at a Technical College function.
 - ii. **Occupation or Seizure:** illegal occupation or seizure in any manner of Technical College property, a Technical College Premises, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
 - iii. **Presence on Technical College Premises:** prohibits unauthorized entry upon Technical College Premises; unauthorized entry into Technical College Premises or a portion thereof which has been restricted in use; unauthorized presence in Technical College Premises after closing hours, or furnishing false information to gain entry upon technical college premises.
 - iv. **Assembly:** prohibits participation in or conducting an unauthorized gathering that objectively threatens or causes injury to person or property or that interferes with free access to Technical College facilities or that is unprotected

- encouraging, or assisting another person to engage in academic misconduct.
 - ii. **Cheating:**
 - i. Use and/or possession of unauthorized material or technology during an examination or 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 smartphones, or other electronic devices.
 - ii. 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.
 - iii. 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.
 - iv. Those 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.
 - v. 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.
 - vi. Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.
 - vii. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.
 - viii. Obtaining teacher edition textbooks, test banks, or other instructional materials only intended to be accessed by Technical College officials, college administrators, or faculty members.
 - iii. **Fabrication**
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 - i. Submitting another's published or unpublished work in whole, in part, or paraphrased, as one's own without entirely and correctly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.
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 - iii. **Harassment:** The Technical College prohibits unlawful conduct based on race, color, creed, national or ethnic origin, sex, religion, disability, age, genetic information, political affirmation or belief, disabled veteran, a veteran of the Vietnam Era, or citizenship status addressed directly to any individual or group that has the purpose or effect of unreasonably and objectively interfering with that individual or group's: (1) performance, (2) work or educational environment, or (3) ability to participate in an educational program or activity. The Technical College also prohibits stalking or other behavior which objectively and unreasonably interferes with another's legal rights or creates an objectively intimidating, hostile, or offensive environment. (This also includes the display of or navigation to pornography and other inappropriate websites and materials and inappropriate behavior on social media and/or networking applications.) Impermissible harassment may include verbal, non-verbal, and/or physical conduct.
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 - ii. 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.
 - iii. 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.
 - iv. Those 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.
 - v. 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.
 - vi. Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.
 - vii. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.
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 - v. **Failure to Comply:** Failure to comply with lawful directions of Technical College officials and/or failure to

by the First Amendment to the Constitution of the United States of America and objectively harmful, obstructive, or disruptive to the educational process or functions of the Technical College. v. Fire Alarms: prohibits setting off a fire alarm or using or tampering with any fire safety equipment on Technical College Premises or at Technical 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. vi. Obstruction: prohibits obstruction of the free flow of pedestrian or vehicular traffic on Technical College Premises or at Technical College-sponsored or supervised functions. Refer to Ogeechee Technical College Parking and Traffic Regulations. iv. Drugs, Alcohol, and Other Substances i. Substances referred to under this policy include all illegal drugs, alcoholic beverages, and misused legal drugs (both prescription and over the counter). i. Alcohol: Students must comply with all state and federal laws regulating alcohol as well as TCSG Policy II.C.6, Alcohol on Campus. Alcoholic beverages may not be served or sold at any student-sponsored function. Students being in a state of intoxication on Technical College Premises or at Technical College-sponsored or supervised functions (including off-campus functions), internships, externships, practicum, clinical sites, cooperative, or academic-sponsored programs or activities, or in a Technical College-owned vehicle is prohibited. ii. Controlled Substances, Illegal Drugs, and Drug Paraphernalia: The Technical College prohibits the 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 or alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of their actions. iii. Food: The technical college prohibits eating and/or drinking in classrooms, shops, labs, or other unauthorized areas on Technical College Premises unless otherwise permitted by Technical College officials. iv. Smoking/Tobacco: The Technical College prohibits smoking or using other forms of electronic, alternative-smoking devices, or other forms of tobacco products in classrooms, shops, labs, or other unauthorized areas on Technical College Premises. Refer to the Ogeechee Technical College Tobacco Procedure. ii. Use of Technology i. Damage and Destruction: Destruction of or harm to equipment, software, or data belonging to the Technical College or 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. ii. Electronic Devices: Unless otherwise permitted by Technical College officials, the Technical College prohibits use of electronic devices in classrooms, labs, and other instructional, event, or affiliated facilities on Technical College Premises. Such devices include, but are not limited to, cell phones, beepers, walkie-talkies, cameras, gaming devices, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. The Technical College also prohibits attaching personal electronic devices to college computers. iii. 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Acceptable Computer and Internet Use.

iii. **Weapons**

- i. The Technical College System of Georgia is committed to providing all employees, students, volunteers, visitors, vendors, and contractors a safe and secure workplace and/or academic setting.
- ii. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/ material in or on a college building or property shall be governed by Georgia state law.
- iii. All individuals are expected to comply with the related laws. Failure to follow laws about weapons is considered a violation of the Student Code of Conduct.
- iv. Relevant Georgia laws to be aware of and compliant with include, but may not be limited to:
O.C.G.A. § 16-8-12(a)(6)(A)(iii)
O.C.G.A. § 16-7-80
O.C.G.A. § 16-7-81
O.C.G.A. § 16-7-85
O.C.G.A. § 16-11-121
O.C.G.A. § 16-11-125.1
O.C.G.A. § 16-11-126
O.C.G.A. § 16-11-127
O.C.G.A. § 16-11-127.1
O.C.G.A. § 16-11-129
O.C.G.A. § 16-11-130
O.C.G.A. § 16-11-133
O.C.G.A. § 16-11-135
O.C.G.A. § 16-11-137
O.C.G.A. § 43-38-10

iv. **Gambling**

- i. The Technical College System of Georgia prohibits violating federal, state, or local gambling laws on Technical College Premises or at Technical College-sponsored or supervised activities.

v. **Parking**

- i. The Technical College prohibits violating Ogeechee Technical College regulations regarding the operation and parking of motor vehicles on or around Ogeechee Technical College Premises.

vi. **Financial Irresponsibility**

- i. The Technical College prohibits the theft or misappropriation of any Technical College, student organization, or other assets.

vii. **Violation of Technical College Policy**

- i. Violation of System or Technical College Policies, rules, or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program, internships, externships, practicum, clinical sites, cooperative, or any academic-sponsored programs or activities, student organizations, or students who reside in on-campus housing.

viii. **Aiding and Abetting**

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

ix. **Falsification of Documentation**

- i. Disciplinary proceedings may be instituted against a student who falsifies any documentation related to the Technical College either to the Technical College or others in the community, including, but not limited to falsification of Technical College transcripts; transcripts or other documentation from other institutions to obtain credit from or admission to the Technical College; Technical College report cards or other grade reports; documentation related to a student's citizenship status; tests, homework, attendance records; signature of any Technical College employee in his or her official capacity; signatures of any employee of a clinical or internship site where the student is participating in an educational program associated with the Technical College or records related to any clinical, internship, or other academic activity associated with the Technical College.

x. **Violation of Law**

- i. Suppose a student is convicted or pleads Nolo Contendere to an on-campus or off-campus violation of federal, state, or local law, but not has not been charged with any other violation of the Student Code of Conduct. In that case, disciplinary action may nevertheless be taken, and sanctions imposed if the violation of federal, state, or local law is detrimental to the Technical College's vital interests and stated mission and purpose.
- ii. Disciplinary proceedings may be instituted against a student charged with a violation of a law that violates 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.
- iii. When a student is charged by

affiliated facilities on Technical College Premises. Such devices include, but are not limited to, cell phones, beepers, walkie-talkies, cameras, gaming devices, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. The Technical College also prohibits attaching personal electronic devices to college computers.

- iii. **Harassment:** The Technical College prohibits the use of computer technology to objectively interfere with another's legal right to be free from harassment based on that individual's race, color, creed, genetic information, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, disabled veteran, a veteran of the Vietnam Era, or citizenship status.

- iv. **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. Ogeechee Technical College prohibits additional violation of the Department's Acceptable Computer and Internet Use.

iii. **Weapons**

- i. The Technical College System of Georgia is committed to providing all employees, students, volunteers, visitors, vendors, and contractors a safe and secure workplace and/or academic setting.
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otherwise permitted by Technical College officials, the Technical College prohibits use of electronic devices in classrooms, labs, and other instructional, event, or affiliated facilities on Technical College Premises. Such devices include, but are not limited to, cell phones, beepers, walkie-talkies, cameras, gaming devices, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. The Technical College also prohibits attaching personal electronic devices to college computers.

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- iv. **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. Ogeechee Technical College prohibits additional violation of the Department's Acceptable Computer and Internet Use.

iii. **Weapons**

- i. The Technical College System of Georgia is committed to providing all employees, students, volunteers, visitors, vendors, and contractors a safe and secure workplace and/or academic setting.
- ii. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/ material in or on a college building or property shall be governed by Georgia state law.
- iii. All individuals are expected to comply with the related laws. Failure to follow laws about weapons is considered a violation of the Student Code of Conduct.
- iv. Relevant Georgia laws to be aware of and compliant with include, but may not be limited to:
O.C.G.A. § 16-8-12(a)(6)(A)(iii)
O.C.G.A. § 16-7-80
O.C.G.A. § 16-7-81
O.C.G.A. § 16-7-85
O.C.G.A. § 16-11-121
O.C.G.A. § 16-11-125.1
O.C.G.A. § 16-11-126
O.C.G.A. § 16-11-127
O.C.G.A. § 16-11-127.1
O.C.G.A. § 16-11-129
O.C.G.A. § 16-11-130
O.C.G.A. § 16-11-133
O.C.G.A. § 16-11-135
O.C.G.A. § 16-11-137
O.C.G.A. § 43-38-10

iv. **Gambling**

- i. The Technical College System of Georgia prohibits violating federal, state, or local gambling laws on Technical College Premises or at Technical College-sponsored or supervised activities.

v. **Parking**

- i. The Technical College prohibits violating Ogeechee Technical College regulations regarding the operation and parking of motor vehicles on or around Ogeechee Technical College Premises.

vi. **Financial Irresponsibility**

- i. The Technical College prohibits the theft or misappropriation of any Technical College, student organization, or other assets.

vii. **Violation of Technical College Policy**

- i. Violation of System or Technical College Policies, rules, or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program, internships, externships, practicum, clinical sites, cooperative, or any academic-sponsored programs or activities, student organizations, or students who reside in on-campus housing.

viii. **Aiding and Abetting**

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

ix. **Falsification of Documentation**

- i. Disciplinary proceedings may be instituted against a student who falsifies any documentation related to the Technical College either to the Technical College or others in the community, including, but not limited to falsification of Technical College transcripts; transcripts or other documentation from other institutions to obtain credit from or admission to the Technical College; Technical College report cards or other grade reports; documentation related to a student's citizenship status; tests,

			program associated with the Technical College or records related to any clinical, internship, or other academic activity associated with the Technical College. x. Violation of Law i. Suppose a student is convicted or pleads Nolo Contendere to an on-campus or off-campus violation of federal, state, or local law, but not has not been charged with any other violation of the Student Code of Conduct. In that case, disciplinary action may nevertheless be taken, and sanctions imposed if the violation of federal, state, or local law is detrimental to the Technical College's vital interests and stated mission and purpose. ii. Disciplinary proceedings may be instituted against a student charged with a violation of a law that violates 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. iii. 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 their status as a student. The Technical College will cooperate fully with law enforcement and other agencies in enforcing criminal law on campus and the conditions imposed by criminal courts for rehabilitating student violators. Individual students, acting in their capacities, remain free to interact with governmental representatives as they deem appropriate. xi. Abuse of the Student Judicial Process, including but not limited to: i. Failure to obey the notification of the Assistant Vice President for Student Affairs or the Technical college president's designee, Hearing Body, Appellate Board, or Technical College Official. ii. Falsification, distortion, or misrepresentation of information in a judicial proceeding. iii. Disruption or interference with the orderly conduct of a disciplinary proceeding. iv. Initiating a disciplinary proceeding knowingly without cause. v. Attempting to discourage an individual's proper participation in, or use of, the disciplinary process. vi. Attempting to influence the impartiality of a member of a Hearing Body or Appellate Board prior to, and/or during, the disciplinary proceeding. vii. Harassment (verbal or physical) and/or intimidation of a member of a Hearing Body or Appellate Board prior to, during, and/or after a disciplinary proceeding. viii. Failure to comply with the Student Code's sanction(s) imposed. Record Retention Documents shall be held for no less than three (3) years after the student's graduation or the date of the student's last attendance.	homework, attendance records; signature of any Technical College employee in his or her official capacity; signatures of any employee of a clinical or internship site where the student is participating in an educational program associated with the Technical College or records related to any clinical, internship, or other academic activity associated with the Technical College. x. Violation of Law i. Suppose a student is convicted or pleads Nolo Contendere to an on-campus or off-campus violation of federal, state, or local law, but not has not been charged with any other violation of the Student Code of Conduct. In that case, disciplinary action may nevertheless be taken, and sanctions imposed if the violation of federal, state, or local law is detrimental to the Technical College's vital interests and stated mission and purpose. ii. 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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. 5. Policy: the written regulations of the Technical College as found in, but not limited to, the Student Code of Conduct, Student Handbook(s), Residence Hall Handbook(s), Technical College Catalog(s), the Technical College Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia. 6. 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." 7. Student Organization: any persons who have complied with the formal requirements for Technical College recognition. 8. 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The individual(s) initiating the action should complete a Student Code of Conduct Complaint Form, and provide it to the Assistant Vice President for Student Affairs or the Technical College president's designee. b. Academic Misconduct may be managed using this procedure or a separate Academic Misconduct Procedure at the discretion of the Technical College president. c. Investigation and Decision i. Within five business days after the Student Code of Conduct Complaint Form (the "Complaint") is filed, the Assistant Vice President for Student Affairs or the Technical College president's 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 allegations. If additional time is necessary, the Student will be notified. After discussing the complaint with the Student, the Assistant Vice President for Student Affairs or the Technical College president's designee shall determine whether the Student committed the alleged conduct and whether the alleged conduct constitutes a violation of the Student Code of Conduct. ii. The Student shall have five business days from the date contacted by the Assistant Vice President for Student Affairs or the Technical College president's designee to schedule the meeting. This initial meeting may only be rescheduled one time. Suppose the Student fails to respond to the Assistant Vice President for Student Affairs or the Technical College president's designee within five business days to schedule the meeting, reschedule the meeting more than once, or fails to appear at the meeting. In that case, the Assistant Vice President for Student Affairs or the Technical College president's designee will consider the available evidence without student input and decide. iii. 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Any student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to violate 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 Assistant Vice President for Student Affairs or the Technical College president's designee will make a recommendation to the Executive Vice President for Academic and Student Affairs or their designee, who may authorize the instructor to award a failing or lowered grade in the course, or a loss of credit on the assignment or examination. ii. After a determination that a student has violated the Student Code of Conduct, the Assistant Vice President for Student Affairs or the Technical College president's designee may recommend the imposition of one of the following sanctions if appropriate. The Assistant Vice President for Student Affairs' recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions, as well as those described in section 2.a.i.1 above, following a hearing. A copy of the written recommendation shall be provided to the Student and the person filing the complaint. i. Disciplinary Suspension: If a student is suspended, they are separated from the Technical College for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension. ii. Disciplinary Expulsion: Removal and exclusion from the Technical College, Technical College controlled facilities, programs, events, and activities. The Assistant Vice President for Student Affairs or the Technical College president's designee maintains a record of the reason for the student's dismissal. 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- iii. 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 their status as a student. The Technical College will cooperate fully with law enforcement and other agencies in enforcing criminal law on campus and the conditions imposed by criminal courts for rehabilitating student violators. Individual students, acting in their capacities, remain free to interact with governmental representatives as they deem appropriate.

c. Interim Disciplinary Suspension

- i. As a general rule, the status of a student accused of violating the Student Code of Conduct should not be altered until a final determination is made regarding the allegations against them. However, an interim suspension may be imposed upon a finding by the Assistant Vice President for Student Affairs or their 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. If an interim disciplinary suspension is imposed, the matter must be referred as soon as possible to the Hearing Body. The Student need not request an appeal.

d. Conditions of Disciplinary Suspension and Expulsion

- i. 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 Assistant Vice President for Student Affairs or the Technical College president's designee.
- ii. 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 Assistant Vice President for Student Affairs or the Technical College president's designee. A suspended or expelled student must contact the Assistant Vice President for Student Affairs or the Technical College president's designee for permission to enter the Technical College Premises for a limited, specified purpose.
- iii. If the student seeks to submit a signed Disciplinary Sanction Appeal Form, the Assistant Vice President for Student Affairs or the technical college president's designee must accept the form by mail, fax if he/she refuses the student's request to enter the technical college premises for that specified purpose.
- iv. A scheduled appeal hearing before the Hearing Body shall be understood as expressed permission from the Assistant Vice President for Student Affairs or the Technical College president's designee for a student to enter the Technical College premises for the duration of that hearing.

3. Mediation

- a. At the discretion of the Technical College president, the Technical College may adopt a mediation procedure to be utilized prior to the appeals set forth herein. However, mediation may never be used in cases of alleged sexual misconduct.

4. Hearing/Appeals Procedure

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/2024-2025/Catalog-and-Student-Handbook/ Policies-and-Procedures/Academic-Misconduct	Content	Academic misconduct is any act that does or could improperly distort students' grades or other student academic records. A student enrolls at Ogeechee Technical College to gain technical skills to lead to greater employability. Academic misconduct is not only "cheating" the student of learning the needed skills it is an offense to the academic integrity of the learning environment. All forms of academic dishonesty will call for discipline. Procedure for Academic Misconduct Should a student commit an act of Academic Misconduct, the instructor will submit an Academic Misconduct Incident Form to the office of the Executive Vice President for Academic and Student Affairs. The Executive Vice President for Academic and Student Affairs will keep a record of the offense and will notify the instructor of the level of the offense and the appropriate action to be taken in accordance with the following procedure: First Offense Student will be assigned a grade of "0" for the test or assignment. The Executive Vice President for Academic and Student Affairs will keep a record of the incident. Second Offense Student will be assigned a grade of "WF" for the course in which offense occurs. The Executive Vice President for Academic and Student Affairs will keep a record of the incident. The Student's program advisor will also be notified. Third Offense Student will be placed on academic suspension for a length of time to be determined by the Executive Vice President for Academic and Student Affairs or the President's designee.	Academic misconduct is any act that does or could improperly distort students' grades or other student academic records. A student enrolls at Ogeechee Technical College to gain technical skills to lead to greater employability. Academic misconduct is not only "cheating" the student of learning the needed skills it is an offense to the academic integrity of the learning environment. All forms of academic dishonesty will call for discipline. Procedure for Academic Misconduct Should a student commit an act of Academic Misconduct, the instructor will submit an Academic Misconduct Incident Form to the office of the Executive Vice President for Academic Affairs. The Vice President for Academic Affairs will keep a record of the offense and will notify the instructor of the level of the offense and the appropriate action to be taken in accordance with the following procedure: First Offense Student will be assigned a grade of "0" for the test or assignment. The Executive Vice President for Academic and Student Affairs will keep a record of the incident. Second Offense Student will be assigned a grade of "WF" for the course in which offense occurs. The Executive Vice President for Academic and Student Affairs will keep a record of the incident. The Student's program advisor will also be notified. Third Offense Student will be placed on academic suspension for a length of time to be determined by the Vice President for Academic Affairs or the President's designee.	Academic misconduct is any act that does or could improperly distort students' grades or other student academic records. A student enrolls at Ogeechee Technical College to gain technical skills to lead to greater employability. Academic misconduct is not only "cheating" the student of learning the needed skills it is an offense to the academic integrity of the learning environment. All forms of academic dishonesty will call for discipline. Procedure for Academic Misconduct Should a student commit an act of Academic Misconduct, the instructor will submit an Academic Misconduct Incident Form to the office of the Executive Vice President for Academic Affairs. The Vice President for Academic and Student Affairs will keep a record of the offense and will notify the instructor of the level of the offense and the appropriate action to be taken in accordance with the following procedure: First Offense Student will be assigned a grade of "0" for the test or assignment. The Executive Vice President for Academic and Student Affairs will keep a record of the incident. Second Offense Student will be assigned a grade of "WF" for the course in which offense occurs. The Executive Vice President for Academic and Student Affairs will keep a record of the incident. The Student's program advisor will also be notified. Third Offense Student will be placed on academic suspension for a length of time to be determined by the Executive Vice President for Academic and Student Affairs or the President's designee.	8/29/2024	ogeechee\910031947
/2024-2025/Catalog-and-Student-Handbook/ Policies-and-Procedures/Acceptable-Computer-and-Internet-Use	Content	OTC Procedure 3.3.4p1. Purpose In making decisions regarding access to the Internet and use of its computers, the College considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. The College expects faculty to blend thoughtful use of the Internet throughout the curriculum and provide guidance and instruction to students in its use. As much as possible, access from Technical Colleges to Internet resources should be structured in ways that point students to those resources that have been evaluated prior to use. While students shall be able to move beyond those resources to others that have not been previewed by staff, they shall be	OTC Procedure 3.3.4p1. Purpose In making decisions regarding access to the Internet and use of its computers, the College considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. The College expects faculty to blend thoughtful use of the Internet throughout the curriculum and provide guidance and instruction to students in its use. As much as possible, access from Technical Colleges to Internet resources should be structured in ways that point students to those resources that have been evaluated prior to use. While students shall be able to move beyond those resources to others that have not been previewed by staff, they shall be	OTC Procedure 3.3.4p1. Purpose In making decisions regarding access to the Internet and use of its computers, the College considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. The College expects faculty to blend thoughtful use of the Internet throughout the curriculum and provide guidance and instruction to students in its use. As much as possible, access from Technical Colleges to Internet resources should be structured in ways that point students to those resources that have been evaluated prior to use. While students shall be able to move beyond those resources to others that have not been previewed by staff, they shall	8/29/2024	ogeechee\910031947

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

Related Authority

TCSG Procedure 3.3.4p. Acceptable Computer and Internet Use

TCSG Information Security Standards

State Board Policy 3.2.1. Intellectual Property

Ogeechee Technical College Procedure 3.3.4p2. Email Use

Ogeechee Technical College Procedure 3.3.4p3. Privacy Notice to Computer Users

Ogeechee Technical College Procedure 3.3.4p4. Remote Access

Ogeechee Technical College Procedure 3.3.4p5. Laptop Computer

The Gramm-Leach-Bliley Act

The Federal Trade Commission (FTC) Standards for Safeguarding Customer Information; Final Rule (16 CFR Part 314)

Ogeechee Technical College Marketing and Community Relations Plan

O.C.G.A. § 20-4-11 – Powers of the Board

O.C.G.A. § 20-4-14 – TCSG Powers and Duties

Applicability

This procedure applies to all employees and students of Ogeechee Technical College.

Definitions

None

Attachments

Acknowledgement of Acceptable Computer & Internet Use

Procedure

Scope

This procedure is posted on the College intranet, and it is distributed to each new employee during orientation. When updates occur, the Vice President for Technology and Institutional Support will advise employees via email. It is the responsibility of each employee to return the "Acknowledgement" form to Human Resources (HR). HR is responsible for ensuring that each employee's file contains a signed acknowledgement form.

General

Using a computer without permission is theft of services and is illegal under state and federal laws. Federal law prohibits misuse of computer resources.

In addition, the following specific computer crimes are prohibited by state law in Georgia (O.C.G.A. § 16-9-90 et seq.):

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

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

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

Users are prohibited from maintaining written lists of electronic accounts and passwords on or near workstations or work areas.

In addition to the computer crimes delineated in O.C.G.A. 16-9-93, the following uses of College-provided

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General

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In addition, the following specific computer crimes are prohibited by state law in Georgia (O.C.G.A. § 16-9-90 et seq.):

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

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

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

Users are prohibited from maintaining written lists of electronic accounts and passwords on or near workstations or work areas.

In addition to the computer crimes delineated in O.C.G.A.

		computers, networks, and Internet access are not permitted: 1. To create, access, or transmit sexually explicit, obscene, or pornographic material. 2. To create, access, or transmit material that could be considered unlawful conduct based on race, color, creed, national or ethnic origin, gender, religion, disability, age, genetic information, political affirmation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status addressed directly to any individual or group that has the purpose or effect of unreasonably and objectively interfering with that individual or group's: (1) performance, (2) work or educational environment, or (3) ability to participate in an educational program or activity. 3. To violate any local, state, or federal statute. 4. To vandalize, damage, or disable the property of another individual or organization. 5. To access another individual's password, materials, information, or files without permission. 6. To violate copyright or otherwise use the intellectual property of another individual or organization in violation of the law, including software piracy. 7. To conduct private or personal for-profit activities. This includes use for private purposes such as business transactions, private advertising of products or services, and any activity meant to foster personal gain. 8. To knowingly endanger the security of any College computer or network. 9. To willfully interfere with another's authorized computer usage. 10. To knowingly connect any computer to any of the College networks unless it meets technical and security standards. 11. To create, install, or knowingly distribute a computer virus, "Trojan horse," or other surreptitiously destructive program on any College computer or network facility, regardless of whether any demonstrable harm results. 12. To modify or reconfigure the software or hardware of any College computer or network without proper authorization. 13. To conduct unauthorized not-for-profit business activities. 14. To conduct any activity or solicitation for political or religious causes. 15. To perform any activity that could cause the loss, corruption of, prevention of rightful access to, or unauthorized distribution of College data and information. 16. To create, access, or participate in online gambling. Occasional access to information or websites of the Georgia Lottery Corporation shall not constitute nor be considered inappropriate use. 17. To capture and/or record network traffic without authorization. 18. To knowingly transmit copyrighted material using peer-to-peer file sharing technology. 19. To knowingly evade Internet content filtering or other traffic monitoring tools using VPN, Proxy Services, or similar technologies. Occasional personal use of Internet connectivity and e-mail that do not involve any inappropriate use as described above may occur, if permitted by the College. Any such use should be brief, infrequent, and shall not interfere with User's performance, duties, and responsibilities. Refer to Procedure 3.3.4p2. Email Use for more information regarding electronic mail usage. Users of College computers and computer systems are subject to the College's procedure on the development of intellectual property. Users of College computers and computer systems or hosted services are subject to the Information Security Standards. The College makes no warranties of any kind, express or implied, for the computers, computer systems, and Internet access it provides. The College shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. The College shall not be responsible for the accuracy, nature, or quality of information gathered through College diskettes, hard drives servers, or other storage devices; nor for the accuracy, nature, or quality of information gathered through College-provided Internet access. The College shall not be responsible for personal property used to access its computers or networks or for College-provided Internet access. The College shall not be responsible for unauthorized financial obligations resulting from College-provided access to the Internet. Penalties Violations of these policies incur the same types of disciplinary measures as violations of other system or technical college policies or state or federal laws, including criminal prosecution. Record Retention All related documents generated or collected pursuant to this procedure shall be maintained in a manner consistent with the Georgia Archives' Retention Schedule for State Government Paper and Electronic Records.	computers, networks, and Internet access are not permitted: 1. To create, access, or transmit sexually explicit, obscene, or pornographic material. 2. To create, access, or transmit material that could be considered unlawful conduct based on race, color, creed, national or ethnic origin, gender, religion, disability, age, genetic information, political affirmation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status addressed directly to any individual or group that has the purpose or effect of unreasonably and objectively interfering with that individual or group's: (1) performance, (2) work or educational environment, or (3) ability to participate in an educational program or activity. 3. To violate any local, state, or federal statute. 4. To vandalize, damage, or disable the property of another individual or organization. 5. To access another individual's password, materials, information, or files without permission. 6. To violate copyright or otherwise use the intellectual property of another individual or organization in violation of the law, including software piracy. 7. To conduct private or personal for-profit activities. This includes use for private purposes such as business transactions, private advertising of products or services, and any activity meant to foster personal gain. 8. To knowingly endanger the security of any College computer or network. 9. To willfully interfere with another's authorized computer usage. 10. To knowingly connect any computer to any of the College networks unless it meets technical and security standards. 11. 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The College shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. The College shall not be responsible for the accuracy, nature, or quality of information gathered through College diskettes, hard drives servers, or other storage devices; nor for the accuracy, nature, or quality of information gathered through College-provided Internet access. The College shall not be responsible for personal property used to access its computers or networks or for College-provided Internet access. The College shall not be responsible for unauthorized financial obligations resulting from College-provided access to the Internet. Penalties Violations of these policies incur the same types of disciplinary measures as violations of other system or technical college policies or state or federal laws, including criminal prosecution. 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/2024-2025/Catalog-and-Student-Handbook/ Policies-and-Procedures/Drug-Free-Schools-and-Communities-Act	Content	Ogeechee Technical College supports the goals and policies of a drug and alcohol free educational environment and workplace. The College is committed to providing students, faculty, staff, and visitors a safe and healthful campus and workplace. The College recognizes the health risks associated with controlled substance use and alcohol misuse and is committed to supporting students and employees who seek treatment for these conditions. The College also recognizes that controlled substance use and alcohol misuse diminish workplace and campus safety and undermine Ogeechee Technical College's ability to fulfill its mission of contributing to economic, educational, and community development by	Ogeechee Technical College supports the goals and policies of a drug and alcohol free educational environment and workplace. The College is committed to providing students, faculty, staff, and visitors a safe and healthful campus and workplace. The College recognizes the health risks associated with controlled substance use and alcohol misuse and is committed to supporting students and employees who seek treatment for these conditions. The College also recognizes that controlled substance use and alcohol misuse diminish workplace and campus safety and undermine Ogeechee Technical College's ability to fulfill its mission of contributing to economic, educational, and community development by	Ogeechee Technical College supports the goals and policies of a drug and alcohol free educational environment and workplace. The College is committed to providing students, faculty, staff, and visitors a safe and healthful campus and workplace. The College recognizes the health risks associated with controlled substance use and alcohol misuse and is committed to supporting students and employees who seek treatment for these conditions. The College also recognizes that controlled substance use and alcohol misuse diminish workplace and campus safety and undermine Ogeechee Technical College's ability to fulfill its mission of contributing to economic, educational, and community development by	7/25/2024	ogeechee910031947

		providing quality technical education and services, adult literacy education, continuing education, and customized business and industry workforce training to the citizens of the communities it serves. This policy has been developed in concert with the federal Drug-Free Schools and Communities Act which was enacted to ensure that any institution of higher education that receives funds under any federal program has adopted and implemented a program to prevent the use of illicit drugs and abuse of alcohol by students. It also incorporates the statutory mandates required under the state Drug-Free Postsecondary Education Act of 1990 (O.C.G.A. § 20-1-20 et seq.) No student may engage in the unlawful manufacture, possession, use, or distribution of illicit drugs and alcohol on the Technical College's property or as part of any of its sponsored activities. Such unlawful activity may be considered sufficient grounds for serious punitive action, including expulsion. Disciplinary sanctions for students convicted of a felony offense involving alcohol or the manufacture, distribution, sale, possession, or use of marijuana, controlled substances, or other illegal or dangerous drugs shall be immediate suspension and denial of further state and/or federal funds from the date of conviction. Specifically, in the case of a drug-related offense, the student shall minimally be suspended for the remainder of the semester and forfeit all academic credit for that period. The Technical College shall notify the appropriate state/ federal funding agency within 10 days after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction. Within 30 days of notification of conviction, the Technical College shall with respect to any student so convicted: 1. Take additional appropriate action against such student up to and including expulsion as it deems necessary. 2. Provide such student with a description of any drug or alcohol counseling treatment, or rehabilitation or re-entry programs that are available for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. The Technical College is responsible for ensuring the development and implementation of a drug-free awareness program to inform students of the following: 1. The dangers of drug and alcohol abuse on the campus and elsewhere. 2. Any available drug and alcohol counseling, rehabilitation, and assistance programs. 3. Any penalties to be imposed upon students for drug and alcohol abuse violations occurring on the campus. Each Technical College shall conduct a biennial review of its program to determine its effectiveness and implement changes to the program if they are needed and to ensure that the sanctions required by the program are consistently enforced. Each Technical College shall maintain and make available to the U. S. Secretary of Education and to the public a copy of each item in the program as required by this policy and applicable law as well as results of the biennial review. Drug or Alcohol Resources for Students Ogeechee Technical College recognizes drug or alcohol dependency or abuse as a major health problem as well as a safety and security problem. A student in need of help in dealing with such a problem is encouraged to contact his or her personal physician and to use the Student Affairs referral system. A conscientious effort to seek help shall not, in itself, jeopardize any student's enrollment. Complaints Any student or employee with a complaint relating to the application of the Drug-Free Schools and Communities Act may seek redress through any applicable Ogeechee Technical College complaint resolution policy and procedure or collective bargaining agreement. Confidentiality Ogeechee Technical College will ensure privacy and confidentiality under this policy, as may be required by state or federal law including, but not limited to, the Family Educational Rights and Privacy Act of 1974. Administrative Responsibility The Human Resources department will be responsible for administering this policy as it relates to employees and invites. The Assistant Vice President for Student Affairs will administer this policy as it relates to students.	providing quality technical education and services, adult literacy education, continuing education, and customized business and industry workforce training to the citizens of the communities it serves. 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/2024-2025/Catalog-and-Student-Handbook/ Policies-and-Procedures/Student-Grievances	Content	TCSG Procedure 6.5.3p. Purpose 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 grievances, the resolution of these grievances, and is subject to clear guidelines. This procedure does not address grievances related to unlawful harassment, discrimination, and/or retaliation for reporting harassment/discrimination against students. Those complaints are handled by the Unlawful Harassment and Discrimination of Students Procedure.	Written Student Grievances/Complaints TCSG Procedure 6.5.3p. Purpose 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 grievances, the resolution of these grievances, and is subject to clear guidelines. This procedure does not address grievances related to unlawful harassment, discrimination, and/or retaliation for reporting harassment/discrimination against students. Those complaints are handled by the Unlawful Harassment and	Written Student Grievances/Complaints TCSG Procedure 6.5.3p. Purpose 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 grievances, the resolution of these grievances, and is subject to clear guidelines. This procedure does not address grievances related to unlawful harassment, discrimination, and/or retaliation for reporting harassment/discrimination against students. Those complaints are handled by the Unlawful Harassment and	8/29/2024	ogeechee\910031947

Related Authority

O.C.G.A. § 20-4-11 – Powers of the Board
O.C.G.A. § 20-4-14 – TCSG Established; Powers and Duties
TCSG Procedure 6.1.1p. Unlawful Harassment and Discrimination of Students

Applicability

All technical colleges are associated with the Technical College System of Georgia.

Definitions:

1. **Grievable Issues:** Issues arising from applying a policy/procedure to the student's specific case are 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.
2. **Non-Grievable Issues:** Issues with a separate process for resolution (i.e. disciplinary sanctions, FERPA, financial aid, academic grades, discrimination, harassment, etc.) are not grievable and a student must take advantage of the process in place.
3. **Business Days:** Weekdays when the college administrative offices are open.
4. **Assistant Vice President for Student Affairs (AVPSA):** The staff member in charge of the student services division at the college.
5. **Retaliation:** Unfavorable action taken, a condition created, or other action taken by a student/employee for intimidation directed toward a student because the student initiated a grievance or participated in an investigation of a grievance.
6. **Grievant:** the student who is making the complaint.

Attachments

N/A

Procedure

1. For all timelines established herein, if a student will need additional time, an extension may be granted at the Assistant Vice President for Student Affairs' discretion.
2. **Informal Grievance Procedure:** Students with grievable issues should resolve those issues, if possible, on an informal basis without the filing of a formal grievance.
 - a. A student has ten business days from the date of the incident being grieved to resolve the matter 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 resolve the grievable issue, the student may proceed to the formal grievance procedure below.
3. **Formal Grievance Procedure:** If students cannot resolve their grievance informally, they may use this formal grievance procedure.
 - a. Within fifteen business days of the incident being grieved, the student must file a formal grievance in the office of the Assistant Vice President for Student Affairs (AVPSA) or the Technical College president's designee with the following information:
 - i. Name
 - ii. Date
 - iii. Brief description of an incident being grieved
 - iv. Remedy requested
 - v. Signed
 - vi. Informal remedy attempted by student and outcome
 - b. If the grievance is against the AVPSA, the student shall file the grievance with the Technical College president.
 - c. The AVPSA, or the Technical College president's designee, will investigate the matter and supply a written response to the student within fifteen business days.
 - d. Suppose the grieved incident involves possible unlawful harassment, discrimination, or retaliation for reporting unlawful harassment/discrimination. In that case, the investigation will be handled according to the Procedure: Unlawful Harassment and Discrimination of Students.
 - e. Suppose the grieved incident is closely related to an incident being processed through the harassment/discrimination or disciplinary procedures. In that case, the proceedings under the Unlawful Harassment and Discrimination of Student procedure will take precedence, then the disciplinary procedure and the student's grievance will be addressed. The grievance will not be processed until after the other procedures have run their course.
 - f. The AVPSA, or the Technical College president's designee, shall be granted an additional fifteen business days to investigate the grievance upon notice to the grieving student.
4. **Appeal:** The student may appeal the decision from the AVPSA or the Technical College president's designee to the Technical College president. Only the student has the right to appeal.
 - a. A student shall file a written appeal to the Technical College president within five business days of receiving the response referenced in 3.C. above.
 - b. The appeal will be decided based entirely on documents provided by the student and the administration, therefore the student must ensure that they have provided all relevant documents with their appeal.
 - c. At the sole discretion of the Technical College president, grievance appeals at their institution may be held in one of the following two ways:
 - i. The Technical College president may review the information provided by the student and administration and make the final decision; or
 - ii. The Technical College president may appoint a cross-functional committee to make the final decision.
 - iii. The decision of either the technical college president or the cross-functional committee shall be made within ten business days of receipt of the appeal.
- d. Whichever process is chosen by the technical

Discrimination of Students Procedure.

Related Authority

O.C.G.A. § 20-4-11 – Powers of the Board
O.C.G.A. § 20-4-14 – TCSG Established; Powers and Duties
TCSG Procedure 6.1.1p. – Unlawful Harassment and Discrimination of Students

Applicability

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Definitions:

1. **Grievable Issues:** Issues arising from applying a policy/procedure to the student's specific case are 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.
2. **Non-Grievable Issues:** Issues with a separate process for resolution (i.e. disciplinary sanctions, FERPA, financial aid, academic grades, discrimination, harassment, etc.) are not grievable and a student must take advantage of the process in place.
3. **Business Days:** Weekdays when the college administrative offices are open.
4. **Vice President for Student Affairs (VPSA):** The staff member in charge of the student services division at the college.
5. **Retaliation:** Unfavorable action taken, a condition created, or other action taken by a student/employee for intimidation directed toward a student because the student initiated a grievance or participated in an investigation of a grievance.
6. **Grievant:** the student who is making the complaint.

Attachments

N/A

Procedure

1. For all timelines established herein, if a student will need additional time, an extension may be granted at the Vice President for Student Affairs' discretion.
2. **Informal Grievance Procedure:** Students with grievable issues should resolve those issues, if possible, on an informal basis without the filing of a formal grievance.
 - a. A student has ten business days from the date of the incident being grieved to resolve the matter 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 resolve the grievable issue, the student may proceed to the formal grievance procedure below.
3. **Formal Grievance Procedure:** If students cannot resolve their grievance informally, they may use this formal grievance procedure.
 - a. Within fifteen business days of the incident being grieved, the student must file a formal grievance (written or typed) in the office of the Vice President for Student Affairs (VPSA) or the Technical College president's designee with the following information:
 - i. Name
 - ii. Date
 - iii. Brief description of an incident being grieved
 - iv. Remedy requested
 - v. Signed
 - vi. Informal remedy attempted by student and outcome
 - b. If the grievance is against the VPSA, the student shall file the grievance with the Technical College president.
 - c. The VPSA, or the Technical College president's designee, will investigate the matter and supply a written response to the student within fifteen business days.
 - d. Suppose the grieved incident involves possible unlawful harassment, discrimination, or retaliation for reporting unlawful harassment/discrimination. In that case, the investigation will be handled according to the Procedure: Unlawful Harassment and Discrimination of Students.
 - e. Suppose the grieved incident is closely related to an incident being processed through the harassment/discrimination or disciplinary procedures. In that case, the proceedings under the Unlawful Harassment and Discrimination of Student procedure will take precedence, then the disciplinary procedure and the student's grievance will be addressed. The grievance will not be processed until after the other procedures have run their course.
 - f. The VPSA, or the Technical College president's designee, shall be granted an additional fifteen business days to investigate the grievance upon notice to the grieving student.
4. **Appeal:** The student may appeal the decision from the Technical College president. Only the student has the right to appeal.
 - a. A student shall file a written appeal to the Technical College president within five business days of receiving the response referenced in 3.C. above.
 - b. The appeal will be decided based entirely on documents provided by the student and the administration, therefore the student must ensure that they have provided all relevant documents with their appeal.
 - c. At the sole discretion of the Technical College president, grievance appeals at their institution may be held in one of the following two ways:
 - i. The Technical College president may review the information provided by the student and administration and make the final decision; or
 - ii. The Technical College president may appoint a cross-functional committee to make the final decision.
 - iii. The decision of either the technical college president or the cross-functional committee shall be made within ten business days of receipt of the appeal.
- d. Whichever process is chosen by the technical

Discrimination of Students Procedure.

Related Authority

O.C.G.A. § 20-4-11 – Powers of the Board
O.C.G.A. § 20-4-14 – TCSG Established; Powers and Duties
TCSG Procedure 6.1.1p. Unlawful Harassment and Discrimination of Students

Applicability

All technical colleges are associated with the Technical College System of Georgia.

Definitions:

1. **Grievable Issues:** Issues arising from applying a policy/procedure to the student's specific case are 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.
2. **Non-Grievable Issues:** Issues with a separate process for resolution (i.e. disciplinary sanctions, FERPA, financial aid, academic grades, discrimination, harassment, etc.) are not grievable and a student must take advantage of the process in place.
3. **Business Days:** Weekdays when the college administrative offices are open.
4. **Assistant Vice President for Student Affairs (AVPSA/VPSA):** The staff member in charge of the student services division at the college.
5. **Retaliation:** Unfavorable action taken, a condition created, or other action taken by a student/employee for intimidation directed toward a student because the student initiated a grievance or participated in an investigation of a grievance.
6. **Grievant:** the student who is making the complaint.

Attachments

N/A

Procedure

1. For all timelines established herein, if a student will need additional time, an extension may be granted at the ~~Assistant~~ Vice President for Student Affairs' discretion.
2. **Informal Grievance Procedure:** Students with grievable issues should resolve those issues, if possible, on an informal basis without the filing of a formal grievance.
 - a. A student has ten business days from the date of the incident being grieved to resolve the matter 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 resolve the grievable issue, the student may proceed to the formal grievance procedure below.
3. **Formal Grievance Procedure:** If students cannot resolve their grievance informally, they may use this formal grievance procedure.
 - a. Within fifteen business days of the incident being grieved, the student must file a formal grievance (written or typed) in the office of the ~~Assistant~~ Vice President for Student Affairs (AVPSA/VPSA) or the Technical College president's designee with the following information:
 - i. Name
 - ii. Date
 - iii. Brief description of an incident being grieved
 - iv. Remedy requested
 - v. Signed
 - vi. Informal remedy attempted by student and outcome
 - b. If the grievance is against the ~~AVPSA/VPSA~~, the student shall file the grievance with the Technical College president.
 - c. The ~~AVPSA/VPSA~~, or the Technical College president's designee, will investigate the matter and supply a written response to the student within fifteen business days.
 - d. Suppose the grieved incident involves possible unlawful harassment, discrimination, or retaliation for reporting unlawful harassment/discrimination. In that case, the investigation will be handled according to the Procedure: Unlawful Harassment and Discrimination of Students.
 - e. Suppose the grieved incident is closely related to an incident being processed through the harassment/discrimination or disciplinary procedures. In that case, the proceedings under the Unlawful Harassment and Discrimination of Student procedure will take precedence, then the disciplinary procedure and the student's grievance will be addressed. The grievance will not be processed until after the other procedures have run their course.
 - f. The ~~AVPSA/VPSA~~, or the Technical College president's designee, shall be granted an additional fifteen business days to investigate the grievance upon notice to the grieving student.
4. **Appeal:** The student may appeal the decision from the ~~AVPSA/VPSA~~ or the Technical College president's designee to the Technical College president. Only the student has the right to appeal.
 - a. A student shall file a written appeal to the Technical College president within five business days of receiving the response referenced in 3.C. above.
 - b. The appeal will be decided based entirely on documents provided by the student and the administration, therefore the student must ensure that they have provided all relevant documents with their appeal.
 - c. At the sole discretion of the Technical College president, grievance appeals at their institution may be held in one of the following two ways:
 - i. The Technical College president may review the information provided by the student and administration and make the final decision; or
 - ii. The Technical College president may appoint a cross-functional committee to make the final decision.
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/2024-2025/Catalog-and-Student-Handbook/Policies-and-Procedures/Student-Grievances-Unlawful-Harassment-and-Discrimination-of-Students	Content	TCSG Procedure 6.1.1p. Purpose This procedure aims to ensure that all students within the Technical College System of Georgia (TCSG) shall be provided with an environment free of unlawful harassment, discrimination, and retaliation. All students and employees are expressly prohibited from engaging in any form of unlawful harassing, discriminating, intimidating, or retaliatory behavior or conduct ("prohibited conduct") in all interactions, whether or not the interaction occurs during class or on or off campus. Visitors to campuses also shall not engage in prohibited conduct and may be barred from campus for such prohibited conduct. Allegations of discrimination, harassment, or retaliation occurring at clinical sites assigned to students shall be investigated in accordance under this procedure. Student complaints regarding sexual harassment, sexual assault, sexual violence, dating violence, domestic violence, sexual exploitation, or stalking will be processed under the Sexual Harassment and Misconduct Procedure. Any student or employee engaged in prohibited conduct will be subject to disciplinary action, including expulsion or dismissal. Nothing in this procedure shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the United States of America. All students are encouraged to report any prohibited conduct. Reports will be treated expeditiously and confidentially. TCSG will not tolerate retaliation for having filed a good faith harassment and/or discrimination complaints or for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, including expulsion or dismissal. Employee complaints of unlawful harassment or discrimination shall be conducted pursuant to the process outlined in the procedure governing Unlawful Harassment, Discrimination and Retaliation in Employment. Related Authority State Board Policy 2.1.1. Statement of Equal Opportunity Titles VI and VII of the Civil Rights Act of 1964 Age Discrimination Act of 1975 Rehabilitation Act of 1973, as amended Americans with Disabilities Act of 1990 Americans with Disabilities Amendments Act (ADAAA) of 2008 Genetic Information Nondiscrimination Act (GINA) of 2008 Procedure: 6.5.3p Student Grievances Applicability All work units and technical colleges are associated with the Technical College System of Georgia. Definitions 1. Unlawful Harassment (Other Than Sexual Harassment): unlawful verbal or physical conduct that disparages or shows hostility or aversion toward an individual because of that person's race, color, religion, national origin, age, genetic information, or disability and which: a. Has the purpose or effect of creating an objectively and unreasonably intimidating, hostile, or offensive educational environment, or b. Has the purpose or effect of objectively and unreasonably interfering with an individual's educational performance. Unlawful harassing conduct or behavior can include but is not limited to epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, national origin, genetic information, age, or disability. In addition, unlawful harassing conduct can include jokes or pranks that are hostile or demeaning concerning race, color, religion, national origin, age, or disability. 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Section 504 Coordinator: the individual designated by the president of the college to ensure compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as Amended, and any other state and federal regulations governing disabilities; the responsibilities of the 504 Coordinator will include, but may not be limited to evaluating students requesting accommodations for a disability and ensuring equal access to facilities, services and programs. Attachments Attachment 6.2.1p.a1. TCSG Usage for Statement of Equal Opportunity Procedure Administration and Implementation - Each college president shall designate one or more officials to serve as the Title IX Coordinator and the Section 504 Coordinator and ensure the designated officials have received appropriate training. - Contact information for the Title IX and Section 504 Coordinators and the Statement of Equal Opportunity should be permanently displayed on official bulletin boards and included in electronic or written college publications and academic materials described in the TCSG Usage for Statement of Equal Opportunity. - Instructors/administrators must take ongoing proactive steps to ensure educational opportunities (including classrooms, clinics, labs, programs, etc.) and student activities (clubs, sports, etc.) are accessible and free from any type of unlawful discrimination or harassment. - The Compliance Officer will conduct training programs and monitor the colleges to ensure the correct administration and implementation of this procedure and will ensure that proactive or corrective measures have been taken to prevent unlawful discrimination, harassment, or retaliation. 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Reporting and Management Action - All students are encouraged to report events of unlawful harassment, discrimination, and/or retaliation ("prohibited conduct") against themselves or others. - If a student filing a complaint requests anonymity or asks that the complaint not be pursued, the college must inform the student that its ability to respond may be limited, that retaliation for filing a complaint is prohibited, and that steps to prevent harassment and retaliation will be taken. The college should take all reasonable steps to investigate and respond to the complaint consistent with the request and pursue other steps to limit the effects of the alleged harassment and prevent a recurrence. - Colleges may weigh a request for anonymity or a request they not pursue a complaint considering the following factors: the seriousness of the alleged conduct, the complainant's age, whether there have been other harassment complaints about the same individual, and the alleged harasser's rights to receive information about the allegations if the information is maintained as an "education record" under FERPA. 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Complaints may also be emailed to unlawfulharassment@tcsgeu.edu. - Complaints under this procedure can be expressed in writing, by telephone, or in person; individuals are, however, encouraged to express complaints in writing to ensure all concerns are addressed. - Suppose an allegation of unlawful harassment, discrimination, or retaliation is made to an employee not designated to receive such reports. In that case, the employee receiving the complaint must report the allegation as provided in section 6 above. - Students or employees may be suspended, transferred, or reassigned in order to prevent possible further harassment, discrimination, or retaliation, to	age, gender, national origin, genetic information, or disability. 3. 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The college should take all reasonable steps to investigate and respond to the complaint consistent with the request and pursue other steps to limit the effects of the alleged harassment and prevent a recurrence. - Colleges may weigh a request for anonymity or a request they not pursue a complaint considering the following factors: the seriousness of the alleged conduct, the complainant's age, whether there have been other harassment complaints about the same individual, and the alleged harasser's rights to receive information about the allegations if the information is maintained as an "education record" under FERPA. 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Complaints may also be emailed to unlawfulharassment@tcsgeu.edu. - Complaints under this procedure can be expressed in writing, by telephone, or in person; individuals are, however, encouraged to express complaints in writing to ensure all concerns are addressed. - Suppose an allegation of unlawful harassment, discrimination, or retaliation is made to an employee not designated to receive such reports. In that case, the employee receiving the complaint must report the allegation as provided in section 6 above. - Students or employees may be suspended, transferred, or reassigned in order to prevent possible further harassment, discrimination, or retaliation, to
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facilitate the investigation, or to implement preventive or corrective actions under this procedure. 9. Any allegation of unlawful harassment, discrimination, or retaliation against employees must be reported to the Human Resources Director who may elect to investigate in conjunction with other local investigators. Investigation 1. Local investigators shall investigate all prohibited conduct complaints under these procedures thoroughly and expeditiously. 2. A complaining party will be notified if the complaint does not specify facts sufficient to allege unlawful discrimination, harassment, or retaliation. A formal investigation will not be conducted under this procedure. a. In writing, the complaining party may appeal the decision to the President within five business days of receiving the notice. After that, the President's decision will be final. 3. Individuals designated to investigate or recommend corrective actions in response to allegations will be trained to conduct an investigation that protects the safety of victims and promotes accountability. Individuals assigned as the investigator for a particular incident shall disclose to the President any relationship with the parties that could call into question their ability to be objective prior to taking any action with respect to the investigation. The President will reassign alternate individuals if necessary. 4. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. Both the complaining party and the respondent (the parties) will be given equal opportunity to identify witnesses and offer evidence in person or writing. Best efforts will be made to interview all witnesses identified by the parties. Both the complaining party and the respondent may be accompanied by an advisor of his or her choice. However, the advisor may not speak on behalf of the party. 5. The college will evaluate the information collected during the investigation and determine whether a preponderance of the evidence substantiates unlawful discrimination, unlawful harassment, and/or unlawful retaliation. 6. Investigations and summary findings will be documented appropriately. Corrective Actions 1. Colleges will take all reasonable steps to prevent unlawful retaliation against complainants and other individuals participating in investigations under this procedure. 2. If prohibited conduct is determined to have occurred following the investigation, the college, through the appropriate officials, shall implement steps to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate. Steps may include but are not limited to mandating training or evaluation, disciplinary sanctions, policy implementation, or reassignment of students or employees. 3. Should recommended disciplinary sanctions involve academic suspension or expulsion, the matter must be referred to the Assistant Vice President for Student Affairs, as provided by the college's Student Code of Conduct and Disciplinary Procedure. 4. Individuals responsible for conducting investigations or proposing sanctions under this procedure should not also serve as reviewing officials or hearing officers in the appeal of sanctions arising from an investigation. 5. Even in the absence of sufficient evidence to substantiate a finding that unlawful discrimination, unlawful harassment, or retaliation has occurred, colleges are expected to address any inappropriate conduct and take all reasonable steps to prevent any future unlawful discrimination, harassment, or retaliation. Reviews and Dispositions 1. Any of the parties to a complaint under this procedure may request a review of the investigative findings within five business days of receiving notice of the investigative results by submitting a written request to the President. 2. The President shall review all investigations conducted under this procedure and ensure that the appropriate corrective actions have been implemented. 3. Within ten business days of receiving a request for a review of the investigative findings, the President of the college will notify the parties in writing of their final determination, including any change in the result of the findings. In addition, the notice will inform the parties that they have a right to appeal the determination to the Technical College System of Georgia's Office of Legal Services by submitting a written request within three business days by regular mail or email to one of the following: Technical College System of Georgia Office of Legal Services 1800 Century Place, N.E. Suite 400 Atlanta, Georgia 30345 OR unlawfulharassment@tcsg.edu 4. The Office of Legal Services will convene a panel of at least three individuals not employed by the requestor's college to review the investigative findings. The panel's decision is final and will conclude the processing of the complaint. Both parties will be notified in writing simultaneously of the results of the review and any changes in the investigative findings under appeal. Record Retention Documents relating to formal complaints, including investigations, dispositions, and the complaint itself, shall be held for five years after the student's graduation or the date of the student's last attendance. Any confidential information documents shall be held in a secure location under the custody and control of the Assistant Vice President of Student Affairs or the president's designee. 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In writing, the complaining party may appeal the decision to the President within five business days of receiving the notice. After that, the President's decision will be final. 3. Individuals designated to investigate or recommend corrective actions in response to allegations will be trained to conduct an investigation that protects the safety of victims and promotes accountability. Individuals assigned as the investigator for a particular incident shall disclose to the President any relationship with the parties that could call into question their ability to be objective prior to taking any action with respect to the investigation. The President will reassign alternate individuals if necessary. 4. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. Both the complaining party and the respondent (the parties) will be given equal opportunity to identify witnesses and offer evidence in person or writing. Best efforts will be made to interview all witnesses identified by the parties. Both the complaining party and the respondent may be accompanied by an advisor of his or her choice. However, the advisor may not speak on behalf of the party. 5. The college will evaluate the information collected during the investigation and determine whether a preponderance of the evidence substantiates unlawful discrimination, unlawful harassment, and/or unlawful retaliation. 6. Investigations and summary findings will be documented appropriately. Corrective Actions 1. Colleges will take all reasonable steps to prevent unlawful retaliation against complainants and other individuals participating in investigations under this procedure. 2. If prohibited conduct is determined to have occurred following the investigation, the college, through the appropriate officials, shall implement steps to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate. 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/2024-2025/Catalog-and-Student-Handbook/Policies-and-Procedures/Sexual-Harassment-and-Misconduct	Content	TCSG Procedure 6.1.2p. I. Purpose This procedure aims to ensure that all students within the Technical College System of Georgia (TCSG) and its colleges have access to a safe educational environment free from any discrimination on the basis of sex. This procedure prohibits sex discrimination, including sexual harassment and sexual misconduct ("prohibited conduct"). Sexual misconduct includes, but is not limited to, domestic violence, sexual violence, dating violence, sexual assault, sexual exploitation, and stalking. All students and employees are expressly prohibited from engaging in any form of prohibited conduct in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses also shall not engage in prohibited conduct and may be barred from campus. Any student or employee who has engaged in prohibited conduct will be subject to disciplinary action, including expulsion or dismissal. Nothing in this procedure shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the United States of America. TCSG strongly encourages all students and requires employees to report any instances of sexual harassment or sexual misconduct promptly and accurately. TCSG will not tolerate retaliation for having filed a good-faith complaint or for providing any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, including expulsion or dismissal. Employee complaints of unlawful harassment or discrimination shall be conducted according to the process outlined in Unlawful Harassment, Discrimination, and Retaliation in Employment. II. Related Authority 20 U.S.C. §§ 1681 et seq. Prohibition Against Discrimination; Exceptions O.C.G.A. § 19-7-5 Reporting of Child Abuse; When Mandated or Authorized; Content of Report; To Whom Made; Immunity from Liability; Report Based upon Privileged Communication; Penalty for Failure to Report; Spiritual Treatment for Illnesses Violence Against Women Reauthorization Act of 2013 Campus Sexual Violence Elimination Act (Campus SaVE) Titles VI and VII of the Civil Rights Act of 1964 Title IX of the Educational Amendments of 1972 III. Applicability All work units and technical colleges are associated with the Technical College System of Georgia. IV. Definitions 1. Advisor: the person who will attend the Hearing with a Party and conduct the oral cross-examination of the other Party and Witnesses. This person may also offer advice and support from the time the Notice of Formal Complaint is issued and may attend any meetings involved in the investigatory process but may not speak on behalf of the Party during such meetings. The Advisor may be chosen by the Party and is permitted to be, but need not be, an attorney. If either Party is unable to select an Advisor, TCSG will furnish an Advisor to the Party. The Advisors are intended to maintain privacy and confidentiality to the extent permitted by law. 2. Affirmative Consent: affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that the person has the Affirmative Consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean Affirmative Consent, nor does silence or incapacitation mean Affirmative Consent. Affirmative Consent also cannot be procured by duress or intimidation, or by the use of anesthetizing or intoxicating substances. Affirmative Consent must be ongoing throughout a sexual activity and can be revoked at any time. Affirmative Consent may be based on a condition(s), e.g., the use of a condom, and that condition(s) must continue to be met throughout an activity, unless there is mutual agreement to forego or change the condition. When no Affirmative Consent present during sexual activity, the activity at issue necessarily occurred "against the person's will." 3. Appeal Officer: the Commissioner of TCSG or his designee, who will review the Parties' appeals and issue the Notice of Outcome of Appeal. 4. Clinical Site: any off-campus location to which students or faculty are assigned for completion of program requirements, including labs, internships, or practicums. 5. Complainant: the Party to the process who has allegedly experienced the alleged Title IX Prohibited Conduct at issue. 6. Confidential Resource: a person who, by law, is exempted from the obligation to report an allegation of conduct that could constitute Title IX Prohibited Conduct to any entity, including the College's Title IX Coordinator or law enforcement in circumstances in which the reported conduct could be a crime (except, as to law enforcement, if the Complainant is a minor or if there is a belief that there is an imminent threat of harm to self or others). 7. Confidentiality: exists in the context of laws that protect certain relationships, including those who provide services related to medical and clinical care, mental health providers, counselors, and ordained clergy. The law creates a privilege between certain health care providers, mental health care providers, attorneys, clergy, spouses, and others, with their	TCSG Procedure 6.1.2p. I. 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Confidential Employee: a person who, by law, is exempted from the obligation to report an allegation of conduct that could constitute Title IX Prohibited Conduct to any entity, including the College's Title IX Coordinator or law enforcement in circumstances in which the reported conduct could be a crime (except, as to law enforcement, if the Complainant is a minor or if there is a belief that there is an imminent threat of harm to self or others). 7. Confidentiality: exists in the context of laws that protect certain relationships, including those who provide services related to medical and clinical care,	TCSG Procedure 6.1.2p. I. Purpose This procedure aims to ensure that all students within the Technical College System of Georgia (TCSG) and its colleges have access to a safe educational environment free from any discrimination on the basis of sex. This procedure prohibits sex discrimination, including sexual harassment and sexual misconduct ("prohibited conduct"). 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- patients, clients, parishioners, and spouses.
8. **Court Order:** any formal order issued by a state or federal court or authorized police officer that restricts a person's access to another TCSG community member, such as an emergency, temporary, or permanent restraining order.
 9. **Dating Violence:** violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant, including sexual or physical abuse or the threat of such abuse, but excluding acts covered under the definition of Domestic Violence.
 10. **Decision-Maker:** a professional appointed by the TCSG Commissioner experienced and trained in adjudicating matters of civil rights, sexual harassment, and/or sexual violence and trained on this Title IX Procedure who will preside over the Hearing and will issue the Written Determination Regarding Responsibility.
 11. **Domestic Violence:** a felony or misdemeanor crime of violence committed: (i) by a current or former spouse or intimate partner of the Complainant; (ii) by a person with whom the Complainant shares a child in common; (iii) by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Georgia; (v) by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Georgia. To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.
 12. **Duress:** a direct or implied threat of force, violence, danger, hardship, or retribution enough to cause a reasonable person of ordinary sensitivity to do or submit to something they would not otherwise do or submit to. When deciding whether the act was accomplished by duress, all the circumstances, including the Complainant's age and relationship to the Respondent, are relevant factors.
 13. **Employee:** any individual employed in a full or part-time capacity in any TCSG work unit or Technical College.
 14. **Expert Witness:** a Witness identified by a Party or the Title IX Office with particular expertise in a technical matter, such as forensic evidence.
 15. **Force:** an act is accomplished by force if a person overcomes the other person's will by use of physical force or induces reasonable fear of immediate bodily injury.
 16. **Formal Complaint:** a document filed and signed by a Complainant or filed and signed by the Title IX Coordinator alleging Title IX Prohibited Conduct against a Respondent and requesting that TCSG investigate the allegations.
 17. **Hearing:** a live hearing conducted with all Parties physically present in the exact geographic location or with participants appearing virtually with technology enabling participants simultaneously to see and hear each other. During the Hearing, the Decision-Maker permits each Party's Advisor to ask the other Party and Witnesses all relevant and follow-up questions, including those challenging credibility. In addition, a recording or transcript of the hearing will be made.
 18. **Hearing Coordinator:** the person who manages Hearings under this Title IX Procedure.
 19. **Hearing File:** the information collected during the Investigation that is deemed relevant to be considered by the Decision-Maker.
 20. **Hearing Schedule:** a time-table specific to each matter that schedules critical dates for the matter after it has been charged.
 21. **Human Resources Director:** the highest-ranking employee responsible for the human resources function at a Technical College or TCSG work unit.
 22. **Incapacitation:** a state where a person cannot voluntarily agree (that is, to give Affirmative Consent) to sexual activity because the person is asleep, unconscious, under the influence of an anesthetizing or intoxicating substance such that the person does not have control over their body, is otherwise unaware that sexual activity is occurring, or is unable to appreciate the nature and quality of the act. Incapacitation is not necessarily the same as legal intoxication.
 23. **Informal Resolution:** a voluntary process in which the Parties may consent to participate, as described in Section IV.F.
 24. **Initial Report:** a report of conduct that may constitute Title IX Prohibited Conduct, which any individual may make, even if not the person alleged to have experienced the conduct. An Initial Report is made prior to a Formal Complaint. It triggers the Title IX Coordinator's obligation to contact and inform the Complainant of Supportive Measures, as described in Section I.V.A.1.
 25. **Intimidation:** includes any threatening statement or conduct made to prevent or dissuade any Party or Witness from reporting or participating in the Title IX Procedure. Intimidation also includes the use of implied threats to overcome a person's freedom of will to choose whether or not to participate in sexual activity or provide affirmative consent.
 26. **Investigation:** the phase of the Title IX Procedure when the Parties are invited to provide evidence and identify Witnesses to the Investigator related to the allegations in the Notice of Formal Complaint.
 27. **Investigative Report:** a formal written document that fairly summarizes the relevant evidence gathered during the Investigation, including the parties' responses to the preliminary report.
 28. **Investigator:** the person assigned by TCSG to investigate Formal Complaints under this Title IX Procedure. The Investigator shall have been trained on all elements of an investigation as required by federal and state law.
 29. **Menace:** a threat, statement, or act showing intent to injure someone.
 30. **New Evidence:** evidence that was not available at the time of the charge decision, could not have been available based on reasonable and diligent inquiry, and is relevant to the matter.
 31. **Nonforcible Sexual Violations:** Any of the following acts:
 - a. Incest: nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Georgia law.
 - b. Statutory Intercourse Violation: nonforcible sexual intercourse with a person under Georgia's statutory age of consent.
 32. **Notice of Charge:** the formal notification issued by the Title IX Coordinator following an investigation that the matter will be charged and will proceed to a Hearing.
 33. **Notice of Dismissal:** the formal notification issued by the Title IX Coordinator following a determination that the matter does not meet the definitional or jurisdictional standards of Title IX and stating the reasons for dismissal.
 34. **Notice of Formal Complaint:** the formal notification
- mental health providers, counselors, and ordained clergy. The law creates a privilege between certain health care providers, mental health care providers, attorneys, clergy, spouses, and others, with their patients, clients, parishioners, and spouses.
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 16. **Formal Complaint:** a document filed and signed by a Complainant or filed and signed by the Title IX Coordinator alleging Title IX Prohibited Conduct against a Respondent and requesting that TCSG investigate the allegations.
 17. **Human Resources Director:** the highest-ranking employee responsible for the human resources function at a Technical College or TCSG work unit.
 18. **Incapacitation:** a state where a person cannot voluntarily agree (that is, to give Affirmative Consent) to sexual activity because the person is asleep, unconscious, under the influence of an anesthetizing or intoxicating substance such that the person does not have control over their body, is otherwise unaware that sexual activity is occurring, or is unable to appreciate the nature and quality of the act. Incapacitation is not necessarily the same as legal intoxication.
 19. **Informal Resolution:** a voluntary process in which the Parties may consent to participate, as described in Section IV.F.
 20. **Initial Report:** a report of conduct that may constitute Title IX Prohibited Conduct, which any individual may make, even if not the person alleged to have experienced the conduct. An Initial Report is made prior to a Formal Complaint. It triggers the Title IX Coordinator's obligation to contact and inform the Complainant of Supportive Measures, as described in Section I.V.A.1.
 21. **Intimidation:** includes any threatening statement or conduct made to prevent or dissuade any Party or Witness from reporting or participating in the Title IX Procedure. Intimidation also includes the use of implied threats to overcome a person's freedom of will to choose whether or not to participate in sexual activity or provide affirmative consent.
 22. **Investigation:** the phase of the Title IX Procedure when the Parties are invited to provide evidence and identify Witnesses to the Investigator related to the allegations in the Notice of Formal Complaint.
 23. **Investigative Report:** a formal written document that fairly summarizes the relevant evidence gathered during the Investigation, including the parties' responses to the preliminary report.
 24. **Investigator:** the person assigned by TCSG to investigate Formal Complaints under this Title IX Procedure. The Investigator shall have been trained on all elements of an investigation as required by federal and state law.
 25. **Menace:** a threat, statement, or act showing intent to injure someone.
 26. **New Evidence:** evidence that was not available at the time of the charge decision, could not have been available based on reasonable and diligent inquiry, and is relevant to the matter.
 27. **Nonforcible Sexual Violations:** Any of the following acts:
 - a. Incest: nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Georgia law.
 - b. Statutory Intercourse Violation: nonforcible sexual intercourse with a person under Georgia's statutory age of consent.
 28. **Notice of Charge:** the formal notification issued by the Title IX Coordinator following an investigation that the matter will be charged and will proceed to a Hearing.
 29. **Notice of Dismissal:** the formal notification issued by the Title IX Coordinator following a determination that the matter does not meet the definitional or jurisdictional standards of Title IX and stating the reasons for dismissal.
 30. **Notice of Formal Complaint:** the formal notification
- provide services related to medical and clinical care, mental health providers, counselors, and ordained clergy. The law creates a privilege between certain health care providers, mental health care providers, attorneys, clergy, spouses, and others, with their patients, clients, parishioners, and spouses.
8. **Court Order:** any formal order issued by a state or federal court or authorized police officer that restricts a person's access to another TCSG community member, such as an emergency, temporary, or permanent restraining order.
 9. **Dating Violence:** violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant, including sexual or physical abuse or the threat of such abuse, but excluding acts covered under the definition of Domestic Violence.
 10. **Decision-Maker:** a professional appointed by the TCSG Commissioner experienced and trained in adjudicating matters of civil rights, sexual harassment, and/or sexual violence and trained on this Title IX Procedure who will preside over the Hearing and will issue the Written Determination Regarding Responsibility.
 11. **Domestic Violence:** a felony or misdemeanor crime of violence committed: (i) by a current or former spouse or intimate partner of the Complainant; (ii) by a person with whom the Complainant shares a child in common; (iii) by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Georgia; (v) by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Georgia. To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.
 12. **Duress:** a direct or implied threat of force, violence, danger, hardship, or retribution enough to cause a reasonable person of ordinary sensitivity to do or submit to something they would not otherwise do or submit to. When deciding whether the act was accomplished by duress, all the circumstances, including the Complainant's age and relationship to the Respondent, are relevant factors.
 13. **Employee:** any individual employed in a full or part-time capacity in any TCSG work unit or Technical College.
 14. **Expert Witness:** a Witness identified by a Party or the Title IX Office with particular expertise in a technical matter, such as forensic evidence.
 15. **Force:** an act is accomplished by force if a person overcomes the other person's will by use of physical force or induces reasonable fear of immediate bodily injury.
 16. **Formal Complaint:** a document filed and signed by a Complainant or filed and signed by the Title IX Coordinator alleging Title IX Prohibited Conduct against a Respondent and requesting that TCSG investigate the allegations.
 17. **Hearing:** a live hearing conducted with all Parties physically present in the exact geographic location or with participants appearing virtually with technology enabling participants simultaneously to see and hear each other. During the Hearing, the Decision-Maker permits each Party's Advisor to ask the other Party and Witnesses all relevant and follow-up questions, including those challenging credibility. In addition, a recording or transcript of the hearing will be made.
 18. **Hearing Coordinator:** the person who manages Hearings under this Title IX Procedure.
 19. **Hearing File:** the information collected during the Investigation that is deemed relevant to be considered by the Decision-Maker.
 20. **Hearing Schedule:** a time-table specific to each matter that schedules critical dates for the matter after it has been charged.
 21. **Human Resources Director:** the highest-ranking employee responsible for the human resources function at a Technical College or TCSG work unit.
 22. **Incapacitation:** a state where a person cannot voluntarily agree (that is, to give Affirmative Consent) to sexual activity because the person is asleep, unconscious, under the influence of an anesthetizing or intoxicating substance such that the person does not have control over their body, is otherwise unaware that sexual activity is occurring, or is unable to appreciate the nature and quality of the act. Incapacitation is not necessarily the same as legal intoxication.
 23. **Informal Resolution:** a voluntary process in which the Parties may consent to participate, as described in Section IV.F.
 24. **Initial Report:** a report of conduct that may constitute Title IX Prohibited Conduct, which any individual may make, even if not the person alleged to have experienced the conduct. An Initial Report is made prior to a Formal Complaint. It triggers the Title IX Coordinator's obligation to contact and inform the Complainant of Supportive Measures, as described in Section I.V.A.1.
 25. **Intimidation:** includes any threatening statement or conduct made to prevent or dissuade any Party or Witness from reporting or participating in the Title IX Procedure. Intimidation also includes the use of implied threats to overcome a person's freedom of will to choose whether or not to participate in sexual activity or provide affirmative consent.
 26. **Investigation:** the phase of the Title IX Procedure when the Parties are invited to provide evidence and identify Witnesses to the Investigator related to the allegations in the Notice of Formal Complaint.
 27. **Investigative Report:** a formal written document that fairly summarizes the relevant evidence gathered during the Investigation, including the parties' responses to the preliminary report.
 28. **Investigator:** the person assigned by TCSG to investigate Formal Complaints under this Title IX Procedure. The Investigator shall have been trained on all elements of an investigation as required by federal and state law.
 29. **Menace:** a threat, statement, or act showing intent to injure someone.
 30. **New Evidence:** evidence that was not available at the time of the charge decision, could not have been available based on reasonable and diligent inquiry, and is relevant to the matter.
 31. **Nonforcible Sexual Violations:** Any of the following

	b. Statutory Intercourse Violation: nonforcible sexual intercourse with a person under Georgia's statutory age of consent. 32. Notice of Charge: the formal notification issued by the Title IX Coordinator following an investigation that the matter will be charged and will proceed to a Hearing. 33. Notice of Dismissal: the formal notification issued by the Title IX Coordinator following a determination that the matter does not meet the definitional or jurisdictional standards of Title IX and stating the reasons for dismissal. 34. Notice of Formal Complaint: the formal notification issued by the Title IX Coordinator that a Formal Complaint has been filed and including the details set forth in Section IV.C.1. 35. Notice of Outcome of Appeal: a written determination describing the Appeal Officer's final decision of a matter brought forward on appeal. 36. Party/Parties: the generic or collective term used to refer to Complainant(s) and Respondent(s). 37. Preponderance of the Evidence: the standard of proof used by the Investigator and the Decision-Maker. A finding by the Preponderance of the Evidence means that the credible evidence on one side outweighs the credible evidence on the other side, such that, as a whole, it is more likely than not that the alleged fact or conduct occurred. It does not mean that a greater number of Witnesses or documents is offered on one side or the other, but that the quality or significance of the evidence offered in support of one side is more convincing than the evidence in opposition. 38. President: the chief executive officer responsible for the management and operation of the Technical College where the complainant and/or accused violator are enrolled or employed. 39. Privacy: means that information related to a complaint will be shared with only a limited number of TCSG employees who "need to know" in order to assist in the assessment, investigation, and resolution of the report. All employees responsible for TCSG's response to Title IX Prohibited Conduct receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law. In addition, the privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act ("FERPA"), and the privacy of employee records will be protected in accordance with Georgia law and TCSG policy. 40. Rebuttal Evidence: evidence presented to contradict other evidence in the Hearing File, which could not have been reasonably anticipated by a Party to be relevant information at the time of the investigation. 41. Remedies: individualized measures implemented after a Hearing or as part of an Informal Resolution designed to restore or preserve equal access to College Programs or Activities, and may include Supportive Measures but need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent. 42. Respondent: the person alleged to have engaged in Title IX Prohibited Conduct. 43. Retaliation: includes, but is not limited to, adverse action related to employment, academic opportunities, participation in TCSG and/or College programs or activities, or similar punitive action taken against an individual because that person has made an Initial Report or Formal Complaint, responded to a Formal Complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or Hearing. 44. Sanctions: individualized measures implemented after a Hearing that may be disciplinary. 45. Sexual Assault: any of the following acts: a. Rape: penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the Complainant's consent. b. Sodomy: oral or anal sexual intercourse with another person: i. Forcibly and/or against that person's will; OR ii. not forcibly or against the person's will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. c. Sexual Assault with an Object: to use an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person: i. Forcibly and/or against that person's will; OR ii. not forcibly or against the person's will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. d. Fondling: the touching of the private body parts of another person (buttocks, groin, breasts) for the purpose of sexual gratification: i. Forcibly and/or against that person's will (non-consensually); OR ii. not forcibly or against the person's will in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. 46. Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to (i) fear for the person's safety or the safety of others; or (ii) suffer substantial emotional distress. A course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. A reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling. 47. Supportive Measures: non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are	issued by the Title IX Coordinator that a Formal Complaint has been filed and including the details set forth in Section IV.C.1. 31. Notice of Outcome of Appeal: a written determination describing the Appeal Officer's final decision of a matter brought forward on appeal. 32. Party/Parties: the generic or collective term used to refer to Complainant(s) and Respondent(s). 33. Preponderance of the Evidence: the standard of proof used by the Investigator and the Decision-Maker. 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All employees responsible for TCSG's response to Title IX Prohibited Conduct receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law. In addition, the privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act ("FERPA"), and the privacy of employee records will be protected in accordance with Georgia law and TCSG policy. 36. Rebuttal Evidence: evidence presented to contradict other evidence in the Hearing File, which could not have been reasonably anticipated by a Party to be relevant information at the time of the investigation. 37. Remedies: individualized measures implemented after a Hearing or as part of an Informal Resolution designed to restore or preserve equal access to College Programs or Activities, and may include Supportive Measures but need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent. 38. 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Forcibly and/or against that person's will; OR ii. not forcibly or against the person's will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. c. Sexual Assault with an Object: to use an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person: i. Forcibly and/or against that person's will; OR ii. not forcibly or against the person's will in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. d. Fondling: the touching of the private body parts of another person (buttocks, groin, breasts) for the purpose of sexual gratification: i. Forcibly and/or against that person's will (non-consensually); OR ii. not forcibly or against the person's will in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. 42. Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to (i) fear for the person's safety or the safety of others; or (ii) suffer substantial emotional distress. A course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. A reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling. 43. Supportive Measures: non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are	acts: a. Incest: nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Georgia law. b. Statutory Intercourse Violation: nonforcible sexual intercourse with a person under Georgia's statutory age of consent. 32. Notice of Charge: the formal notification issued by the Title IX Coordinator following an investigation that the matter will be charged and will proceed to a Hearing. 33. 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All employees responsible for TCSG's response to Title IX Prohibited Conduct receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law. In addition, the privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act ("FERPA"), and the privacy of employee records will be protected in accordance with Georgia law and TCSG policy. 40. Rebuttal Evidence: evidence presented to contradict other evidence in the Hearing File, which could not have been reasonably anticipated by a Party to be relevant information at the time of the investigation. 41. Remedies: individualized measures implemented after a Hearing or as part of an Informal Resolution designed to restore or preserve equal access to College Programs or Activities, and may include Supportive Measures but need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent. 42. Respondent: the person alleged to have engaged in Title IX Prohibited Conduct. 43. Retaliation: includes, but is not limited to, adverse action related to employment, academic opportunities, participation in TCSG and/or College programs or activities, or similar punitive action taken against an individual because that person has made an Initial Report or Formal Complaint, responded to a Formal Complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or Hearing. 44. Sanctions: individualized measures implemented after a Hearing that may be disciplinary. 45. Sexual Assault: any of the following acts: a. Rape: penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the Complainant's consent. b. Sodomy: oral or anal sexual intercourse with another person: i. 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Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling. 47. Supportive Measures: non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are
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designed to restore or preserve equal access to TCSG4. Programs or Activities without unreasonably burdening the other Party, including measures designed to protect the safety of all Parties or the TCSG educational environment or deter sexual harassment. For example, supportive measures may include extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. 48. Title IX Prohibited Conduct: the collective term used in this Title IX Procedure to refer to the conduct described in the definitions for Title IX Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, and Stalking. 49. Title IX Sexual Harassment: conduct, on the basis of sex that satisfies one or more of the following: - A reasonable person determines unwelcome conduct to be so severe, pervasive, and objectively offensive that it denies a person equal educational access. - An employee of the college conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct. 50. TCSG Compliance Officer: the individual designated by the Deputy Commissioner to coordinate TCSG compliance with Title IX of the Educational Amendments of 1972 and other state and federal laws governing unlawful discrimination and harassment and educational access by disabled individuals. 51. TCSG Program or Activity: locations, events, or circumstances over which TCSG and/or the College exercised substantial control over both the alleged Respondent and the context in which the Title IX Prohibited Conduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by TCSG and/or the College. 52. Technical College System of Georgia: all work units and technical colleges are governed by the State Board of the Technical College System of Georgia. 53. Title IX Coordinator: an individual designated by the President of the College to ensure compliance with Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681 et seq., and related federal regulations. The Title IX Coordinator may also be responsible for compliance with other state and federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the U.S. Department of Education. 54. Violence: the use of physical force to cause harm or injury. 55. Visitor: any third party (e.g. volunteer, vendor, contractor, member of the general public etc.) who conducts business or regularly interacts with a work unit or Technical College. 56. Witness: a person asked to give information or a statement under this Title IX Procedure. 57. Written Determination Regarding Responsibility: the formal written notification issued by the Decision-Maker after a Hearing that includes: (i) identification of the allegations potentially constituting Title IX Prohibited Conduct; (ii) a description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the Parties, interviews with Parties and Witnesses, site visits, methods used to gather other evidence, and Hearing held; (iii) findings of fact; (iv) conclusions about whether the alleged Title IX Prohibited Conduct occurred, applying the definitions set forth in this Title IX Procedure to the facts; (v) the rationale for the result as to each allegation; (vi) any disciplinary Sanctions imposed on the Respondent; (vii) whether Remedies or Supportive Measures will be provided to the Complainant; and (viii) information about how to file an appeal. V. Attachments Attachment 6.1.1p.a1. Sources of Counseling, Advocacy and Support Attachment 6.1.1p.a2. TCSG Usage for Statement of Equal Opportunity VI. Procedure A. Administration and Implementation - Each college president shall designate one or more officials to serve as the Title IX Coordinator and post contact information for the coordinator and the TCSG's Statement of Equal Opportunity in electronic or written college publications and educational materials as described in the TCSG Usage for Statement of Equal Opportunity (e.g. bulletin boards, the college website, catalogs, student and employee handbooks, orientation materials, and flyers). In addition, the college president will ensure that the designated officials have received appropriate training. - Instructors/administrators must take ongoing proactive steps to ensure educational opportunities (including classrooms, clinics, labs, programs, etc.) and student activities (clubs, sports, etc.) are accessible and free from sex discrimination or harassment. - The Compliance Officer will coordinate training programs and monitor the colleges to ensure the correct administration and implementation of this procedure and will ensure that proactive or corrective measures have been taken to prevent sex discrimination and sexual misconduct. In addition, the training materials will be posted on the College's website or made available for members of the public to inspect. - Colleges are required to provide sexual harassment and sexual violence prevention training to students and employees and programs for ongoing awareness training as required by VAWA and the Clery Act. As of the effective date of this procedure, colleges have been provided the GetInclusive training modules for this purpose and are required to incorporate the training in new student and employee orientation activities. - Each Technical College shall publish a list of local sources for counseling, support and advocacy in conjunction with publishing this procedure. Individuals who report sexual violence, sexual assault, stalking, or dating/domestic violence will be provided with and/or referred to the list of resources. B. Reporting and Management Action - All students are encouraged to report sex	Title IX Prohibited Conduct: the collective term used in this Title IX Procedure to refer to the conduct described in the definitions for Title IX Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, and Stalking. 45. Title IX Sexual Harassment: conduct, on the basis of sex that satisfies one or more of the following: - Unwelcome sex-based conduct that is sufficiently severe or pervasive, that, based on the totality of the circumstances and evaluated subjectively and objectively, denies or limits a person's ability to participate in or benefit from the recipient's education program or activity. - An employee of the college conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct. - Discrimination based upon sex stereotypes or characteristics, pregnancy or related conditions, sexual orientation or gender identity, parental, family, or marital status. 46. TCSG Compliance Officer: the individual designated by the Deputy Commissioner to coordinate TCSG compliance with Title IX of the Educational Amendments of 1972 and other state and federal laws governing unlawful discrimination and harassment and educational access by disabled individuals. 47. TCSG Program or Activity: locations, events, or circumstances over which TCSG and/or the College exercised substantial control over both the alleged Respondent and the context in which the Title IX Prohibited Conduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by TCSG and/or the College. Title IX Prohibited Conduct occurring outside the educational program or activity or outside the U.S. is covered if it contributed to a hostile environment within the program or activity. 48. Technical College System of Georgia: all work units and technical colleges are governed by the State Board of the Technical College System of Georgia. 49. Title IX Coordinator: an individual designated by the President of the College to ensure compliance with Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681 et seq., and related federal regulations. The Title IX Coordinator may also be responsible for compliance with other state and federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the U.S. Department of Education. 50. Violence: the use of physical force to cause harm or injury. 51. Visitor: any third party (e.g. volunteer, vendor, contractor, member of the general public etc.) who conducts business or regularly interacts with a work unit or Technical College. 52. Witness: a person asked to give information or a statement under this Title IX Procedure. 53. Written Determination Regarding Responsibility: the formal written notification issued by the Decision-Maker after a Hearing that includes: (i) identification of the allegations potentially constituting Title IX Prohibited Conduct; (ii) a description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the Parties, interviews with Parties and Witnesses, site visits, methods used to gather other evidence, and Hearing held; (iii) findings of fact; (iv) conclusions about whether the alleged Title IX Prohibited Conduct occurred, applying the definitions set forth in this Title IX Procedure to the facts; (v) the rationale for the result as to each allegation; (vi) any disciplinary Sanctions imposed on the Respondent; (vii) whether Remedies or Supportive Measures will be provided to the Complainant; and (viii) information about how to file an appeal. V. Attachments Attachment 6.1.1p.a1. Sources of Counseling, Advocacy and Support Attachment 6.1.1p.a2. TCSG Usage for Statement of Equal Opportunity VI. Procedure A. Administration and Implementation - Each college president shall designate one or more officials to serve as the Title IX Coordinator and post contact information for the coordinator and the TCSG's Statement of Equal Opportunity in electronic or written college publications and educational materials as described in the TCSG Usage for Statement of Equal Opportunity (e.g. bulletin boards, the college website, catalogs, student and employee handbooks, orientation materials, and flyers). In addition, the college president will ensure that the designated officials have received appropriate training. - Instructors/administrators must take ongoing proactive steps to ensure educational opportunities (including classrooms, clinics, labs, programs, etc.) and student activities (clubs, sports, etc.) are accessible and free from sex discrimination or harassment. - The Compliance Officer will coordinate training programs and monitor the colleges to ensure the correct administration and implementation of this procedure and will ensure that proactive or corrective measures have been taken to prevent sex discrimination and sexual misconduct. In addition, the training materials will be posted on the College's website or made available for members of the public to inspect. - Colleges are required to provide sexual harassment and sexual violence prevention training to students and employees and programs for ongoing awareness training as required by VAWA and the Clery Act. As of the effective date of this procedure, colleges have been provided training modules for this purpose and are required to incorporate the training in new student and employee orientation activities. - Each Technical College shall publish a list of local sources for counseling, support and advocacy in conjunction with publishing this procedure. Individuals who report sexual violence, sexual assault, stalking, or dating/domestic violence will be provided with and/or referred to the list of resources. B. Reporting and Management Action - All students are encouraged to report sex discrimination and sexual misconduct incidents against themselves or others to the Title IX Coordinator at the Technical College. The Title IX regulations define "sexual harassment" to include three types of misconduct based on sex which	individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to TCSG Programs or Activities without unreasonably burdening the other Party, including measures designed to protect the safety of all Parties or the TCSG educational environment or deter sexual harassment. For example, supportive measures may include extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. 48. Title IX Prohibited Conduct: the collective term used in this Title IX Procedure to refer to the conduct described in the definitions for Title IX Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, and Stalking. 49. Title IX Sexual Harassment: conduct, on the basis of sex that satisfies one or more of the following: - Unwelcome sex-based conduct that is sufficiently severe, or pervasive, that, based on the totality of the circumstances and evaluated subjectively and objectively, denies or limits a person's equal ability to access participate in or benefit from the recipient's education program or activity. - An employee of the college conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct. - Discrimination based upon sex stereotypes or characteristics, pregnancy or related conditions, sexual orientation or gender identity, parental, family, or marital status. 50. TCSG Compliance Officer: the individual designated by the Deputy Commissioner to coordinate TCSG compliance with Title IX of the Educational Amendments of 1972 and other state and federal laws governing unlawful discrimination and harassment and educational access by disabled individuals. 51. TCSG Program or Activity: locations, events, or circumstances over which TCSG and/or the College exercised substantial control over both the alleged Respondent and the context in which the Title IX Prohibited Conduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by TCSG and/or the College. Title IX Prohibited Conduct occurring outside the educational program or activity or outside the U.S. is covered if it contributed to a hostile environment within the program or activity. 52. Technical College System of Georgia: all work units and technical colleges are governed by the State Board of the Technical College System of Georgia. 53. Title IX Coordinator: an individual designated by the President of the College to ensure compliance with Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681 et seq., and related federal regulations. The Title IX Coordinator may also be responsible for compliance with other state and federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the U.S. Department of Education. 54. Violence: the use of physical force to cause harm or injury. 55. Visitor: any third party (e.g. volunteer, vendor, contractor, member of the general public etc.) who conducts business or regularly interacts with a work unit or Technical College. 56. Witness: a person asked to give information or a statement under this Title IX Procedure. 57. Written Determination Regarding Responsibility: the formal written notification issued by the Decision-Maker after a Hearing that includes: (i) identification of the allegations potentially constituting Title IX Prohibited Conduct; (ii) a description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the Parties, interviews with Parties and Witnesses, site visits, methods used to gather other evidence, and Hearing held; (iii) findings of fact; (iv) conclusions about whether the alleged Title IX Prohibited Conduct occurred, applying the definitions set forth in this Title IX Procedure to the facts; (v) the rationale for the result as to each allegation; (vi) any disciplinary Sanctions imposed on the Respondent; (vii) whether Remedies or Supportive Measures will be provided to the Complainant; and (viii) information about how to file an appeal. V. Attachments Attachment 6.1.1p.a1. Sources of Counseling, Advocacy and Support Attachment 6.1.1p.a2. TCSG Usage for Statement of Equal Opportunity VI. Procedure A. Administration and Implementation - Each college president shall designate one or more officials to serve as the Title IX Coordinator and post contact information for the coordinator and the TCSG's Statement of Equal Opportunity in electronic or written college publications and educational materials as described in the TCSG Usage for Statement of Equal Opportunity (e.g. bulletin boards, the college website, catalogs, student and employee handbooks, orientation materials, and flyers). In addition, the college president will ensure that the designated officials have received appropriate training. - Instructors/administrators must take ongoing proactive steps to ensure educational opportunities (including classrooms, clinics, labs, programs, etc.) and student activities (clubs, sports, etc.) are accessible and free from sex discrimination or harassment. - The Compliance Officer will coordinate training programs and monitor the colleges to ensure the correct administration and implementation of this procedure and will ensure that proactive or corrective measures have been taken to prevent sex discrimination and sexual misconduct. In addition, the training materials will be posted on the College's website or made available for members of the public to inspect.
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- To utilize this procedure, a Complainant must file a Formal Complaint, defined herein as a document filed and signed by a Complainant or filed and signed by the Title IX Coordinator alleging Title IX Prohibited Conduct against a Respondent and requesting that TCSG investigate the allegations.
 - Any allegation of sex discrimination, sexual misconduct, or retaliation against employees must be reported to the Human Resources Director and the Title IX Coordinator.
 - All allegations of sex discrimination and sexual misconduct on one of TCSG's college campuses or clinical locations must be reported to the Title IX Coordinator regardless of whether the allegations involve students or employees. All students, faculty, staff, and others participating in TCSG and/or College programs and activities in the United States are subject to this Title IX Procedure. If the allegations do not fall within the jurisdiction under this procedure, they may be referred and processed under the student code of conduct procedure.
 - Students have the right to file (or not to file) a criminal complaint for sexual violence with the local law enforcement authorities before, during, or after filing a complaint with the College. The investigation under this procedure shall not be unreasonably delayed to await the outcome of any criminal investigation. Sexual violence reports made to the Title IX Coordinator will be investigated and adjudicated separately from any criminal complaints. A student may request that the Title IX Coordinator and/or the Investigator assist the student with notifying local law enforcement authorities. For example, suppose a Technical College's campus law enforcement receives a complaint alleging sexual harassment and/or sexual misconduct as defined in this procedure. In that case, the Title IX Coordinator for the College shall be immediately notified so that they may take appropriate action regarding the complaint.
 - Suppose a student filing a complaint alleging sexual misconduct requests confidentiality, anonymity, or asks that the complaint not be pursued. In that case, the College must inform the Complainant that its ability to respond may be limited, that retaliation for filing a complaint is prohibited, and that steps to prevent harassment and retaliation will be taken. Consistent with the request, all reasonable steps to investigate and respond to the complaint should be made, and other steps to limit the effects or recurrence of the alleged misconduct will be taken.
 - Regardless of a student's request for confidentiality, anonymity of a complaint, or a request that a complaint not be pursued, if the complaint includes allegations of sexual assault, sexual violence, domestic violence, dating violence, or stalking, the Title IX Coordinator must report the incident to campus law enforcement for inclusion in the college's Annual Security Report ("ASR"). The Complainant should be informed that their name will not be disclosed to campus law enforcement if they have requested confidentiality during the processing of the complaint.
 - Colleges may weigh a request for confidentiality, anonymity, or a request they not pursue a complaint considering the following factors: the seriousness of the alleged conduct, the Complainant's age, and the Respondent's right to receive information about the allegations if the information is maintained as an "education record" under FERPA. The College must inform the Complainant if the request cannot be granted and the reasons for the denial.
 - Reports concerning all prohibited conduct referenced in this procedure will be processed confidentially to the extent permitted by law; communications regarding complaints will be disseminated to others on a need-to-know basis to ensure that necessary steps are taken to protect the community as a whole, and that appropriate corrective actions are considered and taken.
 - Suppose an allegation of sex discrimination or sexual misconduct is made to an employee not designated to receive such reports. In that case, the employee receiving the complaint must report the allegation to the Title IX Coordinator. The College must take corrective actions to stop harassment to its notice, prevent recurrence of the harassment, and remedy the effects on the Complainant promptly and effectively. The College will be deemed to have notice if a responsible employee knew, or in the exercise of reasonable care should have known, about the harassment. A responsible employee includes any employee who has the authority to take action to redress the harassment, who must report the harassment to the Title IX Coordinator, or who a student could reasonably believe has this authority or responsibility, including instructors and staff at the college.
 - Any sexual conduct involving individuals under the age of 18 must also be reported as an allegation of child abuse as outlined in O.C.G.A. § 19-7-5.
 - Supportive measures must be offered to the complainant by the college president or the Title IX Coordinator or their designee before the final outcome of an investigation and until final Resolution of the allegations if failure to take the interim measures would constitute an immediate threat to the safety and well-being of the Complainant, the Respondent, or other members of the College, or to ensure equal access to the College's programs and activities. Supportive measures may include adjustments to academic workload (including extending deadlines); adjustment to class or work schedules; no contact orders; and suspensions, transfers or reassignments in order to prevent further harassment, discrimination, sexual violence or retaliation, to facilitate the
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orders; and suspensions, transfers or reassignments in order to prevent further harassment, discrimination, sexual violence or retaliation, to facilitate the investigation, or to implement preventive or corrective actions under this procedure; informal resolutions or discretionary dismissals. 12. Discretionary Dismissal. a. TCSG and/or the College may dismiss the Formal Complaint if: - The Respondent is no longer enrolled or employed by TCSG and/or the College.S - Specific circumstances prevent TCSG and/or the College from gathering sufficient evidence to reach a determination. - The Complainant informs the Title IX Coordinator in writing that the Complainant desires to withdraw the Formal Complaint or allegations. b. A Complainant may notify the Title IX Coordinator at any time that the Complainant does not wish to proceed with the Investigation and/or Hearing process. If such a request is received, the Title IX Coordinator will inform the Complainant that the TCSG and/or the 10 College's ability to respond to the allegation may be limited if the allegations are withdrawn. c. The Title IX Coordinator will consider the relevant factors in determining whether to terminate the Investigation and/or Hearing process. If the Title IX Coordinator determines that the Investigation will continue, the Title IX Coordinator will notify the Complainant of that determination. The Title IX Coordinator will include in that notification a statement that the Complainant is not required to participate in the Investigation and/or Hearing process but that the process will continue. In the event that the Title IX Coordinator determines that the Investigation will be terminated, both Parties will be notified.	investigation, or to implement preventive or corrective actions under this procedure; informal resolutions or discretionary dismissals. a. 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Supportive measures must be offered to the complainant by the college president or the Title IX Coordinator or their designee before the final outcome of an investigation and until final Resolution of the allegations if failure to take the interim measures would constitute an immediate threat to the safety and well-being of the Complainant, the Respondent, or other members of the College, or to ensure equal access to the College's programs and activities. Supportive measures may include adjustments to academic workload (including extending deadlines); adjustment to class or work schedules; no contact orders; and suspensions, transfers or reassignments in order to prevent further harassment, discrimination, sexual violence or retaliation, to facilitate the investigation, or to implement preventive or corrective actions under this procedure; informal resolutions or discretionary dismissals. 12. Discretionary Dismissal. a. 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C. Investigations 1. All complaints of prohibited conduct under this procedure will be reported immediately to the Investigator who will be responsible for conducting the investigation in a fair, prompt, and impartial manner. 2. The Investigator shall disclose to the TCSG Compliance Officer any relationship with the parties that could call into question their ability to be objective prior to taking any action with respect to the investigation. The TCSG Compliance Officer will reassign alternate individuals if necessary. 3. The Investigator shall send written notice to both parties of the allegations upon receipt of a formal complaint. 4. Either the complaining Party or the Respondent may challenge the Investigator or designee to recommend corrective action on the grounds of personal bias by submitting a written statement to the TCSG Compliance Officer setting forth the basis for the challenge no later than three business days after the party reasonably should have known of the alleged bias. The TCSG Compliance Officer will determine whether to sustain or deny the challenge. 5. The investigation should be completed within forty-five business days of the receipt of the Complaint by the Investigator. The Investigator will notify the parties and the Title IX Coordinator in writing (typically by email) if extraordinary circumstances exist requiring additional time. 6. The parties will be notified within five business days of receipt of the Complaint by the Investigator if the Complaint does not specify facts sufficient to allege sex discrimination, harassment, sexual violence, or retaliation, or if the allegations of sexual misconduct did not occur in the College's education program or activity against the complaining Party while he or she was located in the United States, and that a formal investigation will not be conducted according to this procedure. However, a referral and investigation may be made by the Title IX Coordinator as to some or all of the matter for consideration under other applicable TCSG policy or procedure, if any. The complaining Party may appeal the decision in writing to the President within five business days of receiving the notice. The President's decision will be final. 7. Individuals designated to investigate or recommend corrective actions in response to allegations of sexual misconduct will be trained annually to conduct investigations that protect the Complainant's safety and promote fairness of the process and accountability. 8. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. - All parties must preserve any documents or other evidence which may pertain to the investigation. - Any medically related evidence is best preserved by trained medical personnel. - Students are encouraged to seek medical services both for treatment and preservation of any medical evidence. 9. The complaining Party and the Respondent (the parties) will be given equal opportunity to identify witnesses and offer evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties. If a witness identified by either Party is not interviewed during the Investigation, an explanation for not interviewing the witness should be documented in the investigatory Report. Both parties will be given timely notice of meetings at which one or the other or both parties may be present. Both the complaining Party and the Respondent may be accompanied by an advisor of their choice during any meetings involved in the investigatory process in which the advisee is also eligible to be present. However, the Advisor may not speak on behalf of the Party. 10. Any evidence collected during the Investigation should be maintained under the record retention requirements below. Personally identifiable information, including, but not limited to home address, telephone number, student ID or social security number should not be maintained in investigative records. 11. A report of investigation will be provided to the College's Title IX Coordinator within five business days of completion of the investigation. The Title IX Coordinator will provide both parties simultaneously with a copy of the Report and any supporting evidence. The parties shall be given ten calendar days from receipt of the Report to respond to the Report and the supporting evidence, which the Investigator must consider before finalizing the Report. Any information prohibited from disclosure by law or policy	C. Investigations 1. All complaints of prohibited conduct under this procedure will be reported immediately to the Investigator who will be responsible for conducting the investigation in a fair, prompt, and impartial manner. 2. The Investigator shall disclose to the TCSG Compliance Officer any relationship with the parties that could call into question their ability to be objective prior to taking any action with respect to the investigation. 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Individuals designated to investigate or recommend corrective actions in response to allegations of sexual misconduct will be trained annually to conduct investigations that protect the Complainant's safety and promote fairness of the process and accountability. 8. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. - All parties must preserve any documents or other evidence which may pertain to the investigation. - Any medically related evidence is best preserved by trained medical personnel. - Students are encouraged to seek medical services both for treatment and preservation of any medical evidence. 9. The complaining Party and the Respondent (the parties) will be given equal opportunity to identify witnesses and offer evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties. If a witness identified by either Party is not interviewed during the Investigation, an explanation for not interviewing the witness should be documented in the investigatory Report. Both parties will be given timely notice of meetings at which one or the other or both parties may be present. Both the complaining Party and the Respondent may be accompanied by an advisor of their choice during any meetings involved in the investigatory process in which the advisee is also eligible to be present. However, the Advisor may not speak on behalf of the Party. 10. Any evidence collected during the Investigation should be maintained under the record retention requirements below. Personally identifiable information, including, but not limited to home address, telephone number, student ID or social security number should not be maintained in investigative records. 11. A report of investigation will be provided to the College's Title IX Coordinator within five business days of completion of the investigation. The Title IX Coordinator will provide both parties simultaneously with a copy of the Report and any supporting evidence. The parties shall be given ten calendar days from receipt of the Report to respond to the Report and the supporting evidence, which the Investigator must consider before finalizing the Report. Any information prohibited from disclosure by law or policy must be redacted from any documents before distribution. Concerning complaints of sexual misconduct, disclosures made to comply with the	C. Investigations 1. All complaints of prohibited conduct under this procedure will be reported immediately to the Investigator who will be responsible for conducting the investigation in a fair, prompt, and impartial manner. 2. The Investigator shall disclose to the TCSG Compliance Officer any relationship with the parties that could call into question their ability to be objective prior to taking any action with respect to the investigation. The TCSG Compliance Officer will reassign alternate individuals if necessary. 3. The Investigator shall send written notice to both parties of the allegations upon receipt of a formal complaint. 4. Either the complaining Party or the Respondent may challenge the Investigator or designee to recommend corrective action on the grounds of personal bias by submitting a written statement to the TCSG Compliance Officer setting forth the basis for the challenge no later than three business days after the party reasonably should have known of the alleged bias. The TCSG Compliance Officer will determine whether to sustain or deny the challenge. 5. The investigation should be completed within forty-five business days of the receipt of the Complaint by the Investigator. The Investigator will notify the parties and the Title IX Coordinator in writing (typically by email) if extraordinary circumstances exist requiring additional time. 6. The parties will be notified within five business days of receipt of the Complaint by the Investigator if the Complaint does not specify facts sufficient to allege sex discrimination, harassment, sexual violence, or retaliation, or if the allegations of sexual misconduct did not occur in the College's education program or activity against the complaining Party while he or she was located in the United States, and that a formal investigation will not be conducted according to this procedure. However, a referral and investigation may be made by the Title IX Coordinator as to some or all of the matter for consideration under other applicable TCSG policy or procedure, if any. The complaining Party may appeal the decision in writing to the President within five business days of receiving the notice. The President's decision will be final. 7. Individuals designated to investigate or recommend corrective actions in response to allegations of sexual misconduct will be trained annually to conduct investigations that protect the Complainant's safety and promote fairness of the process and accountability. 8. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. - All parties must preserve any documents or other evidence which may pertain to the investigation. - Any medically related evidence is best preserved by trained medical personnel. - Students are encouraged to seek medical services both for treatment and preservation of any medical evidence. 9. The complaining Party and the Respondent (the parties) will be given equal opportunity to identify witnesses and offer evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties. If a witness identified by either Party is not interviewed during the Investigation, an explanation for not interviewing the witness should be documented in the investigatory Report. Both parties will be given timely notice of meetings at which one or the other or both parties may be present. Both the complaining Party and the Respondent may be accompanied by an advisor of their choice during any meetings involved in the investigatory process in

will be redacted from any documents before distribution. Concerning complaints of sexual misconduct, disclosures made to comply with the Violence Against Women Reauthorization Act ("VAWA") do not constitute a violation of FERPA. 12. Suppose the Investigator determines that all or some of the allegations made in the Complaint are substantiated and that the conduct at issue constitutes a violation of this or other applicable procedure. In that case, the Title IX Coordinator shall forward the Report to the appropriate officials at the College for further action under the provisions below and the College's Student Code of Conduct and Disciplinary Procedure or the Positive Discipline Procedure for employees. D. Hearings 1. Format of Hearing: a. Hearings may be conducted with all Parties physically present in the same geographic location or, at the discretion of the Decision-Maker, any or all Parties, Witnesses, and other participants may appear at the live Hearing virtually, with technology enabling participants simultaneously to see and hear each other. b. At the request of either Party, TCSG will provide for the Hearing to occur with the Parties located in separate rooms with technology enabling the Decision-Maker(s) and Parties to simultaneously see and hear the Party or the Witness answering questions. 2. Recording of Hearing: a. Hearings will be transcribed or recorded through audio or audiovisual means, and TCSG and/or the College will make the transcript or recording available to the Parties for inspection and review upon request. 3. Role of Advisor: a. If a Party does not have an Advisor present at the Hearing, TCSG and/or the College will provide, without fee or charge to that Party, an Advisor of TCSG and/or the College's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that Party. 4. Role of the Decision-Maker: a. The Decision-Maker will: i. be a professional appointed by the TCSG Commissioner who is experienced and trained in adjudicating matters of civil rights, sexual harassment and/or sexual violence and trained on this Title IX Procedure; ii. preside over the Hearing and will issue the Written Determination Regarding Responsibility; iii. be identified to the Parties before the Hearing at least three calendar days prior to the Hearing. b. Conflict of Interest: i. No person who has a conflict of interest may serve as the Decision-Maker. ii. A conflict of interest exists if the Decision-Maker has prior involvement in or knowledge of the allegations in the case, has a personal relationship with one of the Parties or Witnesses, or has some other source of bias. iii. Either Party may assert, in writing, that a Decision-Maker has a conflict of interest. iv. A request to recuse a Decision-Maker based on a conflict must be submitted to the Hearing Coordinator within 1 business day's receipt of the name of the Decision-Maker. v. A determination will be made by the Commissioner or his designee whether a Decision-Maker has a conflict of interest, and if so, an alternate will replace the Decision-Maker. c. At the Hearing, the Decision-Maker will: i. Permit Cross-examination. At the Hearing, the Decision-Maker will permit each Party's Advisor to ask the other Party and Witnesses all relevant and follow-up questions, including those challenging credibility. Such cross-examination at the Hearing must be conducted directly, orally, and in real time by the Party's Advisor of choice and never by a Party personally. The Parties may, however, jointly agree in advance to waive oral cross-examination and instead submit written cross-examination to the Decision-Maker to conduct the examination. Even if the Parties agree to waive oral cross-examination and instead submit written cross-examination to the Decision-Maker to conduct the examination, the Decision-Maker must still conduct the examination. Even if the Parties agree to waive oral cross-examination and instead submit written cross-examination to the Decision-Maker to conduct the examination, the Decision-Maker must still conduct the examination. ii. Determine Relevance of Questions. Only relevant cross-examination and other questions may be asked of a Party or Witness. Before a Complainant, Respondent, or Witness answers a cross-examination or other question, the Decision-Maker must determine whether the question is relevant and explain any decision to exclude a question as irrelevant. iii. Provide Rape Shield Protections for Complainants. The Decision-Maker will prohibit any questions and evidence about the Complainant's sexual predisposition or prior sexual behavior as not relevant unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior concerning the Respondent and are offered	Violence Against Women Reauthorization Act ("VAWA") do not constitute a violation of FERPA. 12. Suppose the Investigator determines that all or some of the allegations made in the Complaint are substantiated and that the conduct at issue constitutes a violation of this or other applicable procedure. In that case, the Title IX Coordinator shall forward the Report to the appropriate officials at the College for further action under the provisions below and the College's Student Code of Conduct and Disciplinary Procedure or the Positive Discipline Procedure for employees. D. Formal Review 1. Review Process: a. The Decision-Maker in addition to reviewing the Report of the Investigator and responses from either Party, may at his discretion choose to interview either Party with the Advisor present or gather additional information as needed. b. At the request of either Party, TCSG will provide for the Hearing to occur with the Parties located in separate rooms with technology enabling the Decision-Maker(s) and Parties to simultaneously see and hear the Party or the Witness answering questions. 2. Role of Advisor: a. If a Party does not have an Advisor, TCSG and/or the College will provide, without fee or charge to that Party, an Advisor of TCSG and/or the College's choice, who may be, but is not required to be, an attorney, to serve as the Advisor on behalf of that Party. 3. Role of the Decision-Maker: a. The Decision-Maker will: i. be a professional appointed by the TCSG Commissioner who is experienced and trained in adjudicating matters of civil rights, sexual harassment and/or sexual violence and trained on this Title IX Procedure; ii. be identified to the Parties before the Formal Review commences. b. Conflict of Interest: i. No person who has a conflict of interest may serve as the Decision-Maker. ii. A conflict of interest exists if the Decision-Maker has prior involvement in or knowledge of the allegations in the case, has a personal relationship with one of the Parties or Witnesses, or has some other source of bias. iii. Either Party may assert, in writing, that a Decision-Maker has a conflict of interest. iv. A request to recuse a Decision-Maker based on a conflict must be submitted within 1 business day's receipt of the name of the Decision-Maker. v. A determination will be made by the Commissioner or his designee whether a Decision-Maker has a conflict of interest, and if so, an alternate will replace the Decision-Maker. 4. Decision Process: a. Written Determination Regarding Responsibility: i. The Decision-Maker shall issue a Written Determination Regarding Responsibility within thirty business days of receipt of the Report and responses submitted by either Party, applying the Preponderance of the Evidence standard (as required by Georgia law) which shall include: i. identification of the allegations potentially constituting Title IX Prohibited Conduct; ii. a description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the Parties, interviews with Parties and Witnesses, site visits, methods used to gather other evidence, and Hearings held; iii. findings of fact; iv. conclusions about whether the alleged Title IX Prohibited Conduct occurred, applying the definitions outlined in this Title IX Procedure to the facts; v. the rationale for the result as to each allegation; vi. any disciplinary Sanctions imposed on the Respondent; vii. whether Remedies or Supportive Measures will be provided to the Complainant; and viii. information about how to file an appeal. ii. Sanctions: i. The Decision-Maker may ask the Parties to submit Sanctions statements. ii. The Decision-Maker may consult TCSG and/or College personnel, including the Human Resources Director or Vice President for Student Affairs, regarding any Sanctions and Remedies appropriate to the specific Respondent and Complainant under the circumstances of the case. iii. The Sanction determination will be provided to the Title IX Coordinator, who will be responsible for implementing the Supportive Measures and/or Remedies, including the continuation of any Supportive Measures and/or any additional or ongoing accommodations for both	which the advisee is also eligible to be present. However, the Advisor may not speak on behalf of the Party. 10. Any evidence collected during the Investigation should be maintained under the record retention requirements below. Personally identifiable information, including, but not limited to home address, telephone number, student ID or social security number should not be maintained in investigative records. 11. A report of Investigation will be provided to the College's Title IX Coordinator within five business days of completion of the Investigation. The Title IX Coordinator will provide both parties simultaneously with a copy of the Report and any supporting evidence. The parties shall be given ten calendar days from receipt of the Report to respond to the Report and the supporting evidence, which the Investigator must consider before finalizing the Report. Any information prohibited from disclosure by law or policy will be redacted from any documents before distribution. Concerning complaints of sexual misconduct, disclosures made to comply with the Violence Against Women Reauthorization Act ("VAWA") do not constitute a violation of FERPA. 12. Suppose the Investigator determines that all or some of the allegations made in the Complaint are substantiated and that the conduct at issue constitutes a violation of this or other applicable procedure. In that case, the Title IX Coordinator shall forward the Report to the appropriate officials at the College for further action under the provisions below and the College's Student Code of Conduct and Disciplinary Procedure or the Positive Discipline Procedure for employees. D. Hearings/Formal Review 1. Formal Review of Hearing Process: a. Hearings may be conducted with all Parties physically present. The Decision-Maker, in addition to reviewing the Report of the Decision-Maker, may at his discretion choose to interview either Party with the Advisor present or gather additional information from other participants. Witnesses, information and/or other participants may appear at the live Hearing virtually, with technology enabling participants simultaneously to see and hear each other needed. b. At the request of either Party, TCSG will provide for the Hearing to occur with the Parties located in separate rooms with technology enabling the Decision-Maker(s) and Parties to simultaneously see and hear the Party or the Witness answering questions. 2. Recording of Hearing: a. Hearings will be transcribed or recorded through audio or audiovisual means, and TCSG and/or the College will make the transcript or recording available to the Parties for inspection and review upon request. 3. Role of Advisor: a. If a Party does not have an Advisor present at the Hearing, TCSG and/or the College will provide, without fee or charge to that Party, an Advisor of TCSG and/or the College's choice, who may be, but is not required to be, an attorney, to conduct serve cross-examinations the Advisor on behalf of that Party. 4. Role of the Decision-Maker: a. The Decision-Maker will: i. be a professional appointed by the TCSG Commissioner who is experienced and trained in adjudicating matters of civil rights, sexual harassment and/or sexual violence and trained on this Title IX Procedure; ii. preside over the Hearing and will issue the Written Determination Regarding Responsibility; iii. be identified to the Parties before the Hearing/Formal Review at least three calendar days prior to the Hearing commences. b. Conflict of Interest: i. No person who has a conflict of interest may serve as the Decision-Maker. ii. A conflict of interest exists if the Decision-Maker has prior involvement in or knowledge of the allegations in the case, has a personal relationship with one of the Parties or Witnesses, or has some other source of bias. iii. Either Party may assert, in writing, that a Decision-Maker has a conflict of interest. iv. A request to recuse a Decision-Maker based on a conflict must be submitted to the Hearing Coordinator within 1 business day's receipt of the name of the Decision-Maker. v. A determination will be made by the Commissioner or his designee whether a Decision-Maker has a conflict of interest, and if so, an alternate will replace the Decision-Maker. c. At the Hearing, the Decision-Maker will: i. Permit Cross-examination. At the Hearing, the Decision-Maker will permit each Party's Advisor to ask the other Party and Witnesses all relevant and follow-up questions, including those challenging credibility. Such cross-examination at the Hearing must be conducted directly, orally, and in real time by the Party's Advisor of choice and never by a Party personally. The Parties may, however, jointly agree in advance to waive oral cross-examination and instead submit written cross-examination to the Decision-Maker to conduct the examination. Even if the
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	to prove consent.	Parties.	Parties so agree, the Parties are still required to have a Advisor present at the Hearing. The Decision-Maker has discretion to otherwise restrict the extent to which Advisors may participate in the proceedings.
	iv. Exclude Statements, as Relevant, in Reaching a Determination Regarding Responsibility. Suppose a Party or Witness does not submit to cross-examination at the live Hearing. In that case, the Decision-Maker must not rely on any statement of that Party or Witness in reaching a determination regarding responsibility. The Decision-Maker cannot draw an inference about the determination regarding responsibility based solely on a Party's or Witness's absence from the live Hearing or refusal to answer cross-examination or other questions.	iii. The Title IX Coordinator will cause the Written Determination Regarding Responsibility to be sent to the Parties. iv. The Title IX Coordinator will provide copies of the Written Determination Regarding Responsibility and Sanctions and/or Remedies (if any) to maintain records as follows: i. For students, to the Office of Student Affairs ii. For staff, to Human Resources iii. For faculty, to the Office of Academic Affairs v. The Decision-Maker must explain decisions on responsibility and Sanctions (if applicable) and Remedies with enough specificity for the Parties to be able to file meaningful appeals. vi. Whether Remedies and Sanctions go into immediate effect or are temporarily delayed pending appeal, or some combination thereof will be determined on a case-by-case basis by the Title IX Coordinator. vii. The Written Determination Regarding Responsibility becomes final: i. If an appeal is not filed, the date on which an appeal would no longer be considered timely; or ii. If an appeal is filed, on the date that TCSG and/or the College provides the Parties with the written determination of the result of the appeal.	ii. Determine Relevance of Questions. Only relevant cross-examination and other questions may be asked of a Party or Witness. Before a Complainant, Respondent, or Witness answers a cross-examination or other question, the Decision-Maker must determine whether the question is relevant and explain any decision to exclude a question as irrelevant. iii. Provide Rape Shield Protections for Complainants. The Decision-Maker will prohibit any questions and evidence about the Complainant's sexual predisposition or prior sexual behavior as not relevant unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior concerning the Respondent and are offered to prove consent. iv. Exclude Statements, as Relevant, in Reaching a Determination Regarding Responsibility. Suppose a Party or Witness does not submit to cross-examination at the live Hearing. In that case, the Decision-Maker must not rely on any statement of that Party or Witness in reaching a determination regarding responsibility. The Decision-Maker cannot draw an inference about the determination regarding responsibility based solely on a Party's or Witness's absence from the live Hearing or refusal to answer cross-examination or other questions.
5. Hearing Process:	a. The Investigator will be available to answer any questions from the Decision-Maker about the Investigation. b. The Decision-Maker may meet with the Parties and Witnesses to make findings of fact. c. The Parties and Witnesses may not speak to matters beyond the scope of the Hearing File (for example, by raising potential misconduct allegations that go beyond the scope of the charged conduct). d. Parties and Witnesses must not disclose or reference information to the Decision-Maker that was excluded from the Hearing File. e. The Decision-Maker may ask questions of the Parties and/or Witnesses. f. Parties are permitted to listen to Witnesses as they are speaking to the Decision-Maker. However, the Decision-Maker is not obligated to speak to all Witnesses. g. Written Determination Regarding Responsibility: i. The Decision-Maker shall issue a Written Determination Regarding Responsibility within ten business days of the hearing, applying the Preponderance of the Evidence standard (as required by Georgia law) which shall include: i. identification of the allegations potentially constituting Title IX Prohibited Conduct; ii. a description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the Parties, interviews with Parties and Witnesses, site visits, methods used to gather other evidence, and Hearings held; iii. findings of fact; iv. conclusions about whether the alleged Title IX Prohibited Conduct occurred, applying the definitions outlined in this Title IX Procedure to the facts; v. the rationale for the result as to each allegation; vi. any disciplinary Sanctions imposed on the Respondent; vii. whether Remedies or Supportive Measures will be provided to the Complainant; and viii. information about how to file an appeal. ii. Sanctions: i. The Decision-Maker may ask the Parties to submit Sanctions statements after the Hearing. ii. The Decision-Maker may consult TCSG and/or College personnel, including the Human Resources Director or Assistant Vice President of Student Affairs, regarding any Sanctions and Remedies appropriate to the specific Respondent and Complainant under the circumstances of the case. iii. The Sanction determination will be provided to the Title IX Coordinator, who will be responsible for implementing the Supportive Measures and/or Remedies, including the continuation of any Supportive Measures and/or any additional or ongoing accommodations for both Parties. iii. The Title IX Coordinator will cause the Written Determination Regarding Responsibility to be sent to the Parties. iv. The Title IX Coordinator will provide copies of the Written Determination Regarding Responsibility and Sanctions and/or Remedies (if any) to maintain records as follows: i. For students, to the Office of Student Affairs ii. For staff, to Human Resources iii. For faculty, to the Office of Academic Affairs v. The Decision-Maker must explain decisions on responsibility and Sanctions (if applicable) and Remedies with enough specificity for the Parties to be able to file meaningful appeals. vi. Whether Remedies and Sanctions go into immediate effect or are temporarily delayed pending appeal, or some combination thereof will be determined on a case-by-case basis by the Title IX Coordinator. vii. The Written Determination Regarding Responsibility becomes final: i. If an appeal is not filed, the date on which an appeal would no longer be considered timely; or	E. Corrective Actions 1. Colleges will take all reasonable steps to prevent unlawful retaliation against Complainants and any other individuals participating in investigations under this procedure. 2. If prohibited conduct is determined to have occurred following the investigation, steps shall be taken to prevent a recurrence and to correct the discriminatory effects on the complaining Party and others as appropriate. a. Steps may include, but are not limited to mandating training or evaluation, disciplinary sanctions, policy implementation, issuing no-contact orders, or reassigning students or employees. b. Disciplinary sanctions for students are defined in TCSG Procedure governing Student Discipline and may include: reprimand, restriction, disciplinary probation, disciplinary suspension, and disciplinary expulsion. c. Disciplinary sanctions for employees are defined in TCSG's Positive Discipline Procedure and may include: formal reminders, decision-making leave, or dismissal. 3. The severity of sanctions or corrective actions may depend on the severity, frequency and/or nature of the offense, history of past discriminatory, harassing, or retaliatory conduct, the Respondent's willingness to accept responsibility, previous college response to similar conduct, and the College's interests in performing its education mission. a. Should recommended disciplinary sanctions involve academic suspension or expulsion, the matter must be referred to the Vice President for Student Affairs, as provided by the college's Student Code of Conduct and Disciplinary Procedure. 4. Even in the absence of sufficient evidence to substantiate a finding that sex discrimination, sexual misconduct, or retaliation has occurred, colleges are expected to address any inappropriate conduct and take all reasonable steps to prevent any future sex discrimination, harassment, sexual violence, or retaliation. 5. Under this procedure, individuals who are responsible for conducting investigations may not also serve as reviewing officials or Decision-Makers in the appeal of sanctions arising from an investigation. F. Appeals 1. Appeal of a Written Determination Regarding Responsibility a. Submission of Appeal i. Both Parties have the right to an appeal from a Written Determination Regarding Responsibility on the basis set forth below. ii. A Complainant or Respondent may submit an appeal in writing to the Title IX Coordinator, who will forward the appeal to a designated Appeal Officer to decide the appeal. iii. The Appeal Officer will be the Commissioner of TCSG or their designee. iv. Each Party may submit a written appeal of up to 6,000 words, which will be shared with the other Party. v. The Parties must submit the appeal to the Commissioner within ten calendar days from the receipt of the Written Determination Regarding Responsibility (if any). b. Grounds for appeal are limited to the following: i. Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the appealing Party? ii. Was there any substantive new evidence that was not available at the time of the decision and that could not have been available based on reasonable and diligent inquiry that would substantially affect the outcome? iii. Did the Title IX Coordinator, Investigator(s), or Decision-Maker have a conflict of interest or bias for or against Complainants or Respondents that affected the outcome of the matter? iv. For matters that proceeded to Sanctioning and imposition of Remedies, are the Sanction and/or Remedies ones that could have been issued by reasonable persons given the findings of the case? NOTE: In composing appeals, Parties should format their arguments following these four grounds as the organizational structure.	5. Hearing Decision Process: a. The Investigator will be available to answer any questions from the Decision-Maker about the Investigation. b. The Decision-Maker may meet with the Parties and Witnesses to make findings of fact. c. The Parties and Witnesses may not speak to matters beyond the scope of the Hearing File (for example, by raising potential misconduct allegations that go beyond the scope of the charged conduct). d. Parties and Witnesses must not disclose or reference information to the Decision-Maker that was excluded from the Hearing File. e. The Decision-Maker may ask questions of the Parties and/or Witnesses. f. Parties are permitted to listen to Witnesses as they are speaking to the Decision-Maker. However, the Decision-Maker is not obligated to speak to all Witnesses. g. Written Determination Regarding Responsibility: i. The Decision-Maker shall issue a Written Determination Regarding Responsibility within ten thirty business days of receipt of the hearing Report and responses submitted by either Party , applying the Preponderance of the Evidence standard (as required by Georgia law) which shall include: i. identification of the allegations potentially constituting Title IX Prohibited Conduct; ii. a description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the Parties, interviews with Parties and Witnesses, site visits, methods used to gather other evidence, and Hearings held; iii. findings of fact; iv. conclusions about whether the alleged Title IX Prohibited Conduct occurred, applying the definitions outlined in this Title IX Procedure to the facts; v. the rationale for the result as to each allegation; vi. any disciplinary Sanctions imposed on the Respondent; vii. whether Remedies or Supportive Measures will be provided to the Complainant; and viii. information about how to file an appeal. ii. Sanctions: i. The Decision-Maker may ask the Parties to submit Sanctions statements after the Hearing . ii. The Decision-Maker may consult TCSG and/or College personnel, including the Human Resources Director or Assistant Vice President for Student Affairs, regarding any Sanctions and Remedies appropriate to the specific Respondent and Complainant under the circumstances of the case. iii. The Sanction determination will be provided to the Title IX Coordinator, who will be responsible for implementing the Supportive Measures and/or Remedies, including the continuation of any Supportive Measures and/or any additional or ongoing accommodations for both Parties.

ii. if an appeal is filed, on the date that TCSG and/or the College provides the Parties with the written determination of the result of the appeal. E. Corrective Actions - Colleges will take all reasonable steps to prevent unlawful retaliation against Complainants and any other individuals participating in investigations under this procedure. - If prohibited conduct is determined to have occurred following the investigation, steps shall be taken to prevent a recurrence and to correct the discriminatory effects on the complaining Party and others as appropriate. - Steps may include, but are not limited to mandating training or evaluation, disciplinary sanctions, policy implementation, issuing no-contact orders, or reassigning students or employees. - Disciplinary sanctions for students are defined in TCSG Procedure governing Student Discipline and may include: reprimand, restriction, disciplinary probation, disciplinary suspension, and disciplinary expulsion. - Disciplinary sanctions for employees are defined in TCSG's Positive Discipline Procedure and may include: formal reminders, decision-making leave, or dismissal. - The severity of sanctions or corrective actions may depend on the severity, frequency and/or nature of the offense, history of past discriminatory, harassing, or retaliatory conduct, the Respondent's willingness to accept responsibility, previous college response to similar conduct, and the College's interests in performing its education mission. - Should recommended disciplinary sanctions involve academic suspension or expulsion, the matter must be referred to the Assistant Vice President for Student Affairs, as provided by the college's Student Code of Conduct and Disciplinary Procedure. - Even in the absence of sufficient evidence to substantiate a finding that sex discrimination, sexual misconduct, or retaliation has occurred, colleges are expected to address any inappropriate conduct and take all reasonable steps to prevent any future sex discrimination, harassment, sexual violence, or retaliation. - Under this procedure, individuals who are responsible for conducting investigations may not also serve as reviewing officials or Decision-Makers in the appeal of sanctions arising from an investigation. F. Appeals - Appeal of a Written Determination Regarding Responsibility - Submission of Appeal - Both Parties have the right to an appeal from a Written Determination Regarding Responsibility on the basis set forth below. - A Complainant or Respondent may submit an appeal in writing to the Hearing Coordinator, who will forward the appeal to a designated Appeal Officer to decide the appeal. - The Appeal Officer will be the Commissioner of TCSG or their designee. - Each Party may submit a written appeal of up to 6,000 words, which will be shared with the other Party. - The Parties must submit the appeal to the Commissioner within ten calendar days from the receipt of the Written Determination Regarding Responsibility (if any). - Grounds for appeal are limited to the following: - Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the appealing Party? - Was there any substantive new evidence that was not available at the time of the decision or Hearing and that could not have been available based on reasonable and diligent inquiry that would substantially affect the outcome? - Did the Title IX Coordinator, Investigator(s), or Decision-Maker have a conflict of interest or bias for or against Complainants or Respondents that affected the outcome of the matter? - For matters that proceeded to Sanctioning and imposition of Remedies, are the Sanction and/or Remedies ones that could have been issued by reasonable persons given the findings of the case? NOTE: In composing appeals, Parties should format their arguments following these four grounds as the organizational structure. - Receipt of Appeal - Upon receipt of a Party's appeal, the Hearing Coordinator will share it with the other Party. - Each Party may submit a response to the other Party's appeal (no more than 3,000 words). - Each Party must submit this response to the Commissioner within ten calendar days after the other Party's appeal has been shared. - The appealing Party will have access to the other Party's response to the appeal, but no further responses will be permitted. - Response to Appeal - The Title IX Coordinator is permitted, but not required, to file a response to a Party's appeal to respond to concerns relating to procedural irregularities or bias in the investigation and Hearing process. - The Title IX Coordinator may submit one response for each Party that files an appeal (that raises a procedural irregularity). - Each response by the Title IX Coordinator should be no more than 1,500 words. - The Parties will have access to the Title IX Coordinator's response(s) to the appeal, but no further responses will be permitted. - Appeal Decision - The Appeal Officer will provide the Notice of Outcome of Appeal no later than ten business days after receipt of all appeal documents. - As needed, the Appeal Officer will consult	c. Receipt of Appeal - Upon receipt of a Party's appeal, the Title IX Coordinator will share it with the other Party. - Each Party may submit a response to the other Party's appeal (no more than 3,000 words). - Each Party must submit this response to the Commissioner within ten calendar days after the other Party's appeal has been shared. - The appealing Party will have access to the other Party's response to the appeal, but no further responses will be permitted. d. Response to Appeal - The Title IX Coordinator is permitted, but not required, to file a response to a Party's appeal to respond to concerns relating to procedural irregularities or bias in the investigation process. - The Title IX Coordinator may submit one response for each Party that files an appeal (that raises a procedural irregularity). - Each response by the Title IX Coordinator should be no more than 1,500 words. - The Parties will have access to the Title IX Coordinator's response(s) to the appeal, but no further responses will be permitted. e. Appeal Decision - The Appeal Officer will provide the Notice of Outcome of Appeal no later than ten business days after receipt of all appeal documents. - As needed, the Appeal Officer will consult with the Title IX Coordinator regarding the management of ongoing Remedies. - The Appeal Officer may reject the appeal in whole or in part, issue a new decision regarding responsibility, issue new or revised Sanctions and Remedies, or refer the matter to a new Decision-Maker. VII. Record Retention Documents relating to formal complaints including investigations, the investigatory Report, witness statements, evidence, dispositions and the Complaint itself shall be held for seven years after the student's graduation or the date of the student's last attendance. Any of the documents containing confidential information shall be held in a secure location under the custody and control of the Investigator, Vice President for Student Affairs, or the President's designee. The Office of Human Resources maintains that documents pertaining to employees shall be kept in a secure location and under the Georgia Archives records retention schedule, but in no case fewer than seven years.	- The Title IX Coordinator will cause the Written Determination Regarding Responsibility to be sent to the Parties. iv. The Title IX Coordinator will provide copies of the Written Determination Regarding Responsibility and Sanctions and/or Remedies (if any) to maintain records as follows: - For students, to the Office of Student Affairs - For staff, to Human Resources - For faculty, to the Office of Academic Affairs v. The Decision-Maker must explain decisions on responsibility and Sanctions (if applicable) and Remedies with enough specificity for the Parties to be able to file meaningful appeals. vi. Whether Remedies and Sanctions go into immediate effect or are temporarily delayed pending appeal, or some combination thereof will be determined on a case-by-case basis by the Title IX Coordinator. vii. The Written Determination Regarding Responsibility becomes final: - If an appeal is not filed, the date on which an appeal would no longer be considered timely; or - If an appeal is filed, on the date that TCSG and/or the College provides the Parties with the written determination of the result of the appeal. E. Corrective Actions - Colleges will take all reasonable steps to prevent unlawful retaliation against Complainants and any other individuals participating in investigations under this procedure. - If prohibited conduct is determined to have occurred following the investigation, steps shall be taken to prevent a recurrence and to correct the discriminatory effects on the complaining Party and others as appropriate. - Steps may include, but are not limited to mandating training or evaluation, disciplinary sanctions, policy implementation, issuing no-contact orders, or reassigning students or employees. - Disciplinary sanctions for students are defined in TCSG Procedure governing Student Discipline and may include: reprimand, restriction, disciplinary probation, disciplinary suspension, and disciplinary expulsion. - Disciplinary sanctions for employees are defined in TCSG's Positive Discipline Procedure and may include: formal reminders, decision-making leave, or dismissal. - The severity of sanctions or corrective actions may depend on the severity, frequency and/or nature of the offense, history of past discriminatory, harassing, or retaliatory conduct, the Respondent's willingness to accept responsibility, previous college response to similar conduct, and the College's interests in performing its education mission. - Should recommended disciplinary sanctions involve academic suspension or expulsion, the matter must be referred to the Assistant Vice President for Student Affairs, as provided by the college's Student Code of Conduct and Disciplinary Procedure. - Even in the absence of sufficient evidence to substantiate a finding that sex discrimination, sexual misconduct, or retaliation has occurred, colleges are expected to address any inappropriate conduct and take all reasonable steps to prevent any future sex discrimination, harassment, sexual violence, or retaliation. - Under this procedure, individuals who are responsible for conducting investigations may not also serve as reviewing officials or Decision-Makers in the appeal of sanctions arising from an investigation. F. Appeals - Appeal of a Written Determination Regarding Responsibility - Submission of Appeal - Both Parties have the right to an appeal from a Written Determination Regarding Responsibility on the basis set forth below. - A Complainant or Respondent may submit an appeal in writing to the Hearing Title IX Coordinator, who will forward the appeal to a designated Appeal Officer to decide the appeal. - The Appeal Officer will be the Commissioner of TCSG or their designee. - Each Party may submit a written appeal of up to 6,000 words, which will be shared with the other Party. - The Parties must submit the appeal to the Commissioner within ten calendar days from the receipt of the Written Determination Regarding Responsibility (if any). - Grounds for appeal are limited to the following: - Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the appealing Party? - Was there any substantive new evidence that was not available at the time of the decision or Hearing and that could not have been available based on reasonable and diligent inquiry that would substantially affect the outcome? - Did the Title IX Coordinator, Investigator(s), or Decision-Maker have a conflict of interest or bias for or against Complainants or Respondents that affected the outcome of the matter? - For matters that proceeded to Sanctioning and imposition of Remedies, are the Sanction and/or Remedies ones that could have been issued by reasonable persons given the findings of the case? NOTE: In composing appeals, Parties should format their arguments following these four grounds as the organizational structure. - Receipt of Appeal
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		with the Title IX Coordinator regarding the management of ongoing Remedies. iii. The Appeal Officer may reject the appeal in whole or in part, issue a new decision regarding responsibility, issue new or revised Sanctions and Remedies, or refer the matter to a new Decision-Maker. VII. Record Retention Documents relating to formal complaints including investigations, the investigatory Report, witness statements, evidence, dispositions and the Complaint itself shall be held for seven years after the student's graduation or the date of the student's last attendance. Any of the documents containing confidential information shall be held in a secure location under the custody and control of the Investigator, Assistant Vice President of Student Affairs, or the President's designee. The Office of Human Resources maintains that documents pertaining to employees shall be kept in a secure location and under the Georgia Archives records retention schedule, but in no case fewer than seven years.		i. Upon receipt of a Party's appeal, the Hearing Title IX Coordinator will share it with the other Party. ii. Each Party may submit a response to the other Party's appeal (no more than 3,000 words). iii. Each Party must submit this response to the Commissioner within ten calendar days after the other Party's appeal has been shared. iv. The appealing Party will have access to the other Party's response to the appeal, but no further responses will be permitted. d. Response to Appeal i. The Title IX Coordinator is permitted, but not required, to file a response to a Party's appeal to respond to concerns relating to procedural irregularities or bias in the Investigation and Hearing process. ii. The Title IX Coordinator may submit one response for each Party that files an appeal (that raises a procedural irregularity). iii. Each response by the Title IX Coordinator should be no more than 1,500 words. iv. The Parties will have access to the Title IX Coordinator's response(s) to the appeal, but no further responses will be permitted. e. Appeal Decision i. The Appeal Officer will provide the Notice of Outcome of Appeal no later than ten business days after receipt of all appeal documents. ii. As needed, the Appeal Officer will consult with the Title IX Coordinator regarding the management of ongoing Remedies. iii. The Appeal Officer may reject the appeal in whole or in part, issue a new decision regarding responsibility, issue new or revised Sanctions and Remedies, or refer the matter to a new Decision-Maker. VII. Record Retention Documents relating to formal complaints including investigations, the investigatory Report, witness statements, evidence, dispositions and the Complaint itself shall be held for seven years after the student's graduation or the date of the student's last attendance. Any of the documents containing confidential information shall be held in a secure location under the custody and control of the Investigator, Assistant Vice President of Student Affairs, or the President's designee. The Office of Human Resources maintains that documents pertaining to employees shall be kept in a secure location and under the Georgia Archives records retention schedule, but in no case fewer than seven years.		
/2024-2025/Catalog-and-Student-Handbook/ Policies-and-Procedures/Lost-and-Found	Content	Found Items Items found on campus should be taken to the Campus Safety Office in the Joseph E. Kennedy Building, where they will be tagged with the current date and entered into the Lost and Found record book. If an item has any identifying information (student IDs, books or notebooks with names written in them, wallets, purses, etc.), the receptionist will try to contact the owner via telephone or campus email. Found items will be kept for approximately two months. After this time, if the materials have not been claimed, they are discarded. Lost Items Items lost on campus should be reported to the Campus Safety Office in the Joseph E. Kennedy Building, or by calling 912.681.5667. A specific description of what was lost, along with the owner's name, phone number, and/or campus email address should be reported. This information will be entered into the Lost and Found record book. If items collected match the item that has been reported lost, the owner will be notified via telephone or email. Presumed Stolen <i>Items presumed stolen while on campus should be reported to the Campus Safety Office, Joseph E. Kennedy Building, Office 180.</i>	Found Items Items found on campus should be taken to the Enrollment Services desk in the Joseph E. Kennedy Building. If an item has any identifying information (student IDs, books or notebooks with names written in them, wallets, purses, etc.), the receptionist will try to contact the owner via telephone or campus email. Found items will be kept for approximately two months. After this time, if the materials have not been claimed, they are discarded. If the found item is a high-dollar item, it will be turned over to Campus Safety. Lost Items Items lost on campus should be reported to the Campus Safety Office in the Joseph E. Kennedy Building, or by calling 912.681.5667. A specific description of what was lost, along with the owner's name, phone number, and/or campus email address should be reported. This information will be entered into the Lost and Found record book. If items collected match the item that has been reported lost, the owner will be notified via telephone or email. Presumed Stolen <i>Items presumed stolen while on campus should be reported to the Campus Safety Office, Joseph E. Kennedy Building, Office 180.</i>	Found Items Items found on campus should be taken to the Campus Enrollment Safety Services Office desk in the Joseph E. Kennedy Building, where they will be tagged with the current date and entered into the Lost and Found record book. If an item has any identifying information (student IDs, books or notebooks with names written in them, wallets, purses, etc.), the receptionist will try to contact the owner via telephone or campus email. Found items will be kept for approximately two months. After this time, if the materials have not been claimed, they are discarded. If the found item is a high-dollar item, it will be turned over to Campus Safety. Lost Items Items lost on campus should be reported to the Campus Safety Office in the Joseph E. Kennedy Building, or by calling 912.681.5667. A specific description of what was lost, along with the owner's name, phone number, and/or campus email address should be reported. This information will be entered into the Lost and Found record book. If items collected match the item that has been reported lost, the owner will be notified via telephone or email. Presumed Stolen <i>Items presumed stolen while on campus should be reported to the Campus Safety Office, Joseph E. Kennedy Building, Office 180.</i>	2/5/2025	ogeechee@910031947
/2024-2025/Catalog-and-Student-Handbook/ Academic-Information/ Course-Load-Full-Time-Student-Status	Content	A student's course load is the total number of credit hours for the courses taken during the semester. A normal full-time load for a semester is 12 to 18 hours. A student must be registered for a minimum of 12 semester credit hours to be considered a full-time student. Approval from the Executive Vice President for Academic and Student Affairs is required for a course load of more than 22 hours.	A student's course load is the total number of credit hours for the courses taken during the semester. A normal full-time load for a semester is 12 to 18 hours. A student must be registered for a minimum of 12 semester credit hours to be considered a full-time student. Approval from the Vice President for Academic Affairs is required for a course load of more than 22 hours.	A student's course load is the total number of credit hours for the courses taken during the semester. A normal full-time load for a semester is 12 to 18 hours. A student must be registered for a minimum of 12 semester credit hours to be considered a full-time student. Approval from the Executive Vice President for Academic and Student Affairs is required for a course load of more than 22 hours.	10/7/2024	ogeechee@910031947
/2024-2025/Catalog-and-Student-Handbook/ Academic-Information/ Dropping-Adding-Courses	Content	A student may add or drop courses during the registration and schedule change period, which is the first three days of the semester. Courses dropped during the first three days of the semester will not appear on the student's official academic record and will not be calculated in the course load for financial aid purposes. Students who drop a course may be due a refund (see Tuition Refunds). To add a course before or during the first three days of the semester, a student should contact their advisor using their student email account. If the advisor approves of the add, either Banner Web will be used to update the student schedule or the advisor will forward the request email to the Registrar's Office for processing. Students who add courses may owe additional tuition and fees (see Fees and Expenses). To drop a course before or during the first three days of the semester, a student should complete a Course Drop	A student may add or drop courses during the registration and schedule change period, which is the first three days of each semester. Courses dropped during the first three days of the semester will not appear on the student's official academic record and will not be calculated in the course load for financial aid purposes. Students who drop a course during this time may be due a refund (see Tuition Refunds). To add a course before or during the first three days of the semester, a student should contact their advisor using their student email account. If the advisor approves of the add, either Banner Web will be used to update the student schedule or the advisor will forward the request email to the Registrar's Office for processing. Students who add courses may owe additional tuition and fees (see Fees and Expenses). To drop a course before or during the first three days of	A student may add or drop courses during the registration and schedule change period, which is the first three days of the each semester. Courses dropped during the first three days of the semester will not appear on the student's official academic record and will not be calculated in the course load for financial aid purposes. Students who drop a course during this time may be due a refund (see Tuition Refunds). To add a course before or during the first three days of the semester, a student should contact their advisor using their student email account. If the advisor approves of the add, either Banner Web will be used to update the student schedule or the advisor will forward the request email to the Registrar's Office for processing. Students who add courses may owe additional tuition and fees (see Fees and Expenses). To drop a course before or during the first three days of	5/22/2025	ogeechee@910119015

		form through the student's eTrieve portal. After the first three days of class, student's are no longer eligible to drop the course but are able to withdraw from the course (see Withdrawing from a Course). To withdraw from a course a student can initiate the withdrawal by completing the Course Drop form through the student's eTrieve portal. Students wishing to drop/withdraw from all courses for a semester should request a Total Withdrawal by completing the Total Withdrawal form through the student's eTrieve portal. Tuition and fees for courses dropped after the first three days of each semester are not refundable.	the semester, a student should complete a Course Drop form through the student's eTrieve portal. After the first three days of class, student's are no longer eligible to drop the course but are able to withdraw from the course (see Withdrawing from a Course). To withdraw from a course a student can initiate the withdrawal by completing the Course Drop form through the student's eTrieve portal. Students wishing to drop/withdraw from all courses for a semester should request a Total Withdrawal by completing the Total Withdrawal form through the student's eTrieve portal. Tuition and fees for courses dropped after the first three days of each semester are not refundable.	the semester, a student should complete a Course Drop form through the student's eTrieve portal. After the first three days of class, student's are no longer eligible to drop the course but are able to withdraw from the course (see Withdrawing from a Course). To withdraw from a course a student can initiate the withdrawal by completing the Course Drop from form through the student's eTrieve portal. Students wishing to drop/withdraw from all courses for a semester should request a Total Withdrawal by completing the Total Withdrawal form through the student's eTrieve portal. Tuition and fees for courses dropped after the first three days of each semester are not refundable.																																																																																																																																																																																																																																																														
/2024-2025/Catalog-and-Student-Handbook/Academic-Information/Grading-System	Content	Grades are issued at the end of each semester using the following grading system(s): <table><tr><th colspan="3">For Credit:</th></tr><tr><th>Grades</th><th>Explanation</th><th>Grade Points</th></tr><tr><td>A</td><td>Excellent (90-100)</td><td>4</td></tr><tr><td>B</td><td>Good (80-89)</td><td>3</td></tr><tr><td>C</td><td>Satisfactory (70-79)</td><td>2</td></tr><tr><td>D</td><td>Poor (60-69)</td><td>1</td></tr><tr><td>F</td><td>Failing (0-59)</td><td>0</td></tr><tr><td>WF</td><td>Withdrew Failing</td><td>0</td></tr><tr><td>W</td><td>Withdrew</td><td>Not Computed</td></tr><tr><td>WM</td><td>Withdrew Military</td><td>Not Computed</td></tr><tr><td>I</td><td>Incomplete</td><td>Not Computed</td></tr><tr><td>AU</td><td>Audit/ Warranty</td><td>Not Computed</td></tr><tr><td>EX</td><td>Credit by Exam</td><td>Not Computed</td></tr><tr><td>EXE</td><td>Credit by Exemption (Exam)</td><td>Not Computed</td></tr><tr><td>EXP</td><td>Credit by Exemption (Portfolio)</td><td>Not Computed</td></tr><tr><td>TR</td><td>Transfer Credit (AP/ CLEP)</td><td>Not Computed</td></tr><tr><td>TRA</td><td>Transfer Credit</td><td>Not Computed</td></tr><tr><td>TRB</td><td>Transfer Credit</td><td>Not Computed</td></tr><tr><td>TRC</td><td>Transfer Credit</td><td>Not Computed</td></tr><tr><td>TRM</td><td>Transfer Credit (Military)</td><td>Not Computed</td></tr><tr><td>AC</td><td>Articulated Credit</td><td>Not Computed</td></tr><tr><th colspan="3">Learning Support (Institutional Credit):</th></tr><tr><td>A *</td><td>Excellent (90-100)</td><td>Not Computed</td></tr><tr><td>B *</td><td>Good (80-89)</td><td>Not Computed</td></tr><tr><td>C *</td><td>Satisfactory (70-79)</td><td>Not Computed</td></tr><tr><td>D *</td><td>Poor (60-69)</td><td>Not Computed</td></tr><tr><td>F *</td><td>Failing (0-59)</td><td>Not Computed</td></tr><tr><td>I*</td><td>Incomplete</td><td>Not Computed</td></tr></table> "WF" Withdrew Failing – After the 60% point in the semester, the student was failing upon withdrawing or being dropped from the course. 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Grade Appeals/Academic Decisions by Instructor If a student believes that a basis exists for appealing an academic decision regarding a grade or attendance issue, that student should first attempt to resolve the matter through discussion with the instructor who made the decision. Absent extraordinary circumstances, the student has five (5) working days to discuss the issue with the instructor. If the issue cannot be resolved though a discussion with the instructor, the student may file a written appeal with the appropriate Dean for Academic Affairs within five (5) working days from the date of the discussion with the instructor. The student will submit a written letter explaining the reason for the appeal and should provide any documentation to support the appeal, such as communication with the instructor, assignments, or other supporting documentation. 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/2024-2025/Catalog-and-Student-Handbook/Academic-Information/Enrollment-Verification	Content	Students requiring verification for insurance, loan deferments, military I.D., past and current enrollment, and degree(s) earned can now access this information through the Self-Service program with the National Student Clearinghouse. Ogeechee Technical College has authorized the National Student Clearinghouse to provide enrollment verification certifications for students through its web-based Student Self-Service program. Student Self-Service enables students to print official enrollment verification certifications on demand through their Banner Web account. Instructions are located in the Registrar's Office and online. Verification of enrollment status is based on the number of semester credit hours for which a student is or was enrolled. Full-time students carry 12 or more credit hours, three-quarter students carry nine to eleven credit hours, half-time students carry six to eight credit hours, and less than half-time students carry one to five credit hours.	Students requiring verification for insurance, loan deferments, military I.D., past and current enrollment, and degree(s) earned can now access this information through the Self-Service program with the National Student Clearinghouse. Ogeechee Technical College has authorized the National Student Clearinghouse to provide enrollment verification certifications for students through its web-based Student Self-Service program. Student Self-Service enables students to print official enrollment verification certifications on demand through their Banner Web account. If verification is not available through the National Student Clearinghouse then contact the Registrar's office. Verification of enrollment status is based on the number of semester credit hours for which a student is or was enrolled. Full-time students carry 12 or more credit hours, three-quarter students carry nine to eleven credit hours, half-time students carry six to eight credit hours, and less than half-time students carry one to five credit hours.	Students requiring verification for insurance, loan deferments, military I.D., past and current enrollment, and degree(s) earned can now access this information through the Self-Service program with the National Student Clearinghouse. Ogeechee Technical College has authorized the National Student Clearinghouse to provide enrollment verification certifications for students through its web-based Student Self-Service program. Student Self-Service enables students to print official enrollment verification certifications on demand through their Banner Web account. Instructions are located in the Registrar's Office and online. Instructions for verification are located in the National Student Clearinghouse then contact the Registrar's Office and online. Verification of enrollment status is based on the number of semester credit hours for which a student is or was enrolled. Full-time students carry 12 or more credit hours, three-quarter students carry nine to eleven credit hours, half-time students carry six to eight credit hours, and less than half-time students carry one to five credit hours.	10/7/2024	ogeechee910031947
/2024-2025/Catalog-and-Student-Handbook/Academic-Information/Withdrawing-from-a-Course-or-the-College	Content	Ogeechee Technical College is a non-attendance taking institution. This means a student must request to withdraw from their classes; a student will not be withdrawn during a semester without official notification from the student. In certain cases, the Registrar may administratively withdraw a student. Typically, this would occur in cases involving death, serious injury or illness, incarceration, or as a result of student discipline. Administrative withdrawals will be assigned a W or WF grade, which will be determined on a case-by-case basis by the Registrar. Documentation may be required. If a student is called to active duty during a semester, he/she will be issued a WM, Withdrew Military. Students who withdraw from a course on or before the posted withdrawal date will receive a W grade. Students who withdraw after the posted withdrawal date and are failing the class as of the date of their withdrawal will receive a WF grade. The withdrawal date for each term is posted on the Campus Calendar located online at www.ogeecheetech.edu. The withdrawal date for students requesting a withdrawal will be considered the date the student makes the official request. Failure to attend classes does not constitute an official withdrawal or a course drop. Students who fail to continue attending class and who do not drop from the course may be awarded a failing grade by the instructor. The unofficial withdrawal date will be determined as the 50% point of the session(s) (as allowed by federal regulations). This will be the date used to return federal funds as needed. Students who complete over 50% of the course may have their last date of participation used as their unofficial withdrawal date if the college can document a date greater than 50%. Ogeechee Technical College calculates earned Title IV aid based on federal regulations for colleges that are not required to take attendance. Students who officially withdraw from all coursework, or who stop attending all courses, will have their aid adjusted according to federal return to title IV regulations, which requires proration of funds for students who withdraw or stop attending before the 60% point in the semester. Since choosing to drop a course is a serious academic decision that may affect a student's progress towards a degree or a student's financial aid status, a student should consult with the instructor of the course, the academic advisor, and a financial aid advisor before making this decision. Students who withdraw from all courses within a specific term will automatically be dropped from any course(s) which have a future beginning date within that same term. To withdraw from a course a student can initiate the withdrawal by completing the Course Drop from through the student's eTrieve portal. Students wishing to drop/withdraw from all courses for a semester should request a Total Withdrawal by completing the Total Withdrawal from through the student's eTrieve portal.	Ogeechee Technical College is a non-attendance taking institution. This means a student must request to withdraw from their classes; a student will not be withdrawn during a semester without official notification from the student. In certain cases, the Registrar may administratively withdraw a student. Typically, this would occur in cases involving death, serious injury or illness, incarceration, or as a result of student discipline. Administrative withdrawals will be assigned a W or WF grade, which will be determined on a case-by-case basis by the Registrar. Documentation may be required. If a student is called to active duty during a semester, he/she will be issued a WM, Withdrew Military. Students who withdraw from a course on or before the posted withdrawal date will receive a W grade. Students who withdraw after the posted withdrawal date and are failing the class as of the date of their withdrawal will receive a WF grade. The withdrawal date for each term is posted on the Campus Calendar located online at www.ogeecheetech.edu. The withdrawal date for students requesting a withdrawal will be considered the date the student makes the official request. Failure to attend classes does not constitute an official withdrawal or a course drop. Students who fail to continue attending class and who do not drop from the course may be awarded a failing grade by the instructor. The unofficial withdrawal date will be determined as the 50% point of the session(s) (as allowed by federal regulations). This will be the date used to return federal funds as needed. Students who complete over 50% of the course may have their last date of participation used as their unofficial withdrawal date if the college can document a date greater than 50%. Ogeechee Technical College calculates earned Title IV aid based on federal regulations for colleges that are not required to take attendance. Students who officially withdraw from all coursework, or who stop attending all courses, will have their aid adjusted according to federal return to title IV regulations, which requires proration of funds for students who withdraw or stop attending before the 60% point in the semester. Since choosing to drop a course is a serious academic decision that may affect a student's progress towards a degree or a student's financial aid status, a student should consult with the instructor of the course, the academic advisor, and a financial aid advisor before making this decision. Students who withdraw from all courses within a specific term will automatically be dropped from any course(s) which have a future beginning date within that same term. To withdraw from a course a student can initiate the withdrawal by completing the Course Drop form through the student's eTrieve portal. Students wishing to drop/withdraw from all courses for a semester should request a Total Withdrawal by completing the Total Withdrawal from through the student's eTrieve portal.	Ogeechee Technical College is a non-attendance taking institution. This means a student must request to withdraw from their classes; a student will not be withdrawn during a semester without official notification from the student. In certain cases, the Registrar may administratively withdraw a student. Typically, this would occur in cases involving death, serious injury or illness, incarceration, or as a result of student discipline. Administrative withdrawals will be assigned a W or WF grade, which will be determined on a case-by-case basis by the Registrar. Documentation may be required. If a student is called to active duty during a semester, he/she will be issued a WM, Withdrew Military. Students who withdraw from a course on or before the posted withdrawal date will receive a W grade. Students who withdraw after the posted withdrawal date and are failing the class as of the date of their withdrawal will receive a WF grade. The withdrawal date for each term is posted on the Campus Calendar located online at www.ogeecheetech.edu. The withdrawal date for students requesting a withdrawal will be considered the date the student makes the official request. Failure to attend classes does not constitute an official withdrawal or a course drop. Students who fail to continue attending class and who do not drop from the course may be awarded a failing grade by the instructor. The unofficial withdrawal date will be determined as the 50% point of the session(s) (as allowed by federal regulations). This will be the date used to return federal funds as needed. Students who complete over 50% of the course may have their last date of participation used as their unofficial withdrawal date if the college can document a date greater than 50%. Ogeechee Technical College calculates earned Title IV aid based on federal regulations for colleges that are not required to take attendance. Students who officially withdraw from all coursework, or who stop attending all courses, will have their aid adjusted according to federal return to title IV regulations, which requires proration of funds for students who withdraw or stop attending before the 60% point in the semester. Since choosing to drop a course is a serious academic decision that may affect a student's progress towards a degree or a student's financial aid status, a student should consult with the instructor of the course, the academic advisor, and a financial aid advisor before making this decision. Students who withdraw from all courses within a specific term will automatically be dropped from any course(s) which have a future beginning date within that same term. To withdraw from a course a student can initiate the withdrawal by completing the Course Drop form through the student's eTrieve portal. Students wishing to drop/withdraw from all courses for a semester should request a Total Withdrawal by completing the Total Withdrawal from through the student's eTrieve portal.	10/29/2024	ogeechee910031947

		Tuition and fees for courses dropped after the first three days of each semester are not refundable.	Tuition and fees for courses dropped after the first three days of each semester are not refundable.	Tuition and fees for courses dropped after the first three days of each semester are not refundable.		
/2024-2025/Catalog-and-Student-Handbook/Academic-Information/Graduation-Requirements	Content	In order to be eligible for graduation, a degree, diploma, or certificate student must meet all the following requirements: - Have completed all course and credit hour requirements as prescribed in the state standard and/or the approved curriculum. - Have achieved regular admission status. - Have a graduation GPA of 2.0 for the program of study - The graduation GPA is calculated only on those courses required for graduation; when a course is taken more than once, the final grade will be used in calculating the graduation GPA. - Have completed at least 25% of total semester credit hours at Ogeechee Technical College. - Have completed an <i>Application for Program of Study Completion form</i> or <i>Banner Web Graduation Application</i> by the mid-term of his/her final semester. - Pay the Graduation Fee. When all graduation requirements are complete, and all awards have been processed, the student will receive his/her credential both electronically and through the mail. Commencement Exercise Ogeechee Technical College conducts one commencement exercise per year at the end of the spring semester for students who have completed all graduation requirements by that time.	In order to be eligible for graduation, a degree, diploma, or certificate student must meet all the following requirements: - Have completed all course and credit hour requirements as prescribed in the state standard and/or the approved curriculum. - Have achieved regular admission status. - Have a graduation GPA of 2.0 for the program of study - The graduation GPA is calculated only on those courses required for graduation; when a course is taken more than once, the final grade will be used in calculating the graduation GPA. - Have completed at least 25% of total semester credit hours at Ogeechee Technical College. - Have completed a <i>Graduation Application</i> found in the student's Etrieve portal, by the mid-term of his/her final semester. - Pay the Graduation Fee. - Satisfied any academic or financial holds on the student account. When all graduation requirements are complete, and all awards have been processed, the student will receive his/her credential both electronically and through the mail. Commencement Exercise Ogeechee Technical College conducts one commencement exercise per year at the end of the spring semester for students who have completed all graduation requirements by that time.	In order to be eligible for graduation, a degree, diploma, or certificate student must meet all the following requirements: - Have completed all course and credit hour requirements as prescribed in the state standard and/or the approved curriculum. - Have achieved regular admission status. - Have a graduation GPA of 2.0 for the program of study - The graduation GPA is calculated only on those courses required for graduation; when a course is taken more than once, the final grade will be used in calculating the graduation GPA. - Have completed at least 25% of total semester credit hours at Ogeechee Technical College. - Have completed an Application for Program of Study Completion form or Banner Web Graduation Application found in the student's Etrieve portal, by the mid-term of his/her final semester. - Pay the Graduation Fee. - Satisfied any academic or financial holds on the student account. When all graduation requirements are complete, and all awards have been processed, the student will receive his/her credential both electronically and through the mail. Commencement Exercise Ogeechee Technical College conducts one commencement exercise per year at the end of the spring semester for students who have completed all graduation requirements by that time.	10/7/2024	ogeechee\910031947
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Accounting/Accounting-Associate-of-Applied-Science-AC13/Program-Costs	Content	Tuition (\$100 per credit hour): \$6,400 Fees (\$385 per semester): \$1,925 Books/Supplies: \$2,100 <i>(Costs are estimates and are subject to change.)</i>	Tuition and Fees <i>(Costs are estimates and are subject to change.)</i>	Tuition (\$100 and per credit hour): \$6,400 Fees (\$385 per semester): \$1,925 Books/Supplies: \$2,100 <i>(Costs are estimates and are subject to change.)</i>	5/22/2025	ogeechee\910119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Accounting/Accounting-Diploma-AC12/Program-Costs	Content	Tuition (\$100 per credit hour): \$4,200 Fees (\$385 per semester): \$1,540 Books/Supplies: \$1,800 <i>(Costs are estimates and are subject to change.)</i>	Tuition and Fees <i>(Costs are estimates and are subject to change.)</i>	Tuition (\$100 and per credit hour): \$4,200 Fees (\$385 per semester): \$1,540 Books/Supplies: \$1,800 <i>(Costs are estimates and are subject to change.)</i>	5/22/2025	ogeechee\910119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Accounting/Accounting-Diploma-AC12/Program-Courses/Basic-Skills-Courses-8-Credits/Select-one-2-Credits	Course List	EMPL 1000, PSYC 1010, PSYC 1101	PSYC 1010, PSYC 1101	EMPL 1000 , PSYC 1010, PSYC 1101	5/22/2025	ogeechee\910119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Accounting/Computerized-Accounting-Specialist-Certificate-CAY1/Program-Costs	Content	Tuition (\$100 per credit hour): \$2,100 Fees (\$385 per semester): \$770 Books/Supplies: \$600 <i>(Costs are estimates and are subject to change.)</i>	Tuition and Fees <i>(Costs are estimates and are subject to change.)</i>	Tuition (\$100 and per credit hour): \$2,100 Fees (\$385 per semester): \$770 Books/Supplies: \$600 <i>(Costs are estimates and are subject to change.)</i>	5/22/2025	ogeechee\910119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Accounting/Office-Accounting-Specialist-Certificate-OA31/Program-Costs	Content	Tuition (\$100 per credit hour): \$1,400 Fees (\$385 per semester): \$770 Books/Supplies: \$600 <i>(Costs are estimates and are subject to change.)</i>	Tuition and Fees <i>(Costs are estimates and are subject to change.)</i>	Tuition and Fees (\$100 per credit hour): \$1,400 Fees (\$385 per semester): \$770 Books/Supplies: \$600 <i>(Costs are estimates and are subject to change.)</i>	5/22/2025	ogeechee\910119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Accounting/Payroll-Accounting-Specialist-PA61/Program-Costs	Content	Tuition (\$100 per credit hour): \$1,700 Fees (\$385 per semester): \$770 Books/Supplies: \$600 <i>(Costs are estimates and are subject to change.)</i>	Tuition and Fees <i>(Costs are estimates and are subject to change.)</i>	Tuition (\$100 and per credit hour): \$1,700 Fees (\$385 per semester): \$770 Books/Supplies: \$600 <i>(Costs are estimates and are subject to change.)</i>	5/22/2025	ogeechee\910119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Agribusiness/Agribusiness-Associate-of-Applied-Science-AG13/Program-Costs	Content	Tuition (\$100 per credit hour): \$6,200 Fees (\$385 per semester): \$1,925 Books/Supplies: \$1,500 <i>(Costs are estimates and are subject to change.)</i>	Tuition and Fees <i>(Costs are estimates and are subject to change.)</i>	Tuition (\$100 and per credit hour): \$6,200 Fees (\$385 per semester): \$1,925 Books/Supplies: \$1,500 <i>(Costs are estimates and are subject to change.)</i>	5/22/2025	ogeechee\910119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Agribusiness/Agribusiness-Diploma-AG12/Program-Costs	Content	Tuition (\$100 per credit hour): \$4,900 Fees (\$385 per semester): \$1,540 Books/Supplies: \$1,500 <i>(Costs are estimates and are subject to change.)</i>	Tuition and Fees <i>(Costs are estimates and are subject to change.)</i>	Tuition (\$100 and per credit hour): \$4,900 Fees (\$385 per semester): \$1,540 Books/Supplies: \$1,500 <i>(Costs are estimates and are subject to change.)</i>	5/22/2025	ogeechee\910119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Agribusiness/Agribusiness-Diploma-AG12/Program-Courses/Basic-Skills-Courses-8-Credits/Select-one-2-Credits	Course List	EMPL 1000, PSYC 1101	PSYC 1101	EMPL 1000 , PSYC 1101	5/22/2025	ogeechee\910119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Agribusiness/Agribusiness-Policy-Specialist-Certificate-AP41/Program-Costs	Content	Tuition (\$100 per credit hour): \$1,000 Fees (\$385 per semester): \$385 Books/Supplies: \$400 <i>(Costs are estimates and are subject to change.)</i>	Tuition and Fees <i>(Costs are estimates and are subject to change.)</i>	Tuition (\$100 and per credit hour): \$1,000 Fees (\$385 per semester): \$385 Books/Supplies: \$400 <i>(Costs are estimates and are subject to change.)</i>	5/22/2025	ogeechee\910119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Agribusiness/Sustainable-Small-Farm-	Content	Tuition (\$100 per credit hour): \$1,600 Fees (\$385 per semester): \$770 Books/Supplies: \$400	Tuition and Fees <i>(Costs are estimates and are subject to change.)</i>	Tuition (\$100 and per credit hour): \$1,600 Fees (\$385 per semester): \$770 Books/Supplies: \$400	5/22/2025	ogeechee\910119015

Technician-Certificate-SSF1/Program-Costs		(Costs are estimates and are subject to change.)		(Costs are estimates and are subject to change.)		
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Air-Conditioning-Technology/Air-Conditioning-Technician-Assistant-AZ31/Program-Costs	Content	Tuition: (\$100 per credit hour) \$1,200 Fees: (\$385 per semester) \$385 Books/Supplies: \$350 Course Supply Fees: Air Conditioning Technology (<i>click to find your individual course fees</i>) (Costs are estimates and are subject to change.)	Tuition and Fees Course Supply Fees: Air Conditioning Technology (<i>click to find your individual course fees</i>) (Costs are estimates and are subject to change.)	Tuition and Fees: (\$100 per credit hour) \$1,200 Fees: (\$385 per semester) \$385 Books/Supplies: \$350 Course Supply Fees: Air Conditioning Technology (<i>click to find your individual course fees</i>) (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Air-Conditioning-Technology/Air-Conditioning-Technology-Diploma-ACT2/Program-Costs	Content	Tuition (\$100 per credit hour): \$5,100 Fees (\$385 per semester): \$1,540 Books/Supplies: \$900 Course Supply Fees: Air Conditioning Technology (<i>click to find individual course fees</i>) (Costs are estimates and are subject to change.)	Tuition and Fees Course Supply Fees: Air Conditioning Technology (<i>click to find individual course fees</i>) (Costs are estimates and are subject to change.)	Tuition and Fees (\$100 per credit hour): \$5,100 Fees (\$385 per semester): \$1,540 Books/Supplies: \$900 Course Supply Fees: Air Conditioning Technology (<i>click to find individual course fees</i>) (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Air-Conditioning-Technology/Air-Conditioning-Electrical-Technician-Certificate-ACK1/Program-Costs	Content	Tuition (\$100 per credit hour): \$1,200 Fees (\$385 per semester): \$385 Books/Supplies: \$250 Course Supply Fees: Air Conditioning Technology (<i>click to find individual course fees</i>) (Costs are estimates and are subject to change.)	Tuition and Fees Course Supply Fees: Air Conditioning Technology (<i>click to find individual course fees</i>) (Costs are estimates and are subject to change.)	Tuition (\$100 and per credit hour): \$1,200 Fees (\$385 per semester): \$385 Books/Supplies: \$250 Course Supply Fees: Air Conditioning Technology (<i>click to find individual course fees</i>) (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Air-Conditioning-Technology/Air-Conditioning-Repair-Specialist-Certificate-ACY1/Program-Costs	Content	Tuition (\$100 per credit hour): \$2,000 Fees (\$385 per semester): \$1,155 Books/Supplies: \$400 Course Supply Fees: Air Conditioning Technology (<i>click to find individual course fees</i>) (Costs are estimates and are subject to change.)	Tuition and Fees Course Supply Fees: Air Conditioning Technology (<i>click to find individual course fees</i>) (Costs are estimates and are subject to change.)	Tuition (\$100 and per credit hour): \$2,000 Fees (\$385 per semester): \$1,155 Books/Supplies: \$400 Course Supply Fees: Air Conditioning Technology (<i>click to find individual course fees</i>) (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Automotive-Vehicle-Professional-EVP1	Title	Electric Vehicle Professional (EVP1)	Electric Vehicle Professional Certificate (EVP1)	Electric Vehicle Professional Certificate (EVP1)	9/17/2024	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Automotive-Vehicle-Professional-EVP1	Content	A student successfully earning this certificate would be able to be employed in the industry of electrical vehicle production. They would have the skill set to work in sub-assembly shops building up components. They could also work on the floor of production facilities to put the sub-assembly together to manufacture the electrical vehicle.	The Electric Vehicle Professional Technical Certificate of Credit was designed in conjunction with Hyundai subject matter experts to provide students with the knowledge and skill to prepare them for entry level employment in the electrical vehicle production industry. Emphasis is placed on safe and effective automotive shop operations, automotive electrical principles, and operation and service procedures for EV and Hybrid vehicles. This certificate prepares the student to enter into the electrical vehicle production industry with basic knowledge.	A The student Electric successfully Vehicle earning Professional this Technical certificate Certificate would be Credit able was designed in conjunction with Hyundai subject matter experts to be provide employed students with the knowledge and skill to prepare them for entry level employment in the industry of electrical vehicle production industry. They would Emphasis have is placed on safe and effective automotive shop operations, automotive electrical principles, and operation and service procedures for EV and Hybrid vehicles. This certificate prepares the skill set student to work enter in sub-assembly shops building up components. They could also work on the floor of production facilities to put the sub-assembly together to manufacture into the electrical vehicle production industry with basic knowledge.	9/17/2024	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Automotive-Vehicle-Professional-EVP1	Content	Tuition: (\$100 per credit hour) \$900 Fees: (\$385 per semester) \$385 Books/Supplies: \$350 Liability Insurance: Liability Insurance (<i>click to find your program</i>) Course Fees: Automotive Technology (<i>click to find individual course fees</i>) (Costs are estimates and are subject to change.)	Tuition and Fees Liability Insurance: Liability Insurance (<i>click to find your program</i>) Course Fees: Automotive Technology (<i>click to find individual course fees</i>) (Costs are estimates and are subject to change.)	Tuition: and Fees (\$100 per credit hour) \$900 Fees: (\$385 per semester) \$385 Books/Supplies: \$350 Liability Insurance: Liability Insurance (<i>click to find your program</i>) Course Fees: Automotive Technology (<i>click to find individual course fees</i>) (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Automotive-Vehicle-Professional-EVP1	Content	Tuition: (\$100 per credit hour) \$5,500 Fees: (\$385 per semester) \$1,925 Books/Supplies: \$165 Liability Insurance: Liability Insurance (<i>click to find your program</i>) Course Supply Fees: Automotive Technology (<i>click to find individual course fees</i>) (Costs are estimates and are subject to change.)	Tuition and Fees Liability Insurance: Liability Insurance (<i>click to find your program</i>) Course Supply Fees: Automotive Technology (<i>click to find individual course fees</i>) (Costs are estimates and are subject to change.)	Tuition: and Fees (\$100 per credit hour) \$5,500 Fees: (\$385 per semester) \$1,925 Books/Supplies: \$165 Liability Insurance: Liability Insurance (<i>click to find your program</i>) Course Supply Fees: Automotive Technology (<i>click to find individual course fees</i>) (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Automotive-Vehicle-Professional-EVP1	Content	Tuition: (\$100 per credit hour) \$800 Fees: (\$385 per semester) \$770 Books/Supplies: \$350 Liability Insurance: \$10 per fiscal year (Costs are estimates and are subject to change.)	Tuition and Fees Liability Insurance: Liability Insurance (<i>click to find your program</i>) Course Fees: Automotive Technology (<i>click to find individual course fees</i>) (Costs are estimates and are subject to change.)	Tuition: (\$100 and per credit hour) \$800 Fees: (\$385 per semester) \$770 Books/Supplies: \$350 Liability Insurance: Liability Insurance (<i>click to find your program</i>) Course Fees: Automotive Technology (<i>click to find individual course fees</i>) (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Automotive-Vehicle-Professional-EVP1	Content	Tuition: (\$100 per credit hour) \$1,400 Fees: (\$385 per semester) \$770 Books/Supplies: \$165 Liability Insurance: Liability Insurance (<i>click to find your program</i>) Course Supply Fees: Automotive Technology (<i>click to find individual course fees</i>) (Costs are estimates and are subject to change.)	Tuition and Fees Liability Insurance: Liability Insurance (<i>click to find your program</i>) Course Supply Fees: Automotive Technology (<i>click to find individual course fees</i>) (Costs are estimates and are subject to change.)	Tuition: and Fees (\$100 per credit hour) \$1,400 Fees: (\$385 per semester) \$770 Books/Supplies: \$165 Liability Insurance: Liability Insurance (<i>click to find your program</i>) Course Supply Fees: Automotive Technology (<i>click to find individual course fees</i>) (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Automotive-Vehicle-Professional-EVP1	Content	Tuition: (\$100 per credit hour) \$1,700 Fees: (\$385 per semester) \$770 Books/Supplies: \$165 Liability Insurance: Liability Insurance (<i>click to find your program</i>)	Tuition and Fees Liability Insurance: Liability Insurance (<i>click to find your program</i>) Course Supply Fees: Automotive Technology (<i>click to find individual course fees</i>)	Tuition: and Fees (\$100 per credit hour) \$1,700 Fees: (\$385 per semester) \$770 Books/Supplies: \$165 Liability Insurance: Liability Insurance (<i>click to find your program</i>)	5/22/2025	ogeechee@10119015

Program-Costs		Course Supply Fees: Automotive Technology (click to find individual course fees) (Costs are estimates and are subject to change.)		program) Course Supply Fees: Automotive Technology (click to find individual course fees) (Costs are estimates and are subject to change.)		
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Automotive-Technology/Automotive-Engine-Performance-Technician-Certificate-AE51/Program-Costs	Content	Tuition: (\$100 per credit hour) \$1,600 Fees: (\$385 per semester) \$770 Books/Supplies: \$165 Liability Insurance: Liability Insurance (click to find your program) Course Supply Fees: Automotive Technology (click to find individual course fees) (Costs are estimates and are subject to change.)	Tuition and Fees Liability Insurance: Liability Insurance (click to find your program) Course Supply Fees: Automotive Technology (click to find individual course fees) (Costs are estimates and are subject to change.)	Tuition: (\$100 and per credit hour) \$1,600 Fees: (\$385 per semester) \$770 Books/Supplies: \$165 Liability Insurance: Liability Insurance (click to find your program) Course Supply Fees: Automotive Technology (click to find individual course fees) (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Automotive-Technology/Automotive-Engine-Repair-Technician-Certificate-AE61/Program-Costs	Content	Tuition: (\$100 per credit hour) \$1,500 Fees: (\$385 per semester) \$770 Books/Supplies: \$165 Liability Insurance: Liability Insurance (click to find your program) Course Supply Fees: Automotive Technology (click to find individual course fees) (Costs are estimates and are subject to change.)	Tuition and Fees Liability Insurance: Liability Insurance (click to find your program) Course Supply Fees: Automotive Technology (click to find individual course fees) (Costs are estimates and are subject to change.)	Tuition: and Fees (\$100 per credit hour) \$1,500 Fees: (\$385 per semester) \$770 Books/Supplies: \$165 Liability Insurance: Liability Insurance (click to find your program) Course Supply Fees: Automotive Technology (click to find individual course fees) (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Business-Management/Business-Management-Associate-of-Applied-Science-MD13/Program-Costs	Content	Tuition (\$100 per credit hour): \$6,300 Fees (\$385 per semester): \$1,925 Books/Supplies: \$1,500 (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.)	Tuition (\$100 and per credit hour): \$6,300 Fees Fees (\$385 per semester): \$1,925 Books/Supplies: \$1,500 (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Business-Management/Business-Management-Diploma-MD12/Program-Costs	Content	Tuition (\$100 per credit hour): \$4,700 Fees (\$385 per semester): \$1,540 Books/Supplies: \$1,200 (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.)	Tuition (\$100 and per credit hour): \$4,700 Fees Fees (\$385 per semester): \$1,540 Books/Supplies: \$1,200 (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Business-Management/Business-Management-Diploma-MD12/Program-Courses/General-Education-Core-8-Credits/Select-one-2-Credits	Course List	EMPL 1000, PSYC 1101	PSYC 1101	EMPL 1000 , PSYC 1101	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Business-Management/Management-and-Leadership-Specialist-Certificate-MAL1/Program-Costs	Content	Tuition (\$100 per credit hour): \$1,800 Fees (\$385 per semester): \$770 Books/Supplies: \$500 (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.)	Tuition (\$100 and per credit hour): \$1,800 Fees Fees (\$385 per semester): \$770 Books/Supplies: \$500 (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Business-Management/Supervisor Management-Specialist-SS31/Program-Costs	Content	Tuition (\$100 per credit hour): \$1,200 Fees (\$385 per semester): \$385 Books/Supplies: \$375 (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.)	Tuition (\$100 and per credit hour): \$1,200 Fees Fees (\$385 per semester): \$385 Books/Supplies: \$375 (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Business-Management/Human Resource Management-Specialist-Certificate-HRM1/Program-Costs	Content	Tuition (\$100 per credit hour): \$1,800 Fees (\$385 per semester): \$770 Books/Supplies: \$500 (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.)	Tuition (\$100 and per credit hour): \$1,800 Fees Fees (\$385 per semester): \$770 Books/Supplies: \$500 (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Business-Technology/Business-Technology-Degree-BT23/Program-Costs	Content	Tuition: (\$100 per credit hour) \$6,000 Fees: (\$385 per semester) \$1,925 Books/Supplies: \$400 (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.)	Tuition: (\$100 and per credit hour) \$6,000 Fees: (\$385 per semester) \$1,925 Books/Supplies: \$400 (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Business-Technology/Business-Technology-Diploma-BT12/Program-Costs	Content	Tuition: (\$100 per credit hour) \$4,200 Fees: (\$385 per semester) \$1,540 Books/Supplies: \$499 (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.)	Tuition: (\$100 and per credit hour) \$4,200 Fees: (\$385 per semester) \$1,540 Books/Supplies: \$499 (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Business-Technology/Administrative-Support-Assistant-AS81/Program-Costs	Content	Tuition: (\$100 per credit hour) \$2,000 Fees: (\$385 per semester) \$1,155 Books/Supplies: \$275 Liability Insurance: \$10 per fiscal year (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.)	Tuition: (\$100 and per credit hour) \$2,000 Fees: (\$385 per semester) \$1,155 Books/Supplies: \$275 Liability Insurance: \$10 per fiscal year (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Business-Technology/Microsoft-Office-Applications-Professional-MF81/Program-Costs	Content	Tuition: (\$100 per credit hour) \$1,600 Fees: (\$385 per semester) \$1,155 Books/Supplies: \$275 Liability Insurance: \$10 per fiscal year (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.)	Tuition: (\$100 and per credit hour) \$1,600 Fees: (\$385 per semester) \$1,155 Books/Supplies: \$275 Liability Insurance: \$10 per fiscal year (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Business-Technology/Business-Healthcare-Technology-Associate-of-Applied-Science-BHT3/Program-Costs	Content	Tuition: (\$100 per credit hour) \$6,700 Fees: (\$385 per semester) \$1,925 Books/Supplies: \$400 (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.)	Tuition: (\$100 and per credit hour) \$6,700 Fees: (\$385 per semester) \$1,925 Books/Supplies: \$400 (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015

/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/ Business-Technology/ Business-Healthcare-Technology-Diploma-BHT2/Program-Costs	Content	Tuition: (\$100 per credit hour) \$5,300 Fees: (\$385 per semester) \$1,540 Books/Supplies: \$245 (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.)	Tuition: (\$100and per credit hour) \$5,300Fees (\$385 per semester) \$1,540 Books/Supplies: \$245 (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/ Business-Technology/ Healthcare-Billing-and-Reimbursement- Assistant-Certificate-HBA1/Program-Costs	Content	Tuition: (\$100 per credit hour) \$2,200 Fees: (\$385 per semester) \$770 Books/Supplies: \$275 (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.)	Tuition: and Fees (\$100 per credit hour) \$2,200 Fees: (\$385 per semester) \$770 Books/Supplies: \$275 (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/ Business-Technology/ Healthcare-Office- Assistant-Certificate-HFA1/Program-Costs	Content	Tuition: (\$100 per credit hour) \$3,300 Fees: (\$385 per semester) \$770 Books/Supplies: \$275 (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.)	Tuition: and Fees (\$100 per credit hour) \$3,300 Fees: (\$385 per semester) \$770 Books/Supplies: \$275 (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/ Business-Technology/ Business-Technology-Associate-of-Applied-Science-BA23/Program-Costs	Content	Tuition (\$100 per credit hour): \$6,400 Fees (\$385 per semester): \$1,925 Books/Supplies: \$245 (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.)	Tuition (\$100and per credit hour): \$6,400 Fees (\$385 per semester): \$1,925 Books/Supplies: \$245 (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/ Business-Technology/ Business-Technology-Diploma-BA22/Program-Costs	Content	Tuition (\$100 per credit hour): \$5,000 Fees (\$385 per semester): \$1,540 Books/Supplies: \$245 (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.)	Tuition and Fees (\$100 per credit hour): \$5,000 Fees (\$385 per semester): \$1,540 Books/Supplies: \$245 (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/ Business-Technology/ Business-Technology-Diploma-BA22/Program-Courses/Basic-Skills-Courses-8-Credits/ Select-one-2-Credits	Course List	EMPL 1000, PSYC 1010, PSYC 1101	PSYC 1010, PSYC 1101	EMPL 1000 , PSYC 1010, PSYC 1101	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/ Business-Technology/ Administrative-Support- Assistant-Certificate-AS21/Program-Costs	Content	Tuition (\$100 per credit hour): \$2,000 Fees (\$385 per semester): \$770 Books/Supplies: \$800 (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.)	Tuition and Fees (\$100 per credit hour): \$2,000 Fees (\$385 per semester): \$770 Books/Supplies: \$800 (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/ Business-Technology/ Microsoft-Office- Application-Professional- Certificate-MF41/ Program-Costs	Content	Tuition (\$100 per credit hour): \$2,200 Fees (\$385 per semester): \$770 Books/Supplies: \$850 (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.)	Tuition and Fees (\$100 per credit hour): \$2,200 Fees (\$385 per semester): \$770 Books/Supplies: \$850 (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/ Computer-Information- Systems/Information- Technology- Professional-Associate- of-Applied-Science-ITP3/Program-Costs	Content	Tuition (\$100 per credit hour): \$6,500 Fees (\$385 per semester): \$1,925 Books/Supplies: \$1,400 (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.)	Tuition (\$100and per credit hour): \$6,500 Fees (\$385 per semester): \$1,925 Books/Supplies: \$1,400 (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/ Computer-Information- Systems/Information- Technology- Professional-Diploma-ITP4/Program-Costs	Content	Tuition (\$100 per credit hour): \$5,800 Fees (\$385 per semester): \$1,540 Books/Supplies: \$1,400 (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.)	Tuition and Fees (\$100 per credit hour): \$5,800 Fees (\$385 per semester): \$1,540 Books/Supplies: \$1,400 (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/ Computer-Information- Systems/Information- Technology- Professional-Diploma-ITP4/Program-Courses/ General-Education- Core-8-Credits	Course List	ENGL 1010, MATH 1012, EMPL 1000	ENGL 1010, MATH 1012	ENGL 1010, MATH 1012, EMPL 1000	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/ Computer-Information- Systems/Advanced- Computer-Security- Specialist-Technical- Certificate-AG71/ Program-Costs	Content	Tuition and Fees (\$100 per credit hour): \$2,700 Fees (\$385 per semester): \$770 Books/Supplies: \$1,000 (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.)	Tuition and Fees (\$100 per credit hour): \$2,700 Fees (\$385 per semester): \$770 Books/Supplies: \$1,000 (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/ Computer-Information- Systems/Comp-TIA-A- Certified-Preparation- Certificate-CA61/ Program-Costs	Content	Tuition (\$100 per credit hour): \$1,000 Fees (\$385 per semester): \$385 Books/Supplies: \$300 (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.)	Tuition and Fees (\$100 per credit hour): \$1,000 Fees (\$385 per semester): \$385 Books/Supplies: \$300 (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/ Computer-Information- Systems/Comp-TIA-A- Certified-Technician- Preparation-Certificate-CA71/Program-Costs	Content	Tuition (\$100 per credit hour): \$1,800 Fees (\$385 per semester): \$1,155 Books/Supplies: \$800 (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.)	Tuition (\$100and per credit hour): \$1,800 Fees (\$385 per semester): \$1,155 Books/Supplies: \$800 (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/ Computer-Information- Systems/Computer-	Content	Tuition (\$100 per credit hour): \$2,600 Fees (\$385 per semester): \$770 Books/Supplies: \$1,000	Tuition and Fees (Costs are estimates and are subject to change.)	Tuition (\$100and per credit hour): \$2,600 Fees (\$385 per semester): \$770 Books/Supplies: \$1,000	5/22/2025	ogeechee@10119015

Security-Specialist-Technical-Certificate-CS11/Program-Costs		(Costs are estimates and are subject to change.)		(Costs are estimates and are subject to change.)		
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Computer-Information-Systems/Cyber-Crime-Specialist-Certificate-CCR1/Program-Costs	Content	Tuition (\$100 per credit hour): \$2,100 Fees (\$385 per semester): \$770 Books/Supplies: \$1,200 (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.)	Tuition (\$100 and per credit hour): \$2,100 Fees (\$385 per semester): \$770 Books/Supplies: \$1,200 (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Computer-Information-Systems/OS App-Development-in-Swift-AD1/Program-Costs	Content	Tuition: (\$100 per credit hour) \$1,100 Fees: (\$385 per semester) \$385 Books/Supplies: \$350 Liability Insurance: Liability Insurance (click to find your program) (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.)	Tuition: and Fees (\$100 per credit hour) \$1,100 Fees: (\$385 per semester) \$385 Books/Supplies: \$350 Liability Insurance: Liability Insurance (click to find your program) (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Computer-Information-Systems/Microsoft-Network-Administrator-Certificate-MS11/Program-Costs	Content	Tuition (\$100 per credit hour): \$1,600 Fees (\$370 per semester): \$740 Books/Supplies: \$800 (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.)	Tuition (\$100 and per credit hour): \$1,600 Fees (\$370 per semester): \$740 Books/Supplies: \$800 (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Computer-Information-Systems/Network-Support-Specialist-Certificate-NS31/Program-Costs	Content	Tuition (\$100 per credit hour): \$1,000 Fees (\$385 per semester): \$385 Books/Supplies: \$400 (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.)	Tuition and Fees (\$100 per credit hour): \$1,000 Fees (\$385 per semester): \$385 Books/Supplies: \$400 (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Computer-Information-Systems/Network-Technician-Certificate-NT41/Program-Costs	Content	Tuition (\$100 per credit hour): \$1,400 Fees (\$385 per semester): \$770 Books/Supplies: \$600 (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.)	Tuition (\$100 and per credit hour): \$1,400 Fees (\$385 per semester): \$770 Books/Supplies: \$600 (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Construction/Construction-Management-Technology-Associate-of-Applied-Science-CMT3/Program-Costs	Content	Tuition/Fees: \$6,370 Books/Supplies: \$1,200 Liability Insurance: \$10 per fiscal year (Costs are estimates and are subject to change.)	Tuition and Fees Liability Insurance: Liability Insurance (click to find your program) Course Supply Fees: Construction (click to find individual course fees) (Costs are estimates and are subject to change.)	Tuition/ and Fees: \$6,370 Books/Supplies: \$1,200 Liability Insurance: Liability \$10 Insurance (click per to fiscal find year your program) Course Supply Fees: Construction (click to find individual course fees) (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Construction/Construction-Management-Technology-Diploma-CM22/Program-Costs	Content	Tuition/Fees: \$5,670 Books/Supplies: \$1,200 Liability Insurance: \$10 per fiscal year (Costs are estimates and are subject to change.)	Tuition and Fees Liability Insurance: Liability Insurance (click to find your program) Course Supply Fees: Construction (click to find individual course fees) (Costs are estimates and are subject to change.)	Tuition/ and Fees: \$5,670 Books/Supplies: \$1,200 Liability Insurance: Liability \$10 Insurance (click per to fiscal find year your program) Course Supply Fees: Construction (click to find individual course fees) (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Construction/Carpentry-Fundamentals-Certificate-CF21/Program-Costs	Content	Tuition: (\$100 per credit hour) \$1,300 Fees: (\$385 per semester) \$770 Books/Supplies: \$350 Liability Insurance: Liability Insurance (click to find your program) Course Supply Fees: Construction (click to find individual course fees) (Costs are estimates and are subject to change.)	Tuition and Fees Liability Insurance: Liability Insurance (click to find your program) Course Supply Fees: Construction (click to find individual course fees) (Costs are estimates and are subject to change.)	Tuition and Fees: (\$100 per credit hour) \$1,300 Fees: (\$385 per semester) \$770 Books/Supplies: \$350 Liability Insurance: Liability Insurance (click to find your program) Course Supply Fees: Construction (click to find individual course fees) (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Construction/Carpentry-Technology-Certificate-CT31/Program-Costs	Content	Tuition: (\$100 per credit hour) \$3,400 Fees: (\$385 per semester) \$1,155 Books/Supplies: \$550 Liability Insurance: Liability Insurance (click to find your program) Course Supply Fees: Construction (click to find individual course fees) (Costs are estimates and are subject to change.)	Tuition and Fees Liability Insurance: Liability Insurance (click to find your program) Course Supply Fees: Construction (click to find individual course fees) (Costs are estimates and are subject to change.)	Tuition: and Fees (\$100 per credit hour) \$3,400 Fees: (\$385 per semester) \$1,155 Books/Supplies: \$550 Liability Insurance: Liability Insurance (click to find your program) Course Supply Fees: Construction (click to find individual course fees) (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Construction/Advanced-Carpentry-Certificate-AB71/Program-Costs	Content	Tuition: (\$100 per credit hour) \$1,800 Fees: (\$385 per semester) \$1,155 Books/Supplies: \$550 Liability Insurance: Liability Insurance (click to find your program) Course Supply Fees: Construction (click to find individual course fees) (Costs are estimates and are subject to change.)	Tuition and Fees Liability Insurance: Liability Insurance (click to find your program) Course Supply Fees: Construction (click to find individual course fees) (Costs are estimates and are subject to change.)	Tuition and Fees: (\$100 per credit hour) \$1,800 Fees: (\$385 per semester) \$1,155 Books/Supplies: \$550 Liability Insurance: Liability Insurance (click to find your program) Course Supply Fees: Construction (click to find individual course fees) (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Construction/Manager-Certificate-CM81/Program-Costs	Content	Tuition (\$100 per credit hour): \$1,500 Fees (\$385 per semester): \$770 Books/Supplies: \$300 Liability Insurance: Liability Insurance (click to find your program) Course Supply Fees: Construction (click to find individual course fees) (Costs are estimates and are subject to change.)	Tuition and Fees Liability Insurance: Liability Insurance (click to find your program) Course Supply Fees: Construction (click to find individual course fees) (Costs are estimates and are subject to change.)	Tuition (\$100 and per credit hour): \$1,500 Fees (\$385 per semester): \$770 Books/Supplies: \$300 Liability Insurance: Liability Insurance (click to find your program) Course Supply Fees: Construction (click to find individual course fees) (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/	Content	The Cosmetology diploma program is a sequence of courses that prepares students for careers in the field of	Effective the end of Summer Semester 2024, this program will no longer be accepting new	Effective the end of Summer Semester 2024, this program will no longer be accepting new	8/21/2024	ogeechee@10031947

Cosmetology/ Cosmetology-Diploma- CO12		cosmetology. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, state laws, rules, and regulations, chemistry, anatomy and physiology, skin, hair, and nail diseases and disorders, hair treatments and manipulations, hair shaping, hair styling, artificial hair, braiding/intertwining hair, chemical reformation and application, skin and nail care, hair coloring, hair lightening, reception, sales, management, math, reading, writing, interpersonal relations development, computer skills, employability skills, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology. Program graduates receive a Cosmetology diploma and are employable as a cosmetology salesperson, cosmetologist, salon manager, or a salon owner. Important Cosmetology Diploma Program Admission Information The Cosmetology diploma program is an in-demand program with limited seats for each cohort. Each cohort generally accepts 24 students. It is important to understand that acceptance into the program for a semester does not guarantee registration into a cohort during that semester. It does, however, place you on a list of accepted students in order of the date you were officially accepted to the program. Students will be notified during the registration period for the upcoming term if they have a seat in a cohort for that term. If offered enrollment for a cohort and the student declines, the student's spot will be forfeited and the student will be removed from the waitlist. In order to be placed back on the waitlist, the student will need to submit a new application for admission and be accepted again. The student will be placed on the waitlist based on the new date of acceptance. If registered for a cohort, a student will be required to attend a mandatory program orientation prior to the start of the semester. Students will be notified of the date and time of the orientation once registered for a cohort. If a student decides to pursue a different program while waiting for the next available cohort, the student must contact admissions prior to changing programs in order to remain on the list.	applications. Please see Admissions for help deciding the best program for you. The Cosmetology diploma program is a sequence of courses that prepares students for careers in the field of cosmetology. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, state laws, rules, and regulations, chemistry, anatomy and physiology, skin, hair, and nail diseases and disorders, hair treatments and manipulations, hair shaping, hair styling, artificial hair, braiding/intertwining hair, chemical reformation and application, skin and nail care, hair coloring, hair lightening, reception, sales, management, math, reading, writing, interpersonal relations development, computer skills, employability skills, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology. Program graduates receive a Cosmetology diploma and are employable as a cosmetology salesperson, cosmetologist, salon manager, or a salon owner. Important Cosmetology Diploma Program Admission Information The Cosmetology diploma program is an in-demand program with limited seats for each cohort. Each cohort generally accepts 24 students. It is important to understand that acceptance into the program for a semester does not guarantee registration into a cohort during that semester. It does, however, place you on a list of accepted students in order of the date you were officially accepted to the program. Students will be notified during the registration period for the upcoming term if they have a seat in a cohort for that term. If offered enrollment for a cohort and the student declines, the student's spot will be forfeited and the student will be removed from the waitlist. In order to be placed back on the waitlist, the student will need to submit a new application for admission and be accepted again. The student will be placed on the waitlist based on the new date of acceptance. If registered for a cohort, a student will be required to attend a mandatory program orientation prior to the start of the semester. Students will be notified of the date and time of the orientation once registered for a cohort. If a student decides to pursue a different program while waiting for the next available cohort, the student must contact admissions prior to changing programs in order to remain on the list.	applications. Please see Admissions for help deciding the best program for you. The Cosmetology diploma program is a sequence of courses that prepares students for careers in the field of cosmetology. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, state laws, rules, and regulations, chemistry, anatomy and physiology, skin, hair, and nail diseases and disorders, hair treatments and manipulations, hair shaping, hair styling, artificial hair, braiding/intertwining hair, chemical reformation and application, skin and nail care, hair coloring, hair lightening, reception, sales, management, math, reading, writing, interpersonal relations development, computer skills, employability skills, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology. Program graduates receive a Cosmetology diploma and are employable as a cosmetology salesperson, cosmetologist, salon manager, or a salon owner. Important Cosmetology Diploma Program Admission Information The Cosmetology diploma program is an in-demand program with limited seats for each cohort. Each cohort generally accepts 24 students. It is important to understand that acceptance into the program for a semester does not guarantee registration into a cohort during that semester. It does, however, place you on a list of accepted students in order of the date you were officially accepted to the program. Students will be notified during the registration period for the upcoming term if they have a seat in a cohort for that term. If offered enrollment for a cohort and the student declines, the student's spot will be forfeited and the student will be removed from the waitlist. In order to be placed back on the waitlist, the student will need to submit a new application for admission and be accepted again. The student will be placed on the waitlist based on the new date of acceptance. If registered for a cohort, a student will be required to attend a mandatory program orientation prior to the start of the semester. Students will be notified of the date and time of the orientation once registered for a cohort. If a student decides to pursue a different program while waiting for the next available cohort, the student must contact admissions prior to changing programs in order to remain on the list.		
/2024-2025/Catalog-and-Student-Handbook/ Programs-of-Study/ Cosmetology/ Esthetician-Certificate- CE11	Content	The Esthetician Certificate program is designed to offer esthetics training for entry-level students. Completion of the program prepares students to sit for the Esthetics licensure examination given by the Georgia State Board of Cosmetology and to work in a variety of professions that employ estheticians in beauty salons, spas, health clubs, cosmetic stores as well as plastic surgeons' and dermatologists' offices. Important Esthetician Certificate Program Admissions Information The Esthetician Certificate program is an in-demand program with limited seats for each cohort. Each cohort generally accepts 16 students. It is important to understand that acceptance into the program for a semester does not guarantee registration into a cohort during that semester. It does, however, place you on a list of accepted students in order of the date you were officially accepted to the program. The program advisor will notify students during the registration period for the upcoming term if they have a seat in a cohort for that term. While students can indicate their preference for a day or evening cohort, the request cannot be guaranteed. If offered enrollment for a cohort and the student declines, the student's spot will be forfeited and will be removed from the waitlist. In order to be placed back on the waitlist, the student will need to submit a new application for admission and be accepted again. The student will be placed on the waitlist based on the new date of acceptance. If registered for a cohort, a student will be required to attend a mandatory program orientation prior to the start of the semester. Students will be notified by the program advisor of the date and time of the orientation once registered for a cohort. If a student decides to pursue a different program while waiting for the next available cohort, the student must contact admissions prior to changing programs in order to remain on the list.	The Esthetician Certificate program is designed to offer esthetics training for entry-level students. Completion of the program prepares students to sit for the Esthetics licensure examination given by the Georgia State Board of Cosmetology and to work in a variety of professions that employ estheticians in beauty salons, spas, health clubs, cosmetic stores as well as plastic surgeons' and dermatologists' offices. Important Esthetician Certificate Program Admissions Information The Esthetician Certificate program is an in-demand program with limited seats for each cohort. Each cohort generally accepts 16 students. It is important to understand that acceptance into the program for a semester does not guarantee registration into a cohort during that semester. Registration if does, Esthetician however, courses place will you be on a list first- come, offer-served accepted students in order of the date you were officially accepted to the program. The program advisor will notify students during the registration period basis for the 16 upcoming term if they have a seat in a cohort for that term. students. While An students Esthetician can indicate their preference for a day or evening cohort, the request cannot be guaranteed. If offered enrollment for a cohort and the student declines, the student's spot Day will be forfeited offered in the Fall and will Spring be removed from the waitlist. In order to be placed back on the waitlist, the student will need to submit a new application semesters for admission registration and into be Esthetician accepted again courses. The student will be placed on the waitlist based on the new date of acceptance. If registered for a cohort, a student will be required to attend a mandatory program orientation prior to the start of the semester. Students will be notified by the program advisor of the date and time of the orientation once registered for a cohort. If a student decides to pursue a different program while waiting for the next available cohort, the student must contact admissions prior to changing programs in order to remain on the list.	5/19/2025	ogeechee@10031947	
/2024-2025/Catalog-and-Student-Handbook/ Programs-of-Study/ Cosmetology/ Cosmetology-Diploma- CO12/Program-Costs	Content	Tuition (\$100 per credit hour): \$5,500 Fees (\$385 per semester): \$1,540 Books/Supplies: \$1,200 Liability Insurance: Liability Insurance (<i>click to find your program</i>) Certification Exam: \$109 TB Test: \$40 Course Supply Fees: Cosmetology (<i>click to find individual</i>)	Tuition and Fees Liability Insurance: Liability Insurance (<i>click to find your program</i>) Certification Exam: \$109 TB Test: \$40 Course Supply Fees: Cosmetology (<i>click to find individual</i>)	Tuition (\$100 and per credit hour): \$5,500 Fees (\$385 per semester): \$1,540 Books/Supplies: \$1,200 Liability Insurance:  Liability Insurance (<i>click to find your program</i>) Certification Exam: \$109 TB Test: \$40	5/22/2025	ogeechee@10119015

		course fees) Uniforms are required beginning fall and spring semesters. (Costs are estimates and are subject to change.)	course fees) Uniforms are required beginning fall and spring semesters. (Costs are estimates and are subject to change.)	Course Supply Fees: Cosmetology (click to find individual course fees) Uniforms are required beginning fall and spring semesters. (Costs are estimates and are subject to change.)		
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Cosmetology/Hair-Designer-Certificate-HD21/Program-Costs	Content	Tuition (\$100 per credit hour): \$3,600 Fees (\$385 per semester): \$1,155 Books/Supplies: \$1,200 Liability Insurance: Liability Insurance (click to find your program) Certification Exam: \$109 TB Test: \$40 Course Supply Fees: Cosmetology (click to find individual course fees) Uniforms are required beginning fall and spring semesters (Costs are estimates and are subject to change.)	Tuition and Fees Liability Insurance: Liability Insurance (click to find your program) Certification Exam: \$109 TB Test: \$40 Course Supply Fees: Cosmetology (click to find individual course fees) Uniforms are required beginning fall and spring semesters (Costs are estimates and are subject to change.)	Tuition (\$100and per credit hour): \$3,600 Fees: (\$385 per semester): \$1,155 Books/Supplies: \$1,200 Liability Insurance: Liability Insurance (click to find your program) Certification Exam: \$109 TB Test: \$40 Course Supply Fees: Cosmetology (click to find individual course fees) Uniforms are required beginning fall and spring semesters (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Cosmetology/Esthetician-Certificate-CE11/Esthetician-Program-Costs	Content	Tuition: (\$100 per credit hour): \$3,300 Fees (\$385 per semester): \$1,155 Books/Supplies: \$385 Uniform Costs: Approximately \$75 Liability Insurance: Liability Insurance (click to find your program) Certification Exam: \$109 TB Test: \$40 Course Supply Fees: Esthetician (click to find individual course fees) (Costs are estimates and are subject to change.)	Tuition and Fees Liability Insurance: Liability Insurance (click to find your program) Certification Exam: \$109 TB Test: \$40 Uniform Costs: Approximately \$75 Course Supply Fees: Esthetician (click to find individual course fees) (Costs are estimates and are subject to change.)	Tuition: (\$100and per credit hour): \$3,300- Fees: (\$385 per semester): \$1,155 Books/Supplies: \$385 Uniform Costs: Approximately \$75 Liability Insurance: Liability Insurance (click to find your program) Certification Exam: \$109 TB Test: \$40 Uniform Costs: Approximately \$75 Course Supply Fees: Esthetician (click to find individual course fees) (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Cosmetology/Salon-and-Spa-Support-Specialist-Certificate-ST11/Program-Costs	Content	Tuition (\$100 per credit hour): \$1,200 Fees (\$385 per semester): \$385 Books/Supplies: \$354 Uniform Costs: Approximately \$75 TB Test: \$40 (Costs are estimates and are subject to change.)	Tuition and Fees Liability Insurance: Liability Insurance (click to find your program) Certification Exam: \$109 TB Test: \$40 Uniform Costs: Approximately \$75 Course Supply Fees: Esthetician (click to find individual course fees) (Costs are estimates and are subject to change.)	Tuition and Fees Liability Insurance: Liability Insurance (click to find your program) Certification Exam: \$1,200 Fees: (\$385 per semester): \$385 Books/Supplies: \$354 Uniform Costs: Approximately \$75 TB Test: \$40 Uniform Costs: Approximately \$75 (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Cosmetology/Salon-and-Spa-Support-Specialist-Certificate-ST11/Program-Courses/Occupational-Courses-12-Credits	Course List	EMPL 1000	EMPL 1000, COSM 1000, COSM 1020, COSM 1120	EMPL 1000, COSM 1000, COSM 1020, COSM 1120	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Criminal-Justice/Criminal-Justice-Technology-Associate-of-Applied-Science-CJT3/Program-Costs	Content	Tuition (\$100 per credit hour): \$6,000 Fees (\$385 per semester): \$385 Books/Supplies: \$1,500 Course Supply Fees: Crime Scene Investigation (click to find individual course fees) (Costs are estimates and are subject to change.)	Tuition and Fees Course Supply Fees: Crime Scene Investigation (click to find individual course fees) (Costs are estimates and are subject to change.)	Tuition (\$100and per credit hour): \$6,000 Fees: (\$385 per semester): \$385 Books/Supplies: \$1,500 Course Supply Fees: Crime Scene Investigation (click to find individual course fees) (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Criminal-Justice/Criminal-Justice-Technology-Diploma-CJT2/Program-Costs	Content	Tuition (\$100 per credit hour): \$4,800 Fees (\$385 per semester): \$1,540 Books/Supplies: \$1,000 (Costs are estimates and are subject to change.)	Tuition and Fees Course Supply Fees: Crime Scene Investigation (click to find individual course fees) (Costs are estimates and are subject to change.)	Tuition and Fees (\$100 per credit hour): \$4,800 Course Supply Fees: FeesCrime Scene Investigation (click to find individual course fees) (\$385 to per find semester individual course fees) -\$1,540 Books/Supplies: \$1,000 (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Criminal-Justice/Introduction-to-Criminal-Justice-Certificate-IT51/Program-Costs	Content	Tuition (\$100 per credit hour): \$1,200 Fees (\$385 per semester): \$385 Books/Supplies: \$750 (Costs are estimates and are subject to change.)	Tuition and Fees Course Supply Fees: Crime Scene Investigation (click to find individual course fees) (Costs are estimates and are subject to change.)	Tuition and Fees (\$100 per credit hour): \$1,200 Course Supply Fees: FeesCrime Scene Investigation (click to find individual course fees) (\$385 to per semester find individual course fees) -\$385 Books/Supplies: \$750 (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Criminal-Justice/Selected-Topics-in-Criminal-Justice-Certificate-ST11/Program-Costs	Content	Tuition (\$100 per credit hour): \$1,200 Fees (\$385 per semester): \$385 Books/Supplies: \$750 (Costs are estimates and are subject to change.)	Tuition and Fees Course Supply Fees: Crime Scene Investigation (click to find individual course fees) (Costs are estimates and are subject to change.)	Tuition and Fees (\$100 per credit hour): \$1,200 Course Supply Fees: FeesCrime Scene Investigation (click to find individual course fees) (\$385 to per find semester individual course fees) -\$385 Books/Supplies: \$750 (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Criminal-Justice/Crime-Scene-Fundamentals-Certificate-C231/Program-Costs	Content	Tuition (\$100 per credit hour): \$1,200 Fees (\$385 per semester): \$385 Books/Supplies: \$750 Course Supply Fees: Crime Scene Investigation (Costs are estimates and are subject to change.)	Tuition and Fees Course Supply Fees: Crime Scene Investigation (click to find individual course fees) (Costs are estimates and are subject to change.)	Tuition (\$100and per credit hour): \$1,200 Fees: (\$385 per semester): \$385 Books/Supplies: \$750 Course Supply Fees: Crime Scene Investigation (click to find individual course fees) (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Criminal-Justice/Criminal-Justice-Fundamentals-	Content	Tuition (\$100 per credit hour): \$1,200 Fees (\$385 per semester): \$385 Books/Supplies: \$500	Tuition and Fees Course Supply Fees: Crime Scene Investigation (click to find individual course fees)	Tuition and Fees (\$100 per credit hour): \$1,200 Course Supply Fees: FeesCrime Scene Investigation (click to find individual course fees) (\$385 to per find semester individual course fees) -\$385	5/22/2025	ogeechee@10119015

Certificate-CJ71/ Program-Costs		(Costs are estimates and are subject to change.)	(Costs are estimates and are subject to change.)	Books/Supplies: \$500 (Costs are estimates and are subject to change.)		
/2024-2025/Catalog-and-Student-Handbook/ Programs-of-Study/ Criminal-Justice/ Criminal-Justice- Specialist-Certificate- CJ21/Program-Costs	Content	Tuition (\$100 per credit hour): \$1,500 Fees (\$385 per semester): \$385 Books/Supplies: \$700 (Costs are estimates and are subject to change.)	Tuition and Fees Course Supply Fees: Crime Scene Investigation (click to find individual course fees) (Costs are estimates and are subject to change.)	Tuition and Fees (\$100 per credit hour): \$1,500 Course Supply Fees: Fees Crime Scene Investigation (click to \$385find per individual semester/course fees): \$385 Books/Supplies: \$700 (Costs are estimates and are subject to change.)	5/22/2025	ogeechee\910119015
/2024-2025/Catalog-and-Student-Handbook/ Programs-of-Study/ Culinary-Arts/Culinary-Arts-Associate-of-Applied-Science-CA43/ Program-Costs	Content	Tuition (\$100 per credit hour): \$6,500 Fees (\$385 per semester): \$1,925 Books/Supplies: \$1,200 Uniform/Knife Kit Package: Approximately \$270* Liability Insurance: Liability Insurance (click to find your program) Physical Exam: \$150** TB Test: \$40** Hepatitis B Series: \$265** Course Supply Fees: Culinary Arts (click to find individual course fees) * Uniform/Knife Kit package is required beginning with CUUL 1000 Fundamentals of Culinary Arts. **Physical Exam (documenting adequate health including the ability to lift 50 pounds, to do prolonged standing, and to tolerate heat is encouraged but not required. TB Test and Hepatitis B Series are required by the end of the first semester. If students have proof of immunizations, a copy can be provided to the instructor. (Costs are estimates and are subject to change.)	Tuition and Fees Course Supply Fees: Culinary Arts (click to find individual course fees) Uniform/Knife Kit Package: Approximately \$270* Liability Insurance: Liability Insurance (click to find your program) Physical Exam: \$150** TB Test: \$40** Hepatitis B Series: \$265** * Uniform/Knife Kit package is required beginning with CUUL 1000 Fundamentals of Culinary Arts. **Physical Exam (documenting adequate health including the ability to lift 50 pounds, to do prolonged standing, and to tolerate heat is encouraged but not required. TB Test and Hepatitis B Series are required by the end of the first semester. If students have proof of immunizations, a copy can be provided to the instructor. (Costs are estimates and are subject to change.)	Tuition and Fees (\$100 per credit hour): \$6,500 Course Supply Fees: Fees Culinary Arts (click \$385to perfind semester/individual course fees): \$1,925 Books/Supplies: \$1,200 Uniform/Knife Kit Package: Approximately \$270* Liability Insurance: Liability Insurance (click to find your program) Physical Exam: \$150** TB Test: \$40** Hepatitis B Series: \$265** Course Supply Fees: Culinary Arts (click to find individual course fees): * Uniform/Knife Kit package is required beginning with CUUL 1000 Fundamentals of Culinary Arts. **Physical Exam (documenting adequate health including the ability to lift 50 pounds, to do prolonged standing, and to tolerate heat is encouraged but not required. TB Test and Hepatitis B Series are required by the end of the first semester. If students have proof of immunizations, a copy can be provided to the instructor. (Costs are estimates and are subject to change.)	5/22/2025	ogeechee\910119015
/2024-2025/Catalog-and-Student-Handbook/ Programs-of-Study/ Culinary-Arts/Culinary-Arts-Diploma-CA44/ Program-Costs	Content	Tuition (\$100 per credit hour): \$5,200 Fees (\$385 per semester): \$1,540 Books/Supplies: \$1,000 Uniform/Knife Kit Package: Approximately \$270* Liability Insurance: Liability Insurance (click to find your program) Physical Exam: \$150 ** TB Test: \$40** Hepatitis B Series: \$265** Course Supply Fees: Culinary Arts (click to find individual course fees) * Uniforms/ Knife Kits package is required beginning with CUUL 1000 Fundamentals of Culinary Arts. **Physical Exam (documenting adequate health including the ability to lift 50 pounds, to do prolonged standing, and to tolerate heat is encouraged but not required. TB Test and Hepatitis B Series are required by the end of the first semester. If students have proof of immunizations, a copy can be provided to the instructor. (Costs are estimates and are subject to change.)	Tuition and Fees Course Supply Fees: Culinary Arts (click to find individual course fees) Uniform/Knife Kit Package: Approximately \$270* Liability Insurance: Liability Insurance (click to find your program) Physical Exam: \$150** TB Test: \$40** Hepatitis B Series: \$265** * Uniform/Knife Kit package is required beginning with CUUL 1000 Fundamentals of Culinary Arts. **Physical Exam (documenting adequate health including the ability to lift 50 pounds, to do prolonged standing, and to tolerate heat is encouraged but not required. TB Test and Hepatitis B Series are required by the end of the first semester. If students have proof of immunizations, a copy can be provided to the instructor. (Costs are estimates and are subject to change.)	Tuition and Fees (\$100 per credit hour): \$5,200 Course Supply Fees: Fees Culinary Arts (click \$385click per to semester/find individual course fees): \$1,540 Books/Supplies: \$1,000 Uniform/Knife Kit Package: Approximately \$270* Liability Insurance: Liability Insurance (click to find your program) Physical Exam: \$150:** TB Test: \$40** Hepatitis B Series: \$265** Course Supply Fees: Culinary Arts (click to find individual course fees): * Uniforms Uniform/Knife KitsKit package is required beginning with: CUUL 1000 Fundamentals of Culinary Arts. **Physical Exam (documenting adequate health including the ability to lift 50 pounds, to do prolonged standing, and to tolerate heat is encouraged but not required. TB Test and Hepatitis B Series are required by the end of the first semester. If students have proof of immunizations, a copy can be provided to the instructor. (Costs are estimates and are subject to change.)	5/22/2025	ogeechee\910119015
/2024-2025/Catalog-and-Student-Handbook/ Programs-of-Study/ Culinary-Arts/Culinary-Arts-Diploma-CA44/ Program-Courses/Basic-Skills-Courses-8-Credits	Course List	MATH 1012, EMPL 1000, ENGL 1010	MATH 1012, ENGL 1010	MATH 1012, EMPL 1000 , ENGL 1010	5/22/2025	ogeechee\910119015
/2024-2025/Catalog-and-Student-Handbook/ Programs-of-Study/ Culinary-Arts/Prep-Cook-Certificate-PC51/ Program-Costs	Content	Tuition (\$100 per credit hour): \$1,200 Fees (\$385 per semester): \$770 Books/Supplies: \$200 Uniform/Knife Kit Package: Approximately \$270* Liability Insurance: Liability Insurance (click to find your program) Physical Exam: \$150** TB Test: \$40** Hepatitis B Series: \$265** Course Supply Fee: Culinary Arts (click to find individual course fees) * Uniform/ Knife Kit package is required beginning with CUUL 1000 Fundamentals of Culinary Arts. **Physical Exam (documenting adequate health including the ability to lift 50 pounds, to do prolonged standing, and to tolerate heat is encouraged but not required. TB Test and Hepatitis B Series are required by the end of the first semester. If students have proof of immunizations, a copy can be provided to the instructor. (Costs are estimates and are subject to change.)	Tuition and Fees Course Supply Fees: Culinary Arts (click to find individual course fees) Uniform/Knife Kit Package: Approximately \$270* Liability Insurance: Liability Insurance (click to find your program) Physical Exam: \$150** TB Test: \$40** Hepatitis B Series: \$265** * Uniform/Knife Kit package is required beginning with CUUL 1000 Fundamentals of Culinary Arts. **Physical Exam (documenting adequate health including the ability to lift 50 pounds, to do prolonged standing, and to tolerate heat is encouraged but not required. TB Test and Hepatitis B Series are required by the end of the first semester. If students have proof of immunizations, a copy can be provided to the instructor. (Costs are estimates and are subject to change.)	Tuition and Fees (\$100 per credit hour): \$1,200 Course Supply Fees: Fees Culinary Arts (click \$385to perfind semester/individual course fees): \$770 Books/Supplies: \$200 Uniform/Knife Kit Package: Approximately \$270* Liability Insurance: Liability Insurance (click to find your program) Physical Exam: \$150** TB Test: \$40** Hepatitis B Series: \$265** Course Supply Fee: Culinary Arts (click to find individual course fees): * Uniform/Knife Kit package is required beginning with: CUUL 1000 Fundamentals of Culinary Arts. **Physical Exam (documenting adequate health including the ability to lift 50 pounds, to do prolonged standing, and to tolerate heat is encouraged but not required. TB Test and Hepatitis B Series are required by the end of the first semester. If students have proof of immunizations, a copy can be provided to the instructor. (Costs are estimates and are subject to change.)	5/22/2025	ogeechee\910119015
/2024-2025/Catalog-and-Student-Handbook/ Programs-of-Study/ Culinary-Arts/Food-Production-Worker-I-Certificate-FPW1/ Program-Costs	Content	Tuition (\$100 per credit hour): \$1,600 Fees (\$385 per semester): \$385 Books/Supplies: \$350 Uniform/Knife Kit Package: Approximately \$270* Liability Insurance: Liability Insurance (click to find your program) Physical Exam: \$150** TB Test: \$40** Hepatitis B Series: \$265** Course Supply Fee: Culinary Arts (click to find individual course fees) **Physical Exam (documenting adequate health	Tuition and Fees Course Supply Fees: Culinary Arts (click to find individual course fees) Uniform/Knife Kit Package: Approximately \$270* Liability Insurance: Liability Insurance (click to find your program) Physical Exam: \$150** TB Test: \$40** Hepatitis B Series: \$265** * Uniform/Knife Kit package is required beginning with CUUL 1000 Fundamentals of Culinary Arts.	Tuition and Fees (\$100 per credit hour): \$1,600 Course Supply Fees: Fees Culinary Arts (click \$385to perfind semester/individual course fees): \$385 Books/Supplies: \$350 Uniform/Knife Kit Package: Approximately \$270* Liability Insurance: Liability Insurance (click to find your program) Physical Exam: \$150** TB Test: \$40** Hepatitis B Series: \$265** Course Supply Fee: Culinary Arts (click to find individual course fees): * Uniform Uniform/Knife Fee:Kit package is	5/22/2025	ogeechee\910119015

		including the ability to lift 50 pounds, to do prolonged standing, and to tolerate heat is encouraged but not required. TB Test and Hepatitis B Series are required by the end of the first semester. If students have proof of immunizations, a copy can be provided to the instructor. (Costs are estimates and are subject to change.)	**Physical Exam (documenting adequate health including the ability to lift 50 pounds, to do prolonged standing, and to tolerate heat is encouraged but not required. TB Test and Hepatitis B Series are required by the end of the first semester. If students have proof of immunizations, a copy can be provided to the instructor. (Costs are estimates and are subject to change.)	required beginning with CUUL 1000 Fundamentals of Culinary Arts (click to find individual course fees). **Physical Exam (documenting adequate health including the ability to lift 50 pounds, to do prolonged standing, and to tolerate heat is encouraged but not required. TB Test and Hepatitis B Series are required by the end of the first semester. If students have proof of immunizations, a copy can be provided to the instructor. (Costs are estimates and are subject to change.)		
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Culinary-Arts/Catering-Specialist-Certificate-CS61/Program-Costs	Content	Tuition (\$100 per credit hour): \$2,500 Fees (\$385 per semester): \$770 Books/Supplies: \$400 Uniform/Knife Kit Package: Approximately \$270* Liability Insurance: Liability Insurance <i>(click to find your program)</i> Physical Exam: \$150** TB Test: \$40** Hepatitis B Series: \$265** Course Supply Fees: Culinary Arts <i>(click to find individual course fees)</i> <i>* Uniform/ Knife Kit package is required beginning with CUUL 1000 Fundamentals of Culinary Arts.</i> **Physical Exam (documenting adequate health including the ability to lift 50 pounds, to do prolonged standing, and to tolerate heat is encouraged but not required. TB Test and Hepatitis B Series are required by the end of the first semester. If students have proof of immunizations, a copy can be provided to the instructor. (Costs are estimates and are subject to change.)	Tuition and Fees Course Supply Fees: Culinary Arts <i>(click to find individual course fees)</i> Uniform/Knife Kit Package: Approximately \$270* Liability Insurance: Liability Insurance <i>(click to find your program)</i> Physical Exam: \$150** TB Test: \$40** Hepatitis B Series: \$265** <i>* Uniform/Knife Kit package is required beginning with CUUL 1000 Fundamentals of Culinary Arts.</i> **Physical Exam (documenting adequate health including the ability to lift 50 pounds, to do prolonged standing, and to tolerate heat is encouraged but not required. TB Test and Hepatitis B Series are required by the end of the first semester. If students have proof of immunizations, a copy can be provided to the instructor. (Costs are estimates and are subject to change.)	Tuition and Fees (\$100 per credit hour): \$2,500 Course Supply Fees: FeesCulinary Arts <i>(click \$385 to per find semester individual course fees): \$770</i> Books/Supplies: \$400 Uniform/Knife Kit Package: Approximately \$270* Liability Insurance: Liability Insurance <i>(click to find your program)</i> Physical Exam: \$150** TB Test: \$40** Hepatitis B Series: \$265** Course Supply Fees: Culinary Arts <i>(click to find individual course fees).</i> <i>* Uniform/ Knife Kit package is required beginning with: CUUL 1000: Fundamentals of Culinary Arts.</i> **Physical Exam (documenting adequate health including the ability to lift 50 pounds, to do prolonged standing, and to tolerate heat is encouraged but not required. TB Test and Hepatitis B Series are required by the end of the first semester. If students have proof of immunizations, a copy can be provided to the instructor.) (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Culinary-Arts/Baking-and-Pastry-Specialist-Certificate-BA51/Program-Costs	Content	Tuition (\$100 per credit hour): \$2,500 Fees (\$385 per semester): \$770 Books/Supplies: \$400 Uniform/Knife Kit Package: Approximately \$270* Liability Insurance: Liability Insurance <i>(click to find your program)</i> Physical Exam: \$150** TB Test: \$40** Hepatitis B Series: \$265** Course Supply Fees: Culinary Arts <i>(click to find individual course fees)</i> <i>* Uniform/ Knife Kit package is required beginning with CUUL 1000 Fundamentals of Culinary Arts.</i>	Tuition and Fees Course Supply Fees: Culinary Arts <i>(click to find individual course fees)</i> Uniform/Knife Kit Package: Approximately \$270* Liability Insurance: Liability Insurance <i>(click to find your program)</i> Physical Exam: \$150** TB Test: \$40** Hepatitis B Series: \$265** <i>* Uniform/Knife Kit package is required beginning with CUUL 1000 Fundamentals of Culinary Arts.</i> **Physical Exam (documenting adequate health including the ability to lift 50 pounds, to do prolonged standing, and to tolerate heat is encouraged but not required. TB Test and Hepatitis B Series are required by the end of the first semester. If students have proof of immunizations, a copy can be provided to the instructor. (Costs are estimates and are subject to change.)	Tuition and Fees (\$100 per credit hour): \$2,500 Course Supply Fees: FeesCulinary Arts <i>(click \$385 to per find semester individual course fees): \$770</i> Books/Supplies: \$400 Uniform/Knife Kit Package: Approximately \$270* Liability Insurance: Liability Insurance <i>(click to find your program)</i> Physical Exam: \$150** TB Test: \$40** Hepatitis B Series: \$265** Course Supply Fees: Culinary Arts <i>(click to find individual course fees).</i> <i>* Uniform/ Knife Kit package is required beginning with: CUUL 1000: Fundamentals of Culinary Arts.</i> **Physical Exam (documenting adequate health including the ability to lift 50 pounds, to do prolonged standing, and to tolerate heat is encouraged but not required. TB Test and Hepatitis B Series are required by the end of the first semester. If students have proof of immunizations, a copy can be provided to the instructor. (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Culinary-Arts/Culinary-Nutrition-Assistant-Certificate-CNB1/Program-Costs	Content	Tuition (\$100 per credit hour): \$1,600 Fees (\$385 per semester): \$770 Books/Supplies: \$400 Uniform/Knife Kit Package: Approximately \$270* Liability Insurance: Liability Insurance <i>(click to find your program)</i> Physical Exam: \$150** TB Test: \$40** Hepatitis B Series: \$265** Course Supply Fees: Culinary Arts <i>(Click to find individual course fees)</i> <i>* Uniform/ Knife Kit package is required beginning with CUUL 1000 Fundamentals of Culinary Arts.</i> **Physical Exam (documenting adequate health including the ability to lift 50 pounds, to do prolonged standing, and to tolerate heat is encouraged but not required. TB Test and Hepatitis B Series are required by the end of the first semester. If students have proof of immunizations, a copy can be provided to the instructor. (Costs are estimates and are subject to change.)	Tuition and Fees Course Supply Fees: Culinary Arts <i>(click to find individual course fees)</i> Uniform/Knife Kit Package: Approximately \$270* Liability Insurance: Liability Insurance <i>(click to find your program)</i> Physical Exam: \$150** TB Test: \$40** Hepatitis B Series: \$265** <i>* Uniform/Knife Kit package is required beginning with CUUL 1000 Fundamentals of Culinary Arts.</i> **Physical Exam (documenting adequate health including the ability to lift 50 pounds, to do prolonged standing, and to tolerate heat is encouraged but not required. TB Test and Hepatitis B Series are required by the end of the first semester. If students have proof of immunizations, a copy can be provided to the instructor. (Costs are estimates and are subject to change.)	Tuition and Fees (\$100 per credit hour): \$1,600 Course Supply Fees: FeesCulinary Arts <i>(385 click per to semester find individual course fees): \$770</i> Books/Supplies: \$400 Uniform/Knife Kit Package: Approximately \$270* Liability Insurance: Liability Insurance <i>(click to find your program)</i> Physical Exam: \$150** TB Test: \$40** Hepatitis B Series: \$265** Course Supply Fees: Culinary Arts <i>(Click to find individual course fees)</i> <i>* Uniform/ Knife Kit package is required beginning with: CUUL 1000 :Fundamentals of Culinary Arts.</i> **Physical Exam (documenting adequate health including the ability to lift 50 pounds, to do prolonged standing, and to tolerate heat is encouraged but not required. TB Test and Hepatitis B Series are required by the end of the first semester. If students have proof of immunizations, a copy can be provided to the instructor.) (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Culinary-Arts/Culinary-Nutrition-Assistant-Certificate-CNB1/Program-Courses/Select-One	Course List	EMPL 1000, Or, PSYC 1101	Or, PSYC 1101	EMPL 1000 , Or, PSYC 1101	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Cybersecurity-Associate-of-Applied-Science-Degree-CY13/Program-Costs	Content	Tuition: (\$100 per credit hour): \$6,300 Fees: (\$385 per semester): \$1,925 Books/Supplies: \$1,400 (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.)	Tuition: and Fees (\$100 per credit hour): \$6,300 Fees: (\$385 per semester): \$1,925 Books/Supplies: \$1,400 (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Cybersecurity/Cybersecurity-Diploma-CY12/Program-Costs	Content	Tuition (\$100 per credit hour): \$4,600 Fees (\$385 per semester): \$1,540 Books/Supplies: \$1,200 (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.)	Tuition (\$100 and per credit hour): \$4,600 Fees: (\$385 per semester): \$1,540 Books/Supplies: \$1,200 (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/	Course List	CIST 1601, CIST 2601, CIST 2602, CIST 2612, CIS (Networking Elective) (4)	CIST 1601, CIST 2601, CIST 2602, CIST 2612, CIS (Networking Elective) (4), CIS (Networking Elective) (4)	CIST 1601, CIST 2601, CIST 2602, CIST 2612, CIS (Networking Elective) (4), <u>CIS (Networking Elective) (4)</u>	5/22/2025	ogeechee@10119015

Programs-of-Study/ Cybersecurity/ Cybersecurity-Diploma- CY12/Program-Courses/ Occupational- Courses-38-Credits/ Required						
/2024-2025/Catalog- and-Student-Handbook/ Programs-of-Study/ Cybersecurity/ Cybersecurity- Certificate-IS81/ Program-Costs	Content	Tuition (\$100 per credit hour): \$2,600 Fees (\$385 per semester): \$770 Books/Supplies: \$750 (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.)	Tuition and Fees (\$100 per credit hour): \$2,600 Fees (Costs (\$385 per semester): \$770 Books/Supplies: \$750 (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog- and-Student-Handbook/ Programs-of-Study/ Dental-Assisting/Dental- Assisting-Diploma- DA12/Program-Costs	Content	Tuition (\$100 per credit hour): \$5,400 Fees (\$385 per semester): \$1,925 Books/Supplies: \$950 Uniform Costs: Approximately \$300* Liability Insurance: Liability Insurance (click to find your program) Certification Exam: \$450-\$810 TB Test: \$40 Hepatitis B Series: \$265 Dosimeter Badge: \$45 Drug Screening: \$30 Criminal Background Check: \$80 Course Supply Fee: Health Care * Uniforms are required beginning 1st semester of program courses. (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.) Uniform Costs: Approximately \$300* Liability Insurance: Liability Insurance (click to find your program) Certification Exam: \$450-\$810 TB Test: \$40 Hepatitis B Series: \$265 Dosimeter Badge: \$45 Drug Screening: \$30 Criminal Background Check: \$80 Course Supply Fee: Health Care * Uniforms are required beginning 1st semester of program courses. (Costs are estimates and are subject to change.)	Tuition and Fees (\$100 per credit hour): \$5,400 Fees (Costs (\$385 per semester): \$1,925 Books/Supplies: \$950 Uniform Costs: Approximately \$300* Liability Insurance: Liability Insurance (click to find your program) Certification Exam: \$450-\$810 TB Test: \$40 Hepatitis B Series: \$265 Dosimeter Badge: \$45 Drug Screening: \$30 Criminal Background Check: \$80 Course Supply Fee: Health Care * Uniforms are required beginning 1st semester of program courses. (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog- and-Student-Handbook/ Programs-of-Study/ Diesel-Technology/ Heavy-Diesel-Service- Technician-Certificate- HD31/Program-Costs	Content	Tuition (\$100 per credit hour): \$3,100 Fees (\$370 per semester): \$1,110 Books/Supplies: \$800 Liability Insurance - \$40 per fiscal year Course Supply Fees: • DIET 1000: \$20 • DIET 1010: \$20 • DIET 1011: \$20 • DIET 1030: \$20 • DIET 1032: \$20 • DIET 1040: \$20 • DIET 2001: \$20 • DIET 2011: \$20 (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.) Liability Insurance - \$40 per fiscal year Course Supply Fees: • DIET 1000: \$20 • DIET 1010: \$20 • DIET 1011: \$20 • DIET 1030: \$20 • DIET 1032: \$20 • DIET 1040: \$20 • DIET 2001: \$20 • DIET 2011: \$20 (Costs are estimates and are subject to change.)	Tuition (\$100 and per credit hour): \$3,100 Fees Fees (Costs (\$370 per semester): \$1,110 Books/Supplies: \$800 Liability Insurance - \$40 per fiscal year Course Supply Fees: • DIET 1000: \$20 • DIET 1010: \$20 • DIET 1011: \$20 • DIET 1030: \$20 • DIET 1032: \$20 • DIET 1040: \$20 • DIET 2001: \$20 • DIET 2011: \$20 (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog- and-Student-Handbook/ Programs-of-Study/ Diesel-Technology/ Diesel- Electrical/Electronic- Systems-Technician- Certificate-DE11/ Program-Costs	Content	Tuition (\$100 per credit hour): \$1,000 Fees (\$385 per semester): \$385 Books/Supplies: \$800 Course Supply Fees: (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.)	Tuition (\$100 per credit hour): \$1,000 Fees (\$385 per semester): \$385 Books/Supplies: \$800 Course Supply and Fees: (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog- and-Student-Handbook/ Programs-of-Study/ Diesel-Technology/ Diesel-Engine-Service- Technician-Certificate- DE21/Program-Costs	Content	Tuition (\$100 per credit hour): \$1,600 Fees (\$385 per semester): \$770 Books/Supplies: \$800 Course Supply Fees: (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.)	Tuition (\$100 per credit hour): \$1,600 Fees (\$385 per semester): \$770 Books/Supplies: \$800 Course Supply and Fees: (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog- and-Student-Handbook/ Programs-of-Study/ Diesel-Technology/ Diesel-Truck- Maintenance- Technician-Certificate- DTM1/Program-Costs	Content	Tuition: (\$100 per credit hours) \$2,300 Fees: (\$385 per credit hours) \$770 Books/Supplies: \$800 Course Fees: (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.)	Tuition: (\$100 per credit hours) \$2,300 Fees: (\$385 per credit hours) \$770 Books/Supplies: \$800 Course and Fees: (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog- and-Student-Handbook/ Programs-of-Study/ Early-Childhood-Care- and-Education/Early- Childhood-Care-and- Education-Associate-of- Applied-Science-EC13/ Program-Costs	Content	Tuition (\$100 per credit hour): \$7,200 Fees (\$385 per semester): \$1,925 Books/Supplies: \$325 for the 2-year access, (Recommended for all programs). Required for Degree, plus, the cost of core textbooks. Liability Insurance: Liability Insurance (click to find your program) Hepatitis B Series: \$265 - Optional Students must include documentation of Hepatitis B vaccination. Students who refuse the Hepatitis B vaccination series must sign a declination form. Forms will be provided by the instructor. Criminal Background Check: Currently no cost Course Supply Fees: Early Childhood Care and Education (click to find individual course fees) (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.) Books/Supplies: \$325 for the 2-year access, (Recommended for all programs). Required for Degree, plus, the cost of core textbooks. Liability Insurance: Liability Insurance (click to find your program) Hepatitis B Series: \$265 - Optional Students must include documentation of Hepatitis B vaccination. Students who refuse the Hepatitis B vaccination series must sign a declination form. Forms will be provided by the instructor. Criminal Background Check: Currently no cost Course Supply Fees: Early Childhood Care and Education (click to find individual course fees) (Costs are estimates and are subject to change.)	Tuition and Fees (\$100 per credit hour): \$7,200 Fees (Costs (\$385 per semester): \$1,925 Books/Supplies: \$325 for the 2-year access, (Recommended for all programs). Required for Degree, plus, the cost of core textbooks. Liability Insurance: Liability Insurance (click to find your program) Hepatitis B Series: \$265 - Optional Students must include documentation of Hepatitis B vaccination. Students who refuse the Hepatitis B vaccination series must sign a declination form. Forms will be provided by the instructor. Criminal Background Check: Currently no cost Course Supply Fees: Early Childhood Care and Education (click to find individual course fees) (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog- and-Student-Handbook/ Programs-of-Study/ Early-Childhood-Care- and-Education/Early- Childhood-Care- and-Education	Content	Tuition (\$100 per credit hour): \$5,300 Fees (\$385 per semester): \$1,540 Books/Supplies: \$325 for the 2-year access, (Recommended for all programs). Required for	Tuition and Fees (Costs are estimates and are subject to change.)	Tuition and Fees (\$100 per credit hour): \$5,300 Fees (Costs (\$385 per semester): \$1,540 (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015

Childhood-Care-and-Education-Diploma-ECC2/Program-Costs		Degree, plus, the cost of core textbooks. Liability Insurance: Liability Insurance (<i>click to find your program</i>) Hepatitis B Series: \$265 - Optional Students must include documentation of Hepatitis B vaccination. Students who refuse the Hepatitis B vaccination series must sign a declination form. Forms will be provided by the instructor Criminal Background Check: Currently no cost Course Supply Fees: Early Childhood Care and Education (<i>click to find individual course fees</i>) (Costs are estimates and are subject to change.)	Books/Supplies: \$325 for the 2-year access, (Recommended for all programs). Required for Degree, plus, the cost of core textbooks. Liability Insurance: Liability Insurance (<i>click to find your program</i>) Hepatitis B Series: \$265 - Optional Students must include documentation of Hepatitis B vaccination. Students who refuse the Hepatitis B vaccination series must sign a declination form. Forms will be provided by the instructor Criminal Background Check: Currently no cost Course Supply Fees: Early Childhood Care and Education (<i>click to find individual course fees</i>)	Books/Supplies: \$325 for the 2-year access, (Recommended for all programs). Required for Degree, plus, the cost of core textbooks. Liability Insurance: Liability Insurance (<i>click to find your program</i>) Hepatitis B Series: \$265 - Optional Students must include documentation of Hepatitis B vaccination. Students who refuse the Hepatitis B vaccination series must sign a declination form. Forms will be provided by the instructor Criminal Background Check: Currently no cost Course Supply Fees: Early Childhood Care and Education (<i>click to find individual course fees</i>) (Costs are estimates and are subject to change.)		
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Early-Childhood-Care-and-Education/Early-Childhood-Care-and-Education-Diploma-ECC2/Program-Courses/Basic-Skills-Courses-8-Credits/Select-one-2-Credits	Course List	EMPL 1000, PSYC 1101	PSYC 1101	EMPL 1000 , PSYC 1101	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Early-Childhood-Care-and-Education/Child-Development-Specialist-Certificate-CD61/Program-Costs	Content	Tuition (\$100 per credit hour): \$1,400 Fees (\$385 per semester): \$770 Books/Supplies: \$245 for the 1-year access – plus the cost of core textbooks. Liability Insurance: Liability Insurance (<i>click to find your program</i>) Hepatitis B Series: \$265 - Optional Students must include documentation of Hepatitis B vaccination. Students who refuse the Hepatitis B vaccination series must sign a declination form. Forms will be provided by the instructor. Criminal Background Check: Currently no cost Course Supply Fees: Early Childhood Care and Education (<i>click to find individual course fees</i>) (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.) Books/Supplies: \$245 for the 1-year access – plus the cost of core textbooks. Liability Insurance: Liability Insurance (<i>click to find your program</i>) Hepatitis B Series: \$265 - Optional Students must include documentation of Hepatitis B vaccination. Students who refuse the Hepatitis B vaccination series must sign a declination form. Forms will be provided by the instructor. Criminal Background Check: Currently no cost Course Supply Fees: Early Childhood Care and Education (<i>click to find individual course fees</i>)	Tuition and Fees (\$100 per credit hour): \$1,400 Fees/Costs (\$385 are per estimates semester and are subject to change.)-\$770 Books/Supplies: \$245 for the 1-year access – plus the cost of core textbooks. Liability Insurance: Liability Insurance (<i>click to find your program</i>) Hepatitis B Series: \$265 - Optional Students must include documentation of Hepatitis B vaccination. Students who refuse the Hepatitis B vaccination series must sign a declination form. Forms will be provided by the instructor. Criminal Background Check: Currently no cost Course Supply Fees: Early Childhood Care and Education (<i>click to find individual course fees</i>) (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Early-Childhood-Care-and-Education/Child-Development-Specialist-Certificate-CD61/Program-Courses/Occupational-Courses-14-Credits	Title	Occupational Courses (14 Credits)	Occupational Courses (12 Credits)	Occupational Courses (14 12 Credits)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Early-Childhood-Care-and-Education/Child-Development-Specialist-Certificate-CD61/Program-Courses/Occupational-Courses-14-Credits/Select-one-2-Credits	Course List	ECCE 1121, EMPL 1000	EMPL 1000, ECCE 1121	EMPL 1000 , ECCE 1121, EMPL 1000	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Early-Childhood-Care-and-Education/Early-Childhood-Program-Administration-Certificate-ECP1/Program-Costs	Content	Tuition (\$100 per credit hour): \$900 Fees (\$385 per semester): \$385 Books/Supplies: \$216 for the 1-year access – plus the cost of core textbooks (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.) Books/Supplies: \$216 for the 1-year access – plus the cost of core textbooks	Tuition and Fees (\$100 per credit hour): \$900 Fees/Costs (\$385 are per estimates semester and are subject to change.)-\$385 Books/Supplies: \$216 for the 1-year access – plus the cost of core textbooks (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Early-Childhood-Care-and-Education-Basics-Certificate-EC31/Program-Costs	Content	Tuition (\$100 per credit hour): \$900 Fees (\$385 per semester): \$385 Books/Supplies: \$165 for the 1 semester access. Liability Insurance: Liability Insurance (<i>click to find your program</i>) Course Supply Fee: Early Childhood Care and Education (<i>click to find individual course fees</i>) (Costs are estimates and are subject to change.)	Tuition and Fees (Costs are estimates and are subject to change.) Liability Insurance: Liability Insurance (<i>click to find your program</i>) Course Supply Fee: Early Childhood Care and Education (<i>click to find individual course fees</i>)	Tuition and Fees (\$100 per credit hour): \$900 Fees/Costs (\$385 are per estimates semester and are subject to change.)-\$385 Books/Supplies: \$165 for the 1 semester access. Liability Insurance: Liability Insurance (<i>click to find your program</i>) Course Supply Fee: Early Childhood Care and Education (<i>click to find individual course fees</i>) (Costs are estimates and are subject to change.)	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Electrical-and-Industrial-Systems-Technology/Electrical-Systems-Technology-Diploma-ES12/Program-Courses/Basic-Skills-Courses-8-Credits	Course List	ENGL 1010, MATH 1012, EMPL 1000	ENGL 1010, MATH 1012	ENGL 1010, MATH 1012, EMPL 1000	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Electrical-and-Industrial-Systems-Technology/Industrial-Electrical-Technology-Diploma-IET2/Program-Courses/Basic-Skills-Courses-8-Credits	Course List	MATH 1012, ENGL 1010, EMPL 1000	MATH 1012, ENGL 1010	MATH 1012, ENGL 1010, EMPL 1000	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Electrical-and-Industrial-Systems-Technology/	Course List	IDFC 1011, IDSY 1101	IDFC 1011, IDSY 1101, ELTR 1010	IDFC 1011, IDSY 1101, ELTR 1010	5/22/2025	ogeechee@10119015

Basic-Electrical-Technician-Certificate-BE 11/Program-Courses/Occupational-Courses-10-Credits/Select-One-3-Credits						
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Electrical-and-Industrial-Systems-Technology/Basic-Electrical-Technician-Certificate-BE 11/Program-Courses/Occupational-Courses-10-Credits/Select-One-3-Credits0	Course List	ELTR 1020, IDSY 1105	ELTR 1020, IDSY 1105, IDFC 1012	ELTR 1020, IDSY 1105, IDFC 1012	5/22/2025	ogeechee@910119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Fish-and-Wildlife-Management/Fish-and-Wildlife-Management-Associate-of-Applied-Science-Degree-GAF3/Program-Courses/Occupational-Courses-45-Credits	Course List	COLL 1010, FORS 1100, FORS 1030, FWMT 1000, FWMT 1020, FWMT 1010, FWMT 1070, FORS 1210, FWMT 2010, FWMT 2020, FWMT 2030, FWMT 2040	COLL 1010, FORS 1100, FORS 1030, FWMT 1000, FWMT 1020, FWMT 1010, FWMT 1070, FWMT 2010, FWMT 2020, FWMT 2030, FWMT 2040	COLL 1010, FORS 1100, FORS 1030, FWMT 1000, FWMT 1020, FWMT 1010, FWMT 1070, FORS 1210 , FWMT 2010, FWMT 2020, FWMT 2030, FWMT 2040	5/22/2025	ogeechee@910119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Fish-and-Wildlife-Management-Diploma-GAF2/Program-Courses/Basic-Skills-Courses-8-Credits	Course List	ENGL 1010, MATH 1012, EMPL 1000	ENGL 1010, MATH 1012	ENGL 1010, MATH 1012, EMPL 1000	5/22/2025	ogeechee@910119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Funeral-Service-Education/Funeral-Service-Education-Associate-of-Applied-Science-FS23/Program-Courses/General-Education-Core-15-Credits/Area-IV-Humanities/Fine-Arts-3-Credits	Course List	ARTS 1101, ENGL 2110, ENGL 2130, MUSC 1101	ARTS 1101, ENGL 2110, ENGL 2130, MUSC 1101, HUMN 1101	ARTS 1101, ENGL 2110, ENGL 2130, MUSC 1101, HUMN 1101	5/22/2025	ogeechee@910119015
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Health-Information-Management-Technology/Health-Information-Management-Technology-Associate-of-Applied-Science-HI13/Health-Information-Technology-Curriculum	Content	The curriculum for the Health Information Management Technology degree program is designed for the semester system. A student may enter the program any semester. To graduate, degree-seeking students must earn a minimum of 61 semester credit hours. The program generally takes 6 semesters to complete.	The curriculum for the Health Information Management Technology degree program is designed for the semester system. A student may enter the program any semester. To graduate, degree-seeking students must earn a minimum of 62 semester credit hours. The program generally takes 6 semesters to complete.	The curriculum for the Health Information Management Technology degree program is designed for the semester system. A student may enter the program any semester. To graduate, degree-seeking students must earn a minimum of 64 semester credit hours. The program generally takes 6 semesters to complete.	6/17/2025	ogeechee@910031947
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Health-Information-Management-Technology-Associate-of-Applied-Science-HI13/Program-Courses	Content Bottom		NOTE: "C" or higher grade is required for all the above courses.	NOTE: "C" or higher grade is required for all the above courses.	4/10/2025	ogeechee@910031947
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Health-Information-Management-Technology/Health-Information-Management-Technology-Associate-of-Applied-Science-HI13/Program-Courses/Occupational-Courses-46-Credits	Title	Occupational Courses (46 Credits)	Occupational Courses (47 Credits)	Occupational Courses (46 7 Credits)	6/17/2025	ogeechee@910031947
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Health-Information-Management-Technology/Health-Information-Management-Technology-Associate-of-Applied-Science-HI13/Program-Courses/Occupational-Courses-46-Credits	Requirement Note	HIMT 1400: ICD Basic HIMT 1410: ICD Advanced Coding HIMT 2400: CPT/HCPCS Coding		HIMT 1400: ICD Basic HIMT 1410: ICD Advanced Coding HIMT 2400: CPT/HCPCS Coding	6/17/2025	ogeechee@910031947
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Logistics-Management/Logistics-and-Supply-Chain-Management-Associate-of-Applied-Science-LAS3/Program-Courses/General-Education-Core-15-Credits/Area-I-Language-Arts/Communication-3-Credits	Course List	ENGL 1101, ENGL 2130	ENGL 1101	ENGL 1101, ENGL 2130	6/4/2025	ogeechee@910031947
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Logistics-Management/Logistics-and-Supply-Chain-Management-Diploma-LAS2/Program-Courses/Basic-Skills-Courses-8-Credits/Area-II-Social-Behavioral	Course List	PSYC 1101, EMPL 1000	PSYC 1101	PSYC 1101, EMPL 1000	5/22/2025	ogeechee@910119015

Credences/Select-one-2-Credits																																																																																																																																																												
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Manufacturing-Engineering-Technology/Manufacturing-Engineering-Technology-Diploma-ME22/Program-Courses/Basic-Skills-Courses-8-Credit-Hours	Course List	ENGL 1010, MATH 1012, EMPL 1000	ENGL 1010, MATH 1012	ENGL 1010, MATH 1012, EMPL 1000	5/22/2025	ogeechee@910119015																																																																																																																																																						
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/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Nursing/Practical-Nursing-Diploma-PN12	Content	(Competitive Admissions Program) The Practical Nursing diploma program is designed to prepare students to write the NCLEX-PN for licensure as practical nurses. The program prepares graduates to give competent nursing care. This is done through a selected number of academic and occupational courses providing a variety of techniques and materials necessary to assist the student in acquiring the needed knowledge and skills to give competent care. A variety of clinical experiences are planned so that theory and practice are integrated under the guidance of the clinical instructor. Program graduates receive a Practical Nursing diploma and have the qualifications of an entry-level practical nurse.	Effective the end of Summer Semester 2024, this program will no longer be accepting new applications. Please see Admissions for help deciding the best program for you. (Competitive Admissions Program) The Practical Nursing diploma program is designed to prepare students to write the NCLEX-PN for licensure as practical nurses. The program prepares graduates to give competent nursing care. This is done through a selected number of academic and occupational courses providing a variety of techniques and materials necessary to assist the student in acquiring the needed knowledge and skills to give competent care. A variety of clinical experiences are planned so that theory and practice are integrated under the guidance of the clinical instructor. Program graduates receive a Practical Nursing diploma and have the qualifications of an entry-level practical nurse.	Effective the end of Summer Semester 2024, this program will no longer be accepting new applications. Please see Admissions for help deciding the best program for you. (Competitive Admissions Program) The Practical Nursing diploma program is designed to prepare students to write the NCLEX-PN for licensure as practical nurses. The program prepares graduates to give competent nursing care. This is done through a selected number of academic and occupational courses providing a variety of techniques and materials necessary to assist the student in acquiring the needed knowledge and skills to give competent care. A variety of clinical experiences are planned so that theory and practice are integrated under the guidance of the clinical instructor. Program graduates receive a Practical Nursing diploma and have the qualifications of an entry-level practical nurse.	8/21/2024	ogeechee@910031947																																																																																																																																																						
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Paramedicine-Technology/Paramedicine-Diploma-PT12/ Accreditation/Approval	Content	The Ogeechee Technical College Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions. Commission on Accreditation of Allied Health Education Programs 9355 113th St N, #7709 Seminole, FL 33775 (727) 210-2350 www.caahep.org Committee on Accreditation of Education Programs for the Emergency Medical Services Professions 8301 Lakeview Parkway Rowlett, TX 75088 (214) 703-8445 www.coaemsp.org	The Ogeechee Technical College Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions. Commission on Accreditation of Allied Health Education Programs 9355 113th St N, #7709 Seminole, FL 33775 (727) 210-2350 www.caahep.org Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions 8301 Lakeview Parkway Rowlett, TX 75088 (214) 703-8445 www.coaemsp.org	The Ogeechee Technical College Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions. Commission on Accreditation of Allied Health Education Programs 9355 113th St N, #7709 Seminole, FL 33775 (727) 210-2350 www.caahep.org Committee on Accreditation of EducationEducational Programs for the Emergency Medical Services Professions 8301 Lakeview Parkway Rowlett, TX 75088 (214) 703-8445 www.coaemsp.org	9/4/2024	ogeechee@910031947																																																																																																																																																						
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Radiologic-Technology/Radiologic-Technology-Associate-of-Applied-Science-RT23/ Admissions-Criteria	Content	- Submit a completed application and application fee; - Be at least 18 years of age; - Submit official high school transcript or GED transcript; - Submit official college transcripts, if applicable; - Radiologic Technology is a competitive admissions program. Refer to the Competitive Admission Programs page for more information. - Meet the following assessment requirements: <table><tr><th>Test</th><th>Reading</th><th>Writing</th><th>Numerical</th><th>Algebra</th></tr><tr><td>Accuplacer</td><td>64</td><td>70</td><td>NA</td><td>57</td></tr><tr><td>Accuplacer (Next Gen)</td><td>236</td><td>249</td><td>NA</td><td>245</td></tr><tr><td>Compass</td><td>79</td><td>62</td><td>NA</td><td>37</td></tr><tr><td>SAT</td><td>17</td><td>17</td><td>NA</td><td>21</td></tr><tr><td>SAT</td><td>290</td><td>290</td><td>NA</td><td>380</td></tr><tr><td>ACT</td><td>16</td><td>14</td><td>NA</td><td>17</td></tr><tr><td>ASSET</td><td>42</td><td>41</td><td>39</td><td>42</td></tr><tr><td>PSAT</td><td>17</td><td>17</td><td>NA</td><td>21</td></tr><tr><td>GED</td><td>NA</td><td>145</td><td>NA</td><td>145</td></tr></table> Additional Notes The number of students accepted into the Radiologic Technology program is based on the standards set by the Joint Review Committee on Education in Radiologic Technology (JRCERT), which are based on the availability of the program's clinical education settings. 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	A student who left the College in good standing may apply for readmission as early as the next academic term. Students who have been suspended because of unsatisfactory academic progress may be readmitted after one term of absence from the College. A student suspended for disciplinary reasons may be considered for readmission at the end of the suspension by making an appointment with the Vice President for Student Affairs. Readmission to a program will be granted on a space-available basis within the appropriate course sequence. Students seeking readmission must be readmitted to the program within 12 months of the last successfully completed semester and will be required to complete the curriculum requirements in place at the time of re-enrollment. Readmission to Competitive Admission Programs A student who voluntarily leaves or is dropped from a competitive admission program due to academic reasons, attendance, or having received a grade less than "C" in any program course will be limited to a one-time re-entry into the program. A student seeking readmission to a competitive admission program must understand that readmission is granted on a competitive and space available basis, based on the program's admission criteria, accreditation agency requirements, and clinical capacity. The student must meet current program admission requirements at the time of the readmission request. A student who voluntarily leaves or is dismissed from a competitive admission program during the first semester of program classes must re-enter the competitive admissions process in order to be re-admitted. A student who successfully completed at least one term of program classes must follow the steps below to request re-admission to the program: • Submit a letter requesting readmission to the Director for Admissions. • Upon approval from the Director for Admissions and confirmation that there is space available in the class, the student must demonstrate retention of materials/ information taught in the last successfully completed semester. • The student will take a written examination covering materials taught in previously taken coursework. The student must make a grade of 75 or better. • The student will take skills tests covering competencies in the procedures learned in previously taken coursework. The student must make an 85 or better on the skills test. The number of skills tests will be determined by each Program Director. Beginning Spring 2018, RADT 1010 will not be waived if this course is five years old or older. Students must retake RADT 1010 if more than 5 years old.																																																																																																																																																											
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/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Sonography/Diagnostic-Medical-Sonography-Associate-of-Applied-Science-Degree-DMS3/Admissions-Criteria	Content	• Submit a completed application and application fee; • Be at least 18 years of age; • Submit official high school transcript or GED transcript; • Submit official college transcripts, if applicable; • Diagnostic Medical Sonography is a competitive admissions program. 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A non-discriminatory policy and a pregnancy policy are available upon request.	Test	Reading	Writing	Numerical	Algebra	Accuplacer	64	70	NA	57	Accuplacer (Next Gen)	236	249	NA	245	Compass	79	62	NA	37	SAT	17	17	NA	21	SAT	290	290	NA	380	ACT	16	14	NA	17	ASSET	42	41	39	42	PSAT	17	17	NA	21	GED	NA	145	NA	145	• Submit a completed application and application fee; • Be at least 18 years of age; • Submit official high school transcript or GED transcript; • Submit official college transcripts, if applicable; • Diagnostic Medical Sonography is a competitive admissions program. 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/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Sonography/Diagnostic-Medical-Sonography-Associate-of-Applied-Science-Degree-DMS3/Clinical-Education	Content	Number of Clinical Sites: 20 General Location of the Clinical Sites: Bulloch, Chatham, Emanuel, Evans, Liberty, Laurens, and Ware Counties, and South Carolina Special Requirements of the Clinical Sites • Current CPR Certification • Immunization Records • Annual 2-Step TB Test • Hepatitis B vaccinations and Hepatitis B Titer • COVID-19 vaccine: Students who refuse the COVID-19 vaccine must sign a declination form and be aware that clinical sites may refuse to accept them. • Influenza Yearly Vaccination • Varicella Titer • MMR - 2 Shots Vaccination • Tdap Vaccination • Current physical examination • Current health insurance • 10 Panel Forensic Drug Screen • Criminal Background Check Clinical Education Courses The Diagnostic Medical Sonography Clinical Education provides students with an opportunity for in-depth application and reinforcement of principles and techniques in Radiology/Imaging Departments and related business environments. The clinical practicum allows the student to become involved in a professional work situation applying technical skills. Students may not receive pay from the clinical site for Clinical Education hours. Students are evaluated by the clinical site preceptor and by program faculty. Clinical Assignments Diagnostic Medical Sonography students will rotate through the clinical affiliates on a semester basis. Clinical assignments are made during the first shift hours, Monday through Friday. Assignments may include second shift and weekend rotations. Clinical schedules will be distributed at the beginning of each semester. Students may not choose which clinical affiliate they wish to attend. The student is required to adhere to his/her assigned schedule at all times. No personal adjustments will be made to the clinical schedule, unless it is an extreme emergency. Changes in the clinical schedule must be requested in writing to the Clinical Coordinator. Only program faculty can approve changes in the clinical schedule. Students may be asked to travel over one hour from Ogeechee Tech for clinical rotations. During clinical rotations, the student will be responsible for all transportation.	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/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Sonography/Diagnostic-Medical-Sonography-Associate-of-Applied-Science-Degree-DMS3/Program-Courses/General-Education-Core-19-Credits/Program-Specific-Requirements-7-Credits	Course List	ALHS 1040, PHYS 1110, PHYS 1110L	ALHS 1090, PHYS 1110, PHYS 1110L	ALHS 10401090, PHYS 1110, PHYS 1110L	5/27/2025	ogeechee\910031947

/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Sonography/Echocardiography-Associate-of-Applied-Science-Degree-EC23/LicensureCertification	Content	Graduates of the Echocardiography program must pass either the American Registry of Diagnostic Medical Sonographers Adult Echo examination or the Cardiac Ultrasound Echocardiography Registry examination given by Cardiovascular Credentialing International to become a Registered Diagnostic Cardiac Sonographer or Registered Cardiac Sonographer.	Graduates of the Echocardiography program must pass either the American Registry of Diagnostic Medical Sonographers Adult Echo examination or the Cardiac Ultrasound Echocardiography Registry examination given by Cardiovascular Credentialing International to become a Registered Diagnostic Cardiac Sonographer or Registered Cardiac Sonographer.	Graduates of the Echocardiography program must pass either the American Registry of Diagnostic Medical Sonographers Adult Echo examination or the Cardiac Ultrasound Echocardiography Registry examination given by Cardiovascular Credentialing International to become a Registered Diagnostic Cardiac Sonographer or Registered Cardiac Sonographer.	6/17/2024	ogeechee\910031947																																																																																																																																																						
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Sonography/Echocardiography-Associate-of-Applied-Science-Degree-EC23/Admissions-Criteria	Content	- Submit a completed application and application fee; - Be at least 18 years of age; - Submit official high school transcript or GED transcript; - Submit official college transcripts, if applicable; - Echocardiography is a competitive admissions program. Refer to the Competitive Admission Programs page for more information. - Meet the following assessment requirements: <table><tr><th>Test</th><th>Reading</th><th>Writing</th><th>Numerical</th><th>Algebra</th></tr><tr><td>Accuplacer</td><td>64</td><td>70</td><td>NA</td><td>57</td></tr><tr><td>Accuplacer (Next Gen)</td><td>236</td><td>249</td><td>NA</td><td>245</td></tr><tr><td>Compass</td><td>79</td><td>62</td><td>NA</td><td>37</td></tr><tr><td>SAT</td><td>17</td><td>17</td><td>NA</td><td>21</td></tr><tr><td>SAT</td><td>290</td><td>290</td><td>NA</td><td>380</td></tr><tr><td>ACT</td><td>16</td><td>14</td><td>NA</td><td>17</td></tr><tr><td>ASSET</td><td>42</td><td>41</td><td>39</td><td>42</td></tr><tr><td>PSAT</td><td>17</td><td>17</td><td>NA</td><td>21</td></tr><tr><td>GED</td><td>NA</td><td>145</td><td>NA</td><td>145</td></tr></table> Note: The number of students accepted into the Echocardiography program is based on the standards set by the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS), which are based on the availability of the program's clinical education settings. 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/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Sonography/Echocardiography-Associate-of-Applied-Science-Degree-EC23/Clinical-Education	Content	Number of Clinical Sites: 10 General Location of the Clinical Sites: Bulloch, Chatham, Glynn, Laurens, Tattnall, Toombs, Liberty and Ware Counties in Georgia, Hardeeville, and Varnville in South Carolina Special Requirements of the Clinical Sites - Current CPR Certification - Immunization Records - Liability Insurance 2 Step TB Test - Hepatitis B vaccinations or Hepatitis B Titer - COVID-19 vaccine: Students who refuse the COVID-19 vaccine must sign a declination form and be aware that clinical sites may refuse to accept them. - Varicella Titer or proof of history of Varicella Titer or Chicken Pox vaccine - Current Tetanus vaccination - Physical examination - Criminal Background Check - Proof of Health Insurance (may vary by site) Clinical Education Courses The Echocardiography Program Clinical Education provides students with an opportunity for in-depth	Number of Clinical Sites: 10 General Location of the Clinical Sites: Bulloch, Chatham, Glynn, Laurens, Tattnall, Toombs, Liberty and Ware Counties in Georgia, Hardeeville, and Varnville in South Carolina Special Requirements of the Clinical Sites - Current CPR Certification - Immunization Records - Liability Insurance 2 Step TB Test - Hepatitis B vaccinations or Hepatitis B Titer - COVID-19 vaccine: Students who refuse the COVID-19 vaccine must sign a declination form and be aware that clinical sites may refuse to accept them. - Varicella Titer or proof of history of Varicella Titer or Chicken Pox vaccine - Current Tetanus vaccination - Physical examination - Criminal Background Check - Proof of Health Insurance (may vary by site) Clinical Education Courses The Echocardiography Program Clinical Education provides students with an opportunity for in-depth	Number of Clinical Sites: 10 General Location of the Clinical Sites: Bulloch, Chatham, Glynn, Laurens, Tattnall, Toombs, Liberty and Ware Counties in Georgia, Hardeeville, and Varnville in South Carolina Special Requirements of the Clinical Sites - Current CPR Certification - Immunization Records - Liability Insurance 2 Step TB Test - Hepatitis B vaccinations or Hepatitis B Titer - COVID-19 vaccine: Students who refuse the COVID-19 vaccine must sign a declination form and be aware that clinical sites may refuse to accept them. - Varicella Titer or proof of history of Varicella Titer or Chicken Pox vaccine - Current Tetanus vaccination - Physical examination - Criminal Background Check - Proof of Health Insurance (may vary by site) Clinical Education Courses The Echocardiography Program Clinical Education provides students with an opportunity for in-depth	6/17/2024	ogeechee\910031947																																																																																																																																																						

		application and reinforcement of principles and techniques in cardiology departments and related business environments. The clinical practicum allows the student to become involved in a professional work situation applying technical skills. Students may not receive pay from the clinical site for clinical education hours. Student's performance will be evaluated by the clinical preceptor and by program faculty. Clinical Assignments Echocardiography students will rotate through the clinical affiliates on a semester basis. Clinical assignments are scheduled during the first shift hours, Monday through Friday. Clinical schedules will be distributed at the beginning of each semester. Students may not choose which clinical affiliate they wish to attend. The student is required to adhere to his/her assigned schedule at all times. No personal adjustments will be made to the clinical schedule, unless it is an extreme emergency. Changes in the clinical schedule must be requested in writing to the Clinical Coordinator. Only program faculty can approve changes in the clinical schedule. Students may be asked to travel over one hour from Ogeechee Tech for clinical rotations. During clinical rotations, the student will be responsible for all transportation.	application and reinforcement of principles and techniques in cardiology departments and related business environments. The clinical practicum allows the student to become involved in a professional work situation applying technical skills. Students may not receive pay from the clinical site for clinical education hours. Student's performance will be evaluated by the clinical preceptor and by program faculty. Clinical Assignments Echocardiography students will rotate through the clinical affiliates on a semester basis. Clinical assignments are scheduled during the first shift hours, Monday through Friday. Clinical schedules will be distributed at the beginning of each semester. Students may not choose which clinical affiliate they wish to attend. The student is required to adhere to his/her assigned schedule at all times. No personal adjustments will be made to the clinical schedule, unless it is an extreme emergency. Changes in the clinical schedule must be requested in writing to the Clinical Coordinator. Only program faculty can approve changes in the clinical schedule. Students may be asked to travel over one hour from Ogeechee Tech for clinical rotations. During clinical rotations, the student will be responsible for all transportation.	application and reinforcement of principles and techniques in cardiology departments and related business environments. The clinical practicum allows the student to become involved in a professional work situation applying technical skills. Students may not receive pay from the clinical site for clinical education hours. Student's performance will be evaluated by the clinical preceptor and by program faculty. Clinical Assignments Echocardiography students will rotate through the clinical affiliates on a semester basis. Clinical assignments are scheduled during the first shift hours, Monday through Friday. Clinical schedules will be distributed at the beginning of each semester. Students may not choose which clinical affiliate they wish to attend. The student is required to adhere to his/her assigned schedule at all times. No personal adjustments will be made to the clinical schedule, unless it is an extreme emergency. Changes in the clinical schedule must be requested in writing to the Clinical Coordinator. Only program faculty can approve changes in the clinical schedule. Students may be asked to travel over one hour from Ogeechee Tech for clinical rotations. During clinical rotations, the student will be responsible for all transportation.		
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Sonography/Echocardiography-Associate-of-Applied-Science-Degree-EC23/Program-Courses/General-Education-Core-16-Credits/Area-III-Natural-Sciences/Mathematics-7-Credits	Course List	MATH 1111, PHYS 1110, PHYS 1110L	MATH 1111, And, PHYS 1110, PHYS 1110L, Or, PHYS 1111, PHYS 1111L	MATH 1111, And, PHYS 1110, PHYS 1110L, Or, PHYS 1111, PHYS 1111L	5/22/2025	ogeechee/910119015
/2024-2025/Catalog-and-Student-Handbook/Courses/ECCE-Early-Childhood-Care-Ed	Title	ECCE-Early-Childhood-Care-Ed	ECCE - Early Childhood Care & Ed	ECCE - Early Childhood Care & Ed	4/2/2025	ogeechee/910031947
/2024-2025/Catalog-and-Student-Handbook/Courses/ACCT-Accounting/1000/ACCT-1100	Delivery Methods	Online	Traditional, Hybrid, Online	Traditional, Hybrid, Online	3/6/2025	ogeechee/910031947
/2024-2025/Catalog-and-Student-Handbook/Courses/ACCT-Accounting/1000/ACCT-1105	Corequisite Narrative	None		None	5/22/2025	ogeechee/910119015
/2024-2025/Catalog-and-Student-Handbook/Courses/ACCT-Accounting/1000/ACCT-1105	Delivery Methods	Online	Traditional, Hybrid, Online	Traditional, Hybrid, Online	5/22/2025	ogeechee/910119015
/2024-2025/Catalog-and-Student-Handbook/Courses/ACCT-Accounting/1000/ACCT-1115	Delivery Methods	Online	Traditional, Hybrid, Online	Traditional, Hybrid, Online	5/22/2025	ogeechee/910119015
/2024-2025/Catalog-and-Student-Handbook/Courses/ACCT-Accounting/1000/ACCT-1120	Delivery Methods	Online	Traditional, Hybrid, Online	Traditional, Hybrid, Online	5/22/2025	ogeechee/910119015
/2024-2025/Catalog-and-Student-Handbook/Courses/ACCT-Accounting/1000/ACCT-1125	Delivery Methods	Online	Traditional, Hybrid, Online	Traditional, Hybrid, Online	3/6/2025	ogeechee/910031947
/2024-2025/Catalog-and-Student-Handbook/Courses/ACCT-Accounting/1000/ACCT-1130	Delivery Methods	Online	Traditional, Hybrid, Online	Traditional, Hybrid, Online	5/22/2025	ogeechee/910119015
/2024-2025/Catalog-and-Student-Handbook/Courses/ACCT-Accounting/2000/ACCT-2000	Corequisite Narrative	None	ACCT 1105	NoneACCT 1105	5/22/2025	ogeechee/910119015
/2024-2025/Catalog-and-Student-Handbook/Courses/ACCT-Accounting/2000/ACCT-2000	Delivery Methods	Online	Traditional, Hybrid, Online	Traditional, Hybrid, Online	5/22/2025	ogeechee/910119015
/2024-2025/Catalog-and-Student-Handbook/Courses/ACCT-Accounting/2000/ACCT-2000	Prerequisites	ACCT 1105		ACCT-1105	5/22/2025	ogeechee/910119015
/2024-2025/Catalog-and-Student-Handbook/Courses/ACCT-Accounting/2000/ACCT-2000	Prerequisite Narrative	ACCT 1105		ACCT-1105	5/22/2025	ogeechee/910119015
/2024-2025/Catalog-and-Student-Handbook/Courses/ACCT-Accounting/2000/ACCT-2000	Corequisites		ACCT 1105	ACCT 1105	5/22/2025	ogeechee/910119015
/2024-2025/Catalog-and-Student-Handbook/Courses/ACCT-Accounting/2000/ACCT-2100	Delivery Methods	Online	Traditional, Hybrid, Online	Traditional, Hybrid, Online	3/6/2025	ogeechee/910031947

/2024-2025/Catalog-and-Student-Handbook/Courses/ACCT-Accounting/2000/ACCT-2105	Delivery Methods	Online	Traditional, Hybrid, Online	Traditional, Hybrid, Online	3/6/2025	ogeechee\910031947
/2024-2025/Catalog-and-Student-Handbook/Courses/ACCT-Accounting/2000/ACCT-2135	Delivery Methods	Online	Traditional, Hybrid, Online	Traditional, Hybrid, Online	5/22/2025	ogeechee\910119015
/2024-2025/Catalog-and-Student-Handbook/Courses/ACCT-Accounting/2000/ACCT-2140	Delivery Methods	Online	Traditional, Hybrid, Online	Traditional, Hybrid, Online	3/6/2025	ogeechee\910031947
/2024-2025/Catalog-and-Student-Handbook/Courses/ACCT-Accounting/2000/ACCT-2145	Delivery Methods	Online	Traditional, Hybrid, Online	Traditional, Hybrid, Online	3/6/2025	ogeechee\910031947
/2024-2025/Catalog-and-Student-Handbook/Courses/ACCT-Accounting/2000/ACCT-2155	Delivery Methods	Online	Traditional, Hybrid, Online	Traditional, Hybrid, Online	3/6/2025	ogeechee\910031947
/2024-2025/Catalog-and-Student-Handbook/Courses/AGRB-Agribusiness/1000/AGRB-1100	Delivery Methods	Online	Traditional, Hybrid	OnlineTraditional, Hybrid	3/24/2025	ogeechee\910138643
/2024-2025/Catalog-and-Student-Handbook/Courses/AGRB-Agribusiness/2000/AGRB-2110	Instructor	Bill Worthington		Bill Worthington	3/24/2025	ogeechee\910138643
/2024-2025/Catalog-and-Student-Handbook/Courses/AGRB-Agribusiness/2000/AGRB-2140	Instructor	Bill Worthington		Bill Worthington	3/24/2025	ogeechee\910138643
/2024-2025/Catalog-and-Student-Handbook/Courses/AGRB-Agribusiness/2000/AGRB-2200	Instructor	Bill Worthington		Bill Worthington	3/24/2025	ogeechee\910138643
/2024-2025/Catalog-and-Student-Handbook/Courses/AGRB-Agribusiness/2000/AGRB-2200	Delivery Methods	Traditional, Hybrid, Online	Traditional, Hybrid	Traditional, Hybrid, Online	3/24/2025	ogeechee\910138643
/2024-2025/Catalog-and-Student-Handbook/Courses/AGRB-Agribusiness/2000/AGRB-2250	Instructor	Bill Worthington		Bill Worthington	3/24/2025	ogeechee\910138643
/2024-2025/Catalog-and-Student-Handbook/Courses/AGRB-Agribusiness/2000/AGRB-2300	Instructor	Bill Worthington		Bill Worthington	3/24/2025	ogeechee\910138643
/2024-2025/Catalog-and-Student-Handbook/Courses/BUSN-Business-Technology/1000/BUSN-1015	Delivery Methods	Online	Hybrid, Online	Hybrid, Online	5/22/2025	ogeechee\910119015
/2024-2025/Catalog-and-Student-Handbook/Courses/BUSN-Business-Technology/1000/BUSN-1190	Delivery Methods	Online	Hybrid, Online	Hybrid, Online	3/6/2025	ogeechee\910031947
/2024-2025/Catalog-and-Student-Handbook/Courses/BUSN-Business-Technology/1000/BUSN-1300	Delivery Methods		Hybrid, Online	Hybrid, Online	3/6/2025	ogeechee\910031947
/2024-2025/Catalog-and-Student-Handbook/Courses/BUSN-Business-Technology/1000/BUSN-1310	Delivery Methods		Hybrid, Online	Hybrid, Online	3/6/2025	ogeechee\910031947
/2024-2025/Catalog-and-Student-Handbook/Courses/BUSN-Business-Technology/1000/BUSN-1340	Delivery Methods	Traditional, Online	Traditional, Hybrid, Online	Traditional, Hybrid, Online	3/6/2025	ogeechee\910031947
/2024-2025/Catalog-and-Student-Handbook/Courses/BUSN-Business-Technology/1000/BUSN-1400	Delivery Methods	Online	Hybrid, Online	Hybrid, Online	3/6/2025	ogeechee\910031947
/2024-2025/Catalog-and-Student-Handbook/Courses/BUSN-Business-Technology/1000/BUSN-1410	Delivery Methods	Online	Hybrid, Online	Hybrid, Online	3/6/2025	ogeechee\910031947
/2024-2025/Catalog-and-Student-Handbook/Courses/BUSN-Business-Technology/1000/BUSN-1420	Delivery Methods	Online	Hybrid, Online	Hybrid, Online	3/6/2025	ogeechee\910031947
/2024-2025/Catalog-and-Student-Handbook/Courses/BUSN-Business-Technology/1000/	Delivery Methods	Online	Hybrid, Online	Hybrid, Online	3/6/2025	ogeechee\910031947

BUSN-1430						
/2024-2025/Catalog-and-Student-Handbook/Courses/BUSN-Business-Technology/1000/BUSN-1440	Delivery Methods	Online	Hybrid, Online	Hybrid, Online	3/6/2025	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/BUSN-Business-Technology/2000/BUSN-2160	Delivery Methods	Online	Hybrid, Online	Hybrid, Online	3/6/2025	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/BUSN-Business-Technology/2000/BUSN-2190	Delivery Methods	Online	Hybrid, Online	Hybrid, Online	3/6/2025	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/BUSN-Business-Technology/2000/BUSN-2200	Delivery Methods		Hybrid, Online	Hybrid, Online	3/6/2025	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/BUSN-Business-Technology/2000/BUSN-2210	Delivery Methods	Online	Hybrid, Online	Hybrid, Online	3/6/2025	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/BUSN-Business-Technology/2000/BUSN-2230	Delivery Methods		Hybrid, Online	Hybrid, Online	3/6/2025	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/BUSN-Business-Technology/2000/BUSN-2240	Delivery Methods	Traditional	Traditional, Hybrid	Traditional, Hybrid	3/6/2025	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/BUSN-Business-Technology/2000/BUSN-2250	Delivery Methods		Traditional, Hybrid	Traditional, Hybrid	3/6/2025	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/BUSN-Business-Technology/2000/BUSN-2340	Delivery Methods	Online	Hybrid, Online	Hybrid, Online	3/6/2025	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/BUSN-Business-Technology/2000/BUSN-2350	Delivery Methods	Online	Hybrid, Online	Hybrid, Online	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Courses/BUSN-Business-Technology/2000/BUSN-2370	Delivery Methods		Hybrid, Online	Hybrid, Online	3/6/2025	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/BUSN-Business-Technology/2000/BUSN-2375	Delivery Methods	Online	Hybrid, Online	Hybrid, Online	3/6/2025	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/BUSN-Business-Technology/2000/BUSN-2380	Delivery Methods	Traditional	Traditional, Hybrid	Traditional, Hybrid	3/6/2025	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/BUSN-Business-Technology/2000/BUSN-2390	Delivery Methods		Hybrid, Online	Hybrid, Online	3/6/2025	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/CIST-Computer-Info-Systems/1000/CIST-1001	Delivery Methods	Hybrid	Hybrid, Online	Hybrid, Online	3/6/2025	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/CIST-Computer-Info-Systems/1000/CIST-1602	Delivery Methods	Online	Hybrid, Online	Hybrid, Online	3/6/2025	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/DENA-Dental-Assisting/1000/DENA-1030	Prerequisites	DENA 1080, DENA 1340	DENA 1340	DENA 1080 , DENA 1340	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Courses/DENA-Dental-Assisting/1000/DENA-1030	Corequisites	DENA 1340, DENA 1080	DENA 1340	DENA 1340, DENA 1080	5/22/2025	ogeechee@10119015
/2024-2025/Catalog-and-Student-Handbook/Courses/DENA-Dental-Assisting/1000/DENA-1070	Prerequisites	ALHS 1011, ALHS 1040, ENGL 1010, COLL 1010, MATH 1012, PSYC 1101, DENA 1080	ALHS 1011, ALHS 1040, ENGL 1010, COLL 1010, MATH 1012, PSYC 1101	ALHS 1011, ALHS 1040, ENGL 1010, COLL 1010, MATH 1012, PSYC 1101, DENA 1080	5/22/2025	ogeechee@10119015

/2024-2025/Catalog-and-Student-Handbook/Courses/DENA-Dental-Assisting/1000/DENA-1080	Corequisite Narrative		DENA 1050, DENA 1340	DENA 1050, DENA 1340	7/29/2024	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/DENA-Dental-Assisting/1000/DENA-1080	Credit Hours Narrative	5	4	54	7/29/2024	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/DENA-Dental-Assisting/1000/DENA-1080	Instructor		Y. Jenkins	Y. Jenkins	7/29/2024	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/DENA-Dental-Assisting/1000/DENA-1080	Proposals In Progress	DENA 1080 Dental Anatomy, DENA 1080 Dental Anatomy		DENA 1080 Dental Anatomy, DENA 1080 Dental Anatomy	7/29/2024	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/DENA-Dental-Assisting/1000/DENA-1080	Lecture Hours		4	4	7/29/2024	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/DENA-Dental-Assisting/1000/DENA-1080	Credit Hours Minimum	5		6	7/29/2024	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/DENA-Dental-Assisting/1000/DENA-1080	Delivery Methods	Traditional	Hybrid, Traditional	Hybrid, Traditional	7/29/2024	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/DENA-Dental-Assisting/1000/DENA-1080	Regular Lab Hours		0	0	7/29/2024	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/DENA-Dental-Assisting/1000/DENA-1080	Prerequisites		DENA 1050, DENA 1340	DENA 1050, DENA 1340	7/29/2024	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/DENA-Dental-Assisting/1000/DENA-1080	Contact Hours		4	4	7/29/2024	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/DENA-Dental-Assisting/1000/DENA-1080	Competencies and Outcomes		1. Dental Anatomy 2. Oral Histology 3. Oral Embryology 4. Osteology of the Skull 5. Muscles of Mastication and Facial Expression 6. Temporomandibular Joint 7. Blood, Lymphatic, and Nerve Supply of the Head 8. Salivary Glands and Related Structures	1. Dental Anatomy 2. Oral Histology 3. Oral Embryology 4. Osteology of the Skull 5. Muscles of Mastication and Facial Expression 6. Temporomandibular Joint 7. Blood, Lymphatic, and Nerve Supply of the Head 8. Salivary Glands and Related Structures	7/29/2024	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/DENA-Dental-Assisting/1000/DENA-1080	Prerequisite Narrative		Program Admission, DENA 1050, DENA 1340	Program Admission, DENA 1050, DENA 1340	7/29/2024	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/DENA-Dental-Assisting/1000/DENA-1080	Corequisites		DENA 1050, DENA 1340	DENA 1050, DENA 1340	7/29/2024	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/DENA-Dental-Assisting/1000/DENA-1080	Practicum Clinical Lab Hours		0	0	7/29/2024	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/DENA-Dental-Assisting/1000/DENA-1340	Prerequisites	ALHS 1011, ALHS 1040, COLL 1010, ENGL 1010, MATH 1012, PSYC 1101, DENA 1080	ALHS 1011, ALHS 1040, COLL 1010, ENGL 1010, MATH 1012, PSYC 1101	ALHS 1011, ALHS 1040, COLL 1010, ENGL 1010, MATH 1012, PSYC 1101, DENA 1080	5/22/2025	ogeechee@101119015
/2024-2025/Catalog-and-Student-Handbook/Courses/DENA-Dental-Assisting/1000/DENA-1350	Prerequisites	DENA 1030, DENA 1050, DENA 1070, DENA 1080, DENA 1340	DENA 1030, DENA 1050, DENA 1070, DENA 1340	DENA 1030, DENA 1050, DENA 1070, DENA 1080, DENA 1340	5/22/2025	ogeechee@101119015
/2024-2025/Catalog-and-Student-Handbook/Courses/DENA-Dental-Assisting/1000/DENA-1390	Prerequisites	DENA 1030, DENA 1050, DENA 1070, DENA 1080, DENA 1340	DENA 1030, DENA 1050, DENA 1070, DENA 1340	DENA 1030, DENA 1050, DENA 1070, DENA 1080, DENA 1340	5/22/2025	ogeechee@101119015
/2024-2025/Catalog-and-Student-Handbook/Courses/DENA-Dental-Assisting/1000/DENA-1460	Prerequisites	DENA 1030, DENA 1050, DENA 1070, DENA 1340, DENA 1080	DENA 1030, DENA 1050, DENA 1070, DENA 1340	DENA 1030, DENA 1050, DENA 1070, DENA 1340, DENA 1080	5/22/2025	ogeechee@101119015
/2024-2025/Catalog-and-Student-Handbook/Courses/DENA-Dental-Assisting/1000/DENA-1470	Prerequisites	DENA 1030, DENA 1050, DENA 1070, DENA 1340, DENA 1080	DENA 1030, DENA 1050, DENA 1070, DENA 1340	DENA 1030, DENA 1050, DENA 1070, DENA 1340, DENA 1080	5/22/2025	ogeechee@101119015
/2024-2025/Catalog-and-Student-Handbook/Courses/ECCE-Early-Childhood-Care-Ed/1000/ECCE-1121	Prerequisites	ECCE 1105	ECCE 1105, ECCE 1112	ECCE 1105, ECCE 1112	5/22/2025	ogeechee@101119015
/2024-2025/Catalog-and-Student-Handbook/Courses/ECCE-Early-Childhood-Care-Ed/1000/ECCE-1121	Prerequisite Narrative	ECCE 1105	ECCE 1105, ECCE 1112	ECCE 1105, ECCE 1112	5/22/2025	ogeechee@101119015
/2024-2025/Catalog-and-Student-Handbook/Courses/ELTR-Electrical-	Instructor		Matt Peacock	Matt Peacock	5/8/2025	ogeechee@10031947

Technology/1000/ ELTR-1020						
/2024-2025/Catalog- and-Student-Handbook/ Courses/ELTR- Electrical- Technology/1000/ ELTR-1020	Lecture Hours		2	2	5/8/2025	ogeechee@10031947
/2024-2025/Catalog- and-Student-Handbook/ Courses/ELTR- Electrical- Technology/1000/ ELTR-1020	Credit Hours Minimum	3		3	5/8/2025	ogeechee@10031947
/2024-2025/Catalog- and-Student-Handbook/ Courses/ELTR- Electrical- Technology/1000/ ELTR-1020	Delivery Methods	Hybrid, Online	Hybrid, Traditional	Hybrid, Online Traditional	5/8/2025	ogeechee@10031947
/2024-2025/Catalog- and-Student-Handbook/ Courses/ELTR- Electrical- Technology/1000/ ELTR-1020	Regular Lab Hours		2	2	5/8/2025	ogeechee@10031947
/2024-2025/Catalog- and-Student-Handbook/ Courses/ELTR- Electrical- Technology/1000/ ELTR-1020	Contact Hours		4	4	5/8/2025	ogeechee@10031947
/2024-2025/Catalog- and-Student-Handbook/ Courses/ELTR- Electrical- Technology/1000/ ELTR-1020	Competencies and Outcomes		See Attached	See Attached	5/8/2025	ogeechee@10031947
/2024-2025/Catalog- and-Student-Handbook/ Courses/ELTR- Electrical- Technology/1000/ ELTR-1020	Practicum Clinical Lab Hours		N/A	N/A	5/8/2025	ogeechee@10031947
/2024-2025/Catalog- and-Student-Handbook/ Courses/FWMT- Forestry-Wildlife- Mgmt/1000/FWMT-1000	Delivery Methods	Hybrid	Traditional, Hybrid	Traditional, Hybrid	3/24/2025	ogeechee@10138643
/2024-2025/Catalog- and-Student-Handbook/ Courses/FWMT- Forestry-Wildlife- Mgmt/1000/FWMT-1000	Course Name	Intro to Wildlife Management	Introduction to Wildlife Management	Intro Introduction to Wildlife Management	3/24/2025	ogeechee@10138643
/2024-2025/Catalog- and-Student-Handbook/ Courses/FWMT- Forestry-Wildlife- Mgmt/1000/FWMT-1070	Delivery Methods	Hybrid	Traditional, Hybrid	Traditional, Hybrid	3/24/2025	ogeechee@10138643
/2024-2025/Catalog- and-Student-Handbook/ Courses/GERT- Geriatric-Care/ GERT-1000	Course Name	Understanding the Gerontological Client	Understanding the Gerontological Client	Understanding the Gerontological Gerontological Client	3/24/2025	ogeechee@10138643
/2024-2025/Catalog- and-Student-Handbook/ Courses/GERT- Geriatric-Care/ GERT-1020	Delivery Methods	Traditional, Hybrid, Online	Traditional, Hybrid	Traditional, Hybrid, Online	3/24/2025	ogeechee@10138643
/2024-2025/Catalog- and-Student-Handbook/ Courses/HIST- History/1000/HIST-1112	Instructor	n/a		n/a	3/24/2025	ogeechee@10138643
/2024-2025/Catalog- and-Student-Handbook/ Courses/HIST- History/2000/HIST-2111	Instructor	N/A		N/A	3/24/2025	ogeechee@10138643
/2024-2025/Catalog- and-Student-Handbook/ Courses/HIST- History/2000/HIST-2111	Course Description	Emphasizes the study of U.S. History to 1877 to include the post-Civil War period. The course focuses on the period from the Age of Discovery through the Civil War to include geographical, intellectual, political, economic and cultural development of the American people. It includes the history of Georgia and its constitutional development. Topics include colonization and expansion; the Revolutionary Era; the New Nation; nationalism, sectionalism, and reform; the Era of Expansion; and crisis, Civil War, and reconstruction. Pre-requisites Appropriate Degree Level Writing (English) and Reading Placement Test Scores	Emphasizes the study of U.S. History to 1877 to include the post-Civil War period. The course focuses on the period from the Age of Discovery through the Civil War to include geographical, intellectual, political, economic and cultural development of the American people. It includes the history of Georgia and its constitutional development. Topics include colonization and expansion; the Revolutionary Era; the New Nation; nationalism, sectionalism, and reform; the Era of Expansion; and crisis, Civil War, and reconstruction. Pre-requisites Appropriate Degree Level Writing (English) and Reading Placement Test Scores	Emphasizes the study of U.S. History to 1877 to include the post-Civil War period. The course focuses on the period from the Age of Discovery through the Civil War to include geographical, intellectual, political, economic and cultural development of the American people. It includes the history of Georgia and its constitutional development. Topics include colonization and expansion; the Revolutionary Era; the New Nation; nationalism, sectionalism, and reform; the Era of Expansion; and crisis, Civil War, and reconstruction. Pre-requisites Appropriate Degree Level Writing (English) and Reading Placement Test Scores	3/24/2025	ogeechee@10138643
/2024-2025/Catalog- and-Student-Handbook/ Courses/HIST- History/2000/HIST-2112	Instructor	n/a		n/a	3/24/2025	ogeechee@10138643
/2024-2025/Catalog- and-Student-Handbook/ Courses/IDSY-Industrial- Systems-Tech/1000/ IDSY-1110	Instructor		Matthew Peacock	Matthew Peacock	6/5/2025	ogeechee@10031947
/2024-2025/Catalog- and-Student-Handbook/ Courses/IDSY-Industrial- Systems-Tech/1000/ IDSY-1110	Lecture Hours		2	2	6/5/2025	ogeechee@10031947
/2024-2025/Catalog- and-Student-Handbook/ Courses/IDSY-Industrial- Systems-Tech/1000/ IDSY-1110	Credit Hours Minimum	4		4	6/5/2025	ogeechee@10031947

/2024-2025/Catalog-and-Student-Handbook/Courses/IDSY-Industrial-Systems-Tech/1000/IDSY-1110	Delivery Methods	Hybrid	Traditional, Hybrid	Traditional, Hybrid	6/5/2025	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/IDSY-Industrial-Systems-Tech/1000/IDSY-1110	Regular Lab Hours		2	2	6/5/2025	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/IDSY-Industrial-Systems-Tech/1000/IDSY-1110	Prerequisites		ELTR 1010, ELTR 1020, IDFC 1007	ELTR 1010, ELTR 1020, IDFC 1007	6/5/2025	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/IDSY-Industrial-Systems-Tech/1000/IDSY-1110	Contact Hours		105	105	6/5/2025	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/IDSY-Industrial-Systems-Tech/1000/IDSY-1110	Competencies and Outcomes		See Attached	See Attached	6/5/2025	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/IDSY-Industrial-Systems-Tech/1000/IDSY-1110	Prerequisite Narrative	None	ELTR 1010, ELTR1020, IDFC 1007	NoneELTR 1010, ELTR1020, IDFC 1007	6/5/2025	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/IDSY-Industrial-Systems-Tech/1000/IDSY-1110	Practicum Clinical Lab Hours		3	3	6/5/2025	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/MGMT-Business-Management/1000/MGMT-1110	Delivery Methods	Online	Hybrid, Online	Hybrid, Online	3/6/2025	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/MGMT-Business-Management/1000/MGMT-1135	Delivery Methods	Online	Hybrid, Online	Hybrid, Online	3/6/2025	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/MGMT-Business-Management/2000/MGMT-2120	Delivery Methods	Online	Hybrid, Online	Hybrid, Online	3/6/2025	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/MGMT-Business-Management/2000/MGMT-2200	Delivery Methods	Online	Hybrid, Online	Hybrid, Online	3/6/2025	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/MGMT-Business-Management/2000/MGMT-2215	Delivery Methods	Online	Hybrid, Online	Hybrid, Online	3/6/2025	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/RNSG-Nursing/1000/RNSG-1601	Instructor		J. Howard	J. Howard	7/29/2024	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/RNSG-Nursing/1000/RNSG-1601	Proposals In Progress	RNSG 1601 Introduction to ASN Pharmacology		RNSG 1601 Introduction to ASN Pharmacology	7/29/2024	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/RNSG-Nursing/1000/RNSG-1601	Lecture Hours	1	2	42	7/29/2024	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/RNSG-Nursing/1000/RNSG-1601	Delivery Methods	Traditional, Hybrid, Online		Traditional, Hybrid, Online	7/29/2024	ogeechee@10031947
/2024-2025/Catalog-and-Student-Handbook/Courses/RNSG-Nursing/1000/RNSG-1601	Regular Lab Hours	2	1	21	7/29/2024	ogeechee@10031947

Additions:

Item

/2024-2025/Catalog-and-Student-Handbook/Academic-Calendar/Fall-Semester-2024
/2024-2025/Catalog-and-Student-Handbook/Academic-Calendar/Spring-Semester-2025
/2024-2025/Catalog-and-Student-Handbook/Academic-Calendar/Summer-Semester-2025
/2024-2025/Catalog-and-Student-Handbook/Policies-and-Procedures/Firearms-Weapons-and-Explosives-Policy
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Automotive-Technology/ALD1-Automotive-Light-Duty-Diesel-Engine-Tech
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Automotive-Technology/HybridElectric-Vehicle-Repair-Technician-HVR1
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Automotive-Technology/ALD1-Automotive-Light-Duty-Diesel-Engine-Tech/Employment-Opportunities
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Automotive-Technology/ALD1-Automotive-Light-Duty-Diesel-Engine-Tech/Admissions-Criteria
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Automotive-Technology/ALD1-Automotive-Light-Duty-Diesel-Engine-Tech/Curriculum
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Automotive-Technology/ALD1-Automotive-Light-Duty-Diesel-Engine-Tech/Program-Courses
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Automotive-Technology/ALD1-Automotive-Light-Duty-Diesel-Engine-Tech/Program-Costs
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Automotive-Technology/ALD1-Automotive-Light-Duty-Diesel-Engine-Tech/Program-Courses/Occupational-Courses-28-Credit-Hours

/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Automotive-Technology/ALD1-Automotive-Light-Duty-Diesel-Engine-Tech/Program-Costs/Subitem
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/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Automotive-Technology/HybridElectric-Vehicle-Repair-Technician-HVR1/Employment-Opportunities
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/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Automotive-Technology/HybridElectric-Vehicle-Repair-Technician-HVR1/Program-Courses
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/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Cosmetology/Master-Cosmetology-CGL1/Program-Courses
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/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Electrical-and-Industrial-Systems-Technology/Commercial-Wiring-Certificate-CW31/Program-Courses/Occupational-Courses-18-Credits/Select-One-3-Credits
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Electrical-and-Industrial-Systems-Technology/Photovoltaic-Systems-Installation-and-Repair-Technician-Certificate-PS11/Program-Courses/Occupational-Courses-15-Credits/Select-One-3-Credits
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Logistics-Management/Logistics-and-Supply-Chain-Management-Associate-of-Applied-Science-LAS3/Program-Courses/General-Education-Core-15-Credits/Area-II-SocialBehavioral-Sciences-3-Credits
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Logistics-Management/Logistics-and-Supply-Chain-Management-Associate-of-Applied-Science-LAS3/Program-Courses/General-Education-Core-15-Credits/Area-IV-HumanitiesFine-Arts-3-Credits
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Logistics-Management/Logistics-and-Supply-Chain-Management-Associate-of-Applied-Science-LAS3/Program-Courses/General-Education-Core-15-Credits/Area-IV-HumanitiesFine-Arts-3-Credits/General-Core-Elective-3-Credits
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Logistics-Management/Logistics-and-Supply-Chain-Management-Diploma-LAS2/Program-Courses/Occupational-Courses-33-Credits/Select-one-3-4-Credits
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Nursing/Nursing-Associate-of-Science-NU93
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Nursing/Allied-Health-Professions
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Nursing/Practical-Nursing-Certificate-PN21
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/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Nursing/Nursing-Associate-of-Science-NU93/Clinical-Education
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/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Nursing/Nursing-Associate-of-Science-NU93/Program-Courses/ProgramSpecific-Requirements-3-Credits
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/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Nursing/Nursing-Associate-of-Science-NU93/Program-Courses/General-Education-Core-15-Credits/Area-I-Language-ArtsCommunication-3-Credits
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Nursing/Nursing-Associate-of-Science-NU93/Program-Courses/General-Education-Core-15-Credits/Area-II-SocialBehavioral-Sciences-3-Credits
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Nursing/Nursing-Associate-of-Science-NU93/Program-Courses/General-Education-Core-15-Credits/Area-III-Natural-SciencesMathematics-3-Credits
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Nursing/Nursing-Associate-of-Science-NU93/Program-Courses/General-Education-Core-15-Credits/Area-IV-HumanitiesFine-Arts-3-Credits
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Nursing/Allied-Health-Professions/Employment-Opportunities
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Nursing/Allied-Health-Professions/Admissions-Criteria
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/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Nursing/Allied-Health-Professions/Program-Courses/General-Education-Core-15-Credits/Area-I-Language-ArtsCommunication-3-Credits
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Nursing/Allied-Health-Professions/Program-Courses/General-Education-Core-15-Credits/Area-II-SocialBehavioral-Sciences-3-Credits-Select-One
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Nursing/Allied-Health-Professions/Program-Courses/General-Education-Core-15-Credits/Area-III-Natural-SciencesMathematics-3-Credits-Select-One
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Nursing/Allied-Health-Professions/Program-Courses/General-Education-Core-15-Credits/Area-IV-HumanitiesFine-Arts-3-Credits-Select-One
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Nursing/Allied-Health-Professions/Program-Courses/General-Education-Core-15-Credits/General-Education-Core-Electives-3-Credits-Select-One
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Nursing/Practical-Nursing-Certificate-PN21/Employment-Opportunities
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Nursing/Practical-Nursing-Certificate-PN21/Admissions-Criteria
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Nursing/Practical-Nursing-Certificate-PN21/Practical-Nursing-Certificate-Curriculum
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/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Nursing/Practical-Nursing-Certificate-PN21/Program-Courses/Occupational-Courses-49-credit-hours
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/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Paramedicine-Technology/Phlebotomy-Technician-PT21/Curriculum/Basic-Skills-Courses
/2024-2025/Catalog-and-Student-Handbook/Programs-of-Study/Paramedicine-Technology/Phlebotomy-Technician-PT21/Program-Courses/Occupational-Courses-Insert-credit-total-here
/2024-2025/Catalog-and-Student-Handbook/Courses/PHLT-Phlebotomy
/2024-2025/Catalog-and-Student-Handbook/Courses/AUTT-Automotive-Technology/2000/AUTT-2110
/2024-2025/Catalog-and-Student-Handbook/Courses/BUSN-Business-Technology/1000/BUSN-1010
/2024-2025/Catalog-and-Student-Handbook/Courses/EMPL-Job-Acquisition-Skills/EMPL-1000
/2024-2025/Catalog-and-Student-Handbook/Courses/EMSP-Emergency-Medical-Care/1000/EMSP-1550
/2024-2025/Catalog-and-Student-Handbook/Courses/EMSP-Emergency-Medical-Care/1000/EMSP-1550L
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/2024-2025/Catalog-and-Student-Handbook/Courses/EMSP-Emergency-Medical-Care/1000/EMSP-1580
/2024-2025/Catalog-and-Student-Handbook/Courses/FORS-Forest-Technology/1000/FORS-1210a

/2024-2025/Catalog-and-Student-Handbook/Courses/MAST-Medical-Assisting/1000/MAST-1061
/2024-2025/Catalog-and-Student-Handbook/Courses/PHLT-Phlebotomy/1000
/2024-2025/Catalog-and-Student-Handbook/Courses/PHLT-Phlebotomy/1000/PHLT-1030
/2024-2025/Catalog-and-Student-Handbook/Courses/PHLT-Phlebotomy/1000/PHLT-1050
/2024-2025/Catalog-and-Student-Handbook/Courses/PNSG-Practical-Nursing/1000
/2024-2025/Catalog-and-Student-Handbook/Courses/PNSG-Practical-Nursing/1000/PNSG-1600
/2024-2025/Catalog-and-Student-Handbook/Courses/PNSG-Practical-Nursing/1000/PNSG-1605
/2024-2025/Catalog-and-Student-Handbook/Courses/PNSG-Practical-Nursing/1000/PNSG-1610
/2024-2025/Catalog-and-Student-Handbook/Courses/PNSG-Practical-Nursing/1000/PNSG-1615
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/2024-2025/Catalog-and-Student-Handbook/Courses/PNSG-Practical-Nursing/1000/PNSG-1635
/2024-2025/Catalog-and-Student-Handbook/Courses/PNSG-Practical-Nursing/1000/PNSG-1640
/2024-2025/Catalog-and-Student-Handbook/Courses/PNSG-Practical-Nursing/1000/PNSG-1645

Deletions:

Item

/2023-2024/Catalog-and-Student-Handbook/Academic-Calendar/Fall-Semester-2023
/2023-2024/Catalog-and-Student-Handbook/Academic-Calendar/Spring-Semester-2024
/2023-2024/Catalog-and-Student-Handbook/Academic-Calendar/Summer-Semester-2024
/2023-2024/Catalog-and-Student-Handbook/Policies-and-Procedures/Firearms-Weapons-and-Explosives-Policy-State-Board-Policy-3-3-10
/2023-2024/Catalog-and-Student-Handbook/Programs-of-Study/Opticianry
/2023-2024/Catalog-and-Student-Handbook/Programs-of-Study/Pharmacy-Technology
/2023-2024/Catalog-and-Student-Handbook/Programs-of-Study/Cosmetology/Salon-and-Spa-Support-Specialist-Certificate-ST11/Program-Courses/Occupational-Courses-12-Credits/Electives
/2023-2024/Catalog-and-Student-Handbook/Programs-of-Study/Logistics-Management/Logistics-and-Supply-Chain-Management-Associate-of-Applied-Science-LAS3/Program-Courses/General-Education-Core-15-Credits/Area-II-SocialBehavioral-Sciences
/2023-2024/Catalog-and-Student-Handbook/Programs-of-Study/Logistics-Management/Logistics-and-Supply-Chain-Management-Associate-of-Applied-Science-LAS3/Program-Courses/General-Education-Core-15-Credits/Area-IV-HumanitiesFine-Arts
/2023-2024/Catalog-and-Student-Handbook/Programs-of-Study/Logistics-Management/Logistics-and-Supply-Chain-Management-Associate-of-Applied-Science-LAS3/Program-Courses/General-Education-Core-15-Credits/ProgramSpecific-Requirements-3-Credits
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Exceptions:

Item	GUID
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