

Academic Policies and Procedures

College Calendar

The College operates on a fiscal year beginning July 1 and ending June 30 of the following year. The instructional calendar is based on the semester system and contains three semesters in an academic year. Academic Year 2015-16 dates follow the general dates below:

Fall Semester	August 16, 2015 to December 15, 2015
Spring Semester	January 5, 2016 to May 4, 2016
Summer Semester	May 17, 2016 to July 30, 2016

Admissions and Financial Aid Deadline calendars can be found on the College's website in the Student Affairs section.

The current year calendar can be found in the [General Information section](#).

Calendar, holidays and closure dates are posted on the College website. Students are admitted each semester based upon space availability or as announced.

Instruction is balanced between classroom activities and laboratory experiences and is relevant to the specific occupation in which the student is training. State standards for curricula and program structure are implemented in all credit programs.

Credit programs are offered in five primary areas:

[Aerospace, Trade & Industry](#)

[Business & Computer Technologies](#)

[Health Sciences](#)

[Public Safety & Professional Services](#)

[General Studies](#)

Academic Programs and Services

Associate Degree Programs

An Associate of Applied Science (AAS) Degree may be earned at CGTC in specified credit programs, as approved by the Technical College System of Georgia. The AAS degree includes a sequence of courses in the fundamental and specific occupational requirements which prepare the student for an advanced degree in his/her program choice. The AAS degree programs offer the academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The associate degree programs emphasize theory and practical application. Electives pertaining to the student's chosen field of interest are also available. The Associate of Applied Science program must be at least 60 semester credit hours in length.

Diploma Programs

CGTC offers diploma programs on a credit-hour basis on both day and evening schedules. These programs vary in length from 37 to 59 credit hours. These programs provide the theory, functions, and practical application of skills needed for entry-level employment and/or re-training to update marketable skills. Diplomas are awarded to those who successfully complete the program requirements.

Technical Certificate Programs

CGTC offers Technical Certificates of Credit (TCC). A technical certificate is a coherent grouping of courses taken from any state approved postsecondary standard curriculum. The technical certificate program must be at least 9 semester credit hours in length and may not exceed 39 semester credit hours.

Georgia Virtual Technical Connection

The Georgia Virtual Technical Connection (GVTC) is made up of contributing postsecondary technical colleges. The GVTC members work together to create courses and programs using the Internet as a delivery medium. With approval from CGTC, students can enroll and complete online courses at other TCSG colleges as a transient student. Additional information is available

on the GVTC website located [at www.gvtc.org](http://www.gvtc.org).

Central Georgia Technical College Online Courses

Central Georgia Technical College offers a wide range of online courses. These courses use the Internet to deliver online learning that is independent of time and location. For more information on distance education, visit our web site at www.centralgatech.edu/disted. This section includes online student resources, FAQs, online orientation information, contacts, and a link to the CGTC help desk.

Adult Education

This program enables adult learners to acquire the necessary basic skills to compete successfully in today's workplace, strengthen family foundations, and exercise full citizenship. English literacy (ESL) classes are also available for those citizens who are not proficient in speaking and/or writing English. Adult Education provides services to individuals at least 16 years old and not currently enrolled in public school. Instruction is individualized and based on an initial assessment. There is no cost for adult education classes, and books are provided in the classroom at no cost. In addition, one-on-one tutoring is available through our volunteer program. Adult education programs are organized in separate locations throughout CGTC's service area. Applicants may come by the Adult Education Office at the Warner Robins or Macon campuses to apply or call the Office of Adult Education at (478) 218-3769 for admissions information and class locations.

General Education Core

The purpose of general education coursework is to ensure that students have attained general essential skills necessary for educational and career success. Each degree and diploma program at CGTC contains a body of Essential General Core (general education) courses. The Essential General Core within each degree and diploma program is designed to produce graduates who, at the competency level appropriate to the credential earned, can communicate appropriately; utilize information technology in accessing, organizing, and communicating information; apply appropriate mathematical principles and methods; and use critical thinking skills to solve problems. Each degree and diploma program additionally requires the assessment of computer competency.

To ensure these competencies, each associate degree program of study contains a minimum of 15 semester credit hours in general education courses comprised of coursework from four categories: language arts/communications; social/behavioral sciences; and natural sciences/mathematics; humanities/fine arts. These courses are listed below.

Associate Degree General Education Core Courses

Area I - Language Arts/Communications

ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature and Composition	3
ENGL 1105	Technical Communications	3
SPAN 1101	Introduction to Spanish Language and Culture I	3
SPCH 1101	Public Speaking	3

Area II - Social/Behavioral Sciences

ECON 1101	Principles of Economics	3
HIST 1111	World History I	3
HIST 1112	World History II	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
PSYC 1101	Introduction to Psychology	3
PSYC 1150	Industrial/Organizational Psychology	3
PSYC 2103	Human Development	3
PSYC 2250	Abnormal Psychology	3
SOC1 1101	Introduction to Sociology	3

Area III - Natural Sciences/Mathematics

BIOL 1111	Biology I	3
BIOL 1111L	Biology Lab I	1
BIOL 1112	Biology II	3

BIOL 1112L	Biology Lab II	1
* BIOL 2113	Anatomy and Physiology I	3
* BIOL 2113L	Anatomy and Physiology Lab I	1
* BIOL 2114	Anatomy and Physiology II	3
* BIOL 2114L	Anatomy and Physiology Lab II	1
* BIOL 2117	Introductory Microbiology	3
* BIOL 2117L	Introductory Microbiology Lab	1
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry Lab I	1
CHEM 1212	Chemistry II	3
CHEM 1212L	Chemistry Lab II	1
MATH 1103	Quantitative Skills and Reasoning	3
MATH 1101	Mathematical Modeling	3
MATH 1111	College Algebra	3
MATH 1112	College Trigonometry	3
MATH 1113	Pre-Calculus	3
MATH 1127	Introduction to Statistics	3
MATH 1131	Calculus I	4
MATH 1132	Calculus II	4
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1
PHYS 1111	Introductory Physics	3
PHYS 1111L	Introductory Physics Lab	1

**May be required by specific program, but not considered general education electives*

Area IV - Humanities/Fine Arts

ARTS 1101	Arts Appreciation	3
ENGL 2130	American Literature	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3

Diploma General Education Core Courses

Each diploma program also includes a set of General Education Core courses providing background in mathematics, communications, and interpersonal skills.

Mathematics

MATH 1011	Business Math	3
MATH 1012	General Mathematics	3
MATH 1013	Algebraic Concepts	3
MATH 1015	Geometry and Trigonometry	3

Communications

ENGL 1010	Fundamentals of English I	3
ENGL 1012	Fundamentals of English II	3

Interpersonal Skills

EMPL 1000	Interpersonal Relations and Professional Development	2
PSYC 1010	Basic Psychology	3

Learning Support Program

The Learning Support program provides remedial support in reading, language, and math that will aid the student in mastering the skills needed for the chosen program of study. Assignment to Learning Support courses is based on the results of standardized placement tests and the competencies needed for the prospective program of study. Each program of study has established a description of entry-level reading, language, and math competencies. If test scores indicate that the student is not academically prepared to enter a regular program of study, the student may be placed in one or more learning support courses and the study skills seminar (L 1500) course. Learning Support Courses are listed below.

Learning Support Courses

ENGL 0090	Learning Support English	3
ENGL 0098	English III	3
MATH 0090	Learning Support Math	3
MATH 0098	Elementary Algebra	3
MATH 0099	Intermediate Algebra	3
READ 0090	Learning Support Reading	3
READ 0098	Reading III	3

Academic Success Center and Tutorial Services

Tutoring and other academic support services are provided for students at no charge in the Academic Success Center (ASC) on the Macon, Milledgeville, and Warner Robins campuses. Both faculty tutors and peer tutors are available for Math, English, Reading, Health Core, Computer, and various other courses. In addition to individual tutoring, study groups may be available.

The ASC also offers study skills workshops on such topics as Test Taking Skills, Reading Comprehension, and Note Taking. The tutoring staff also helps students with other academic difficulties such as test anxiety and time management.

Online course tutoring is available. In addition to face-to-face individual and group tutoring, an online tutoring service, Smarthinking® is also available for students.

ASC contact information:

Macon Campus (478) 757-3674

Milledgeville Campus (478) 445-2343

Warner Robins Campus (478) 218-3372

Or visit the ASC website: www.centralgatech.edu/success.

Elective Courses

Elective courses are available to provide the student with extended opportunities to learn skills and competencies beyond the specific occupational curriculum. Additional electives may be specified in the occupational curriculum as required electives. These courses serve as support to the established curriculum and allow students to enhance the learning experiences relevant to their occupational/technical programs. Students should consult their academic advisor for a list of elective classes appropriate to their program of study.

Academic Evaluation

Grading System

Final course grades are entered by instructional faculty into BANNER, the Student Management Information System. The Registrar's Office processes the grades and academic standing. All courses in degree, diploma, and certificate programs of study require a grade of "C" or higher in order to satisfy program requirements. Students are responsible for viewing their grades, academic history, and academic standing online through BannerWeb using their user ID and personal identification number (PIN). The following grading system is used:

Grade Points Earned

GRADE	GRADE POINTS
A (90-100) Excellent	4.00
B (80-89) Good	3.00
C (70-79) Satisfactory	2.00
D (60-69) Poor	1.00

F (Below 60) Failing	0.00
I Incomplete	Not computed
S Satisfactory	Not computed
U Unsatisfactory	Not computed
AC Articulated Credit	Not computed
AU Audit/Warranty Claim	Not computed
EX Credit by Exam	Not computed
IP In Progress	Not computed
TR Transfer Credit	Not computed
W Withdrawal (no grade)	Not computed
WP Withdrawal Passing	Not computed
WF Withdrawal Failing	0.00 (computed)

AC (Articulated Credit) - Advanced placement may be awarded for high school coursework completed under formal articulation agreements when established competencies have been achieved and verified by examination. A grade of AC will be given for the course(s). Grades for AC courses over five (5) years of age will not be accepted for credit.

AU (Audit) - Students who request and are approved to audit a course will receive no credit or financial aid. Students returning to CGTC to repeat a course(s) under the Warranty Claim will receive a grade of AU for the Warranty Claim course work.

EX (Exemption Exam) - Exemption credit is awarded based on course competency testing. Academic credit is awarded but not calculated in the GPA. (See Credit by Course Competency Exam under Advanced Placement.)

F (Failing) - This grade signifies that a student has completed the term; however, the student did not academically meet full course requirements. This grade is calculated as a failing grade ("F") in the student's GPA and may affect academic status and financial aid. (Updated Spring 2015)

I (Incomplete) - This grade may be given to a student that has satisfactorily completed a substantial portion of the coursework, but has not been able to complete all of the requirements of the course. The student must have instructor approval for an "I" grade to be issued. No credit is given and no grade points are calculated. An Incomplete must be removed within the first ten school days of the next semester, or a grade of "F" will be issued. Extraordinary circumstances may merit an appeal for an extension of time. Extensions of time must be requested by the instructor and approved by the designated Academic Affairs administrator. If an "I" is received in a prerequisite course, a student may not register for advanced courses without permission of the instructor and designated Academic Affairs administrator.

IP (In Progress) - In individualized credit-level courses, this grade indicates that a student is taking a course which requires coursework beyond the present semester. When students are issued an IP, no credit is given, and no grade points are calculated. The IP remains on the students' record for the term for which it was issued. There is a limit of two attempts to complete an IP course (i.e. If a student earns an IP in a course, he/she will need to reregister for the course and will have one additional semester to finish the incomplete assignments so that a course grade can be issued for the subsequent term.)

S (Satisfactory) - A grade of "S" indicates that the student has successfully mastered all of the course competencies and is reserved for learning support /remedial classes only. A grade of "S" carries no quality points, but institutional credit hours for that course will be awarded to the student.

TR (Transfer Credit) - Indicates that the specific course was taken at an accredited postsecondary institution. For TR credit to be awarded, an official transcript from that institution must be provided to CGTC's Registrar Office for review. Academic credit is awarded but not calculated into the GPA. Transfer credit grades may be used for the purpose of calculating selection GPAs for select competitive programs.

U (Unsatisfactory) - A grade of "U" indicates that the student did not master all of the course competencies and is reserved for learning support/remedial classes only. A grade of "U" carries no quality points, but does factor into course completion rate but institutional credit hours for that course will be awarded to the student.

W (Withdrawal) - This grade signifies that a student withdrew up to the published deadline. There is no academic GPA penalty for "W" grades, but attempted credit hours count toward the student's course completion rate and may affect academic status and financial aid.

WP (Withdrawal Passing) - This grade signifies that a student withdrew or was administratively withdrawn from the class with a passing course average. A student may also be granted a WP grade through appeal due to extenuating circumstances. There is no GPA penalty assigned for "WP" grades, but attempted credit hours count toward the student's course completion rate and may affect academic status and financial aid.

WF (Withdrawal Failing) - This grade signifies that a student withdrew or was administratively withdrawn with a failing grade. A WF is given to students under the following conditions: Student withdraws after the published deadline with a failing average at the time of withdrawal; Student is administratively withdrawn for excessive absences with a failing average at the time of withdrawal; or Student is administratively withdrawn for code of conduct violation. This grade is calculated as a failing grade ("F") in the student's GPA and may affect academic status and financial aid.

Work Ethics Grades

This grade is designated to evaluate student behavior, attendance, and related non-academic factors that constitute good work

habits. The Technical College System of Georgia instructs and evaluates students on work ethics in all occupational programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational Skills, productivity, teamwork and respect. All students in credit classes (except general education and learning support) receive a work ethics grade, in addition to their regular grade. Work ethics are assigned as a grade from 0-3:

0=Unacceptable 1=Needs Improvement
2=Meets Expectations 3=Exceeds Expectation

The work ethics grade is not calculated in the academic grade point average (GPA). Work Ethic grade(s) will be printed on Student Transcripts.

Academic Status

A student's cumulative Grade Point Average (GPA) will be calculated at the end of each semester based on the letter grades A, B, C, D, or F, and the credit hours carried. Grade point averages will be rounded to the nearest hundredth in determining the semester and the cumulative GPA. The following will establish status:

Good Standing

Academic good standing means that a student is eligible to enroll or re-enroll. To be in academic good standing, a student must have a cumulative grade point average of 2.0 or higher, must successfully completed at least 67% of all coursework attempted and must complete his/her program of study within 150% of the published length of the program measured in credit hours attempted.

Academic Warning

A student who earns a cumulative grade point average below a 2.00 or fails to successfully complete at least 67% of the course work attempted will be placed on academic warning the next semester of enrollment and must appeal to the Office of Student Affairs to regain financial aid eligibility.

Academic Probation

A student who earns a cumulative grade point average below a 2.00 or fails to successfully complete at least 67% of the course work attempted while enrolled on academic warning will be placed on academic probation for the next semester of enrollment and must appeal to the Office of Financial Aid to regain financial aid eligibility.

Academic Suspension

A student who earns a cumulative grade point average below a 2.00 or fails to successfully complete at least 67% of the course work attempted while enrolled on academic probation will be suspended for one semester and is no longer eligible to receive financial aid. Upon readmission, a student will be placed on academic probation for the next semester enrolled. Students placed on academic suspension who have demonstrated Satisfactory Academic Progress (SAP) in their most recent enrolled term have the right to appeal the suspension to the Vice President for Academic Affairs and to request reinstatement of eligibility.

Satisfactory Academic Progress (SAP)

Students are considered to be making satisfactory academic progress if they are in good standing or on academic warning. **Any student who is receiving financial aid must maintain satisfactory progress to retain eligibility.** Students on academic probation are allowed to register for classes, but must appeal for financial aid reinstatement. For more information on satisfactory academic progress and financial aid eligibility, please refer to the financial aid section of the catalog.

Grade Point Average Computation

The grade point average (GPA) is a way of mathematically computing a student's academic performance. Grade point average (GPA) is computed by dividing the total number of grade points earned by the total number of credit hours attempted. To determine the total grade point for a specific course, multiply the grade value by the number of credit hours for the course. For example, if you take a three credit hour course and receive a grade of "A", your total grade points would be 12 (3 credit hours x 4 grade points = 12).

To figure your GPA for specific courses total the number of grade points for each course and then divide by the total number of credit hours.

GRADE POINTS

A = 4 grade points
B = 3 grade points
C = 2 grade points
D = 1 grade points
F = 0 grade points

EXAMPLE:

Course	Grade	Grade Points	Credit Hours	Total Grade Points
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ENGL 1010	B	3	x	3	x	9
MATH 1012	C	2	x	3	x	6
COMP 1000	A	4	x	3	x	12
Total Credits				9		
Total Grade Points Earned						27

To find the Grade Point Average: 27 (total grade points earned) is divided by 9 (total number of credit hours) = 3.00 GPA.

The symbols "I" (incomplete); "IP" (in progress); "W" (withdrawal); "WP" (withdrawal passing); "AC" (articulated credit); "AU" (audit); and "EX" (credit by exam); do not have numerical equivalents and are not calculated in the cumulative grade-point average. "TR" (transfer credit) is also not calculated in a student's institutional grade point average but may be used for the purpose of calculating selection GPAs for select competitive programs.

Cumulative Grade Point Average

The cumulative grade point average reflects the student's total credit instructional activity and is recorded on the student's permanent record. The cumulative grade point average is calculated after each semester to include the current semester grade(s), and is used to determine academic standing and financial aid eligibility. The CGPA is not affected by program of study, changes in the program of study, or student classification.

Graduation Grade Point Average

The Graduation Grade Point Average 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 grade point average for graduation. A minimum 2.00 grade point average is required for graduation.

Honors Lists

President's Honor Roll

The President's Honor Roll is compiled each semester. To qualify, students must be in Academic Good Standing, earn a semester-based grade point average of 4.0 with an earned course load of at least 12 credit hours for the semester, with a work ethics grade of "2" or higher for each course in which a work ethics grade is assigned. Learning Support courses are not included in the credit hour or GPA calculation.

Academic Honor Roll

The Academic Honor Roll is compiled each term. Students who attain a semester grade point average of 3.5 or higher, a work ethics grade of "2" or higher for each course completed in which a work ethics grade is assigned and are in Academic Good Standing are placed on the Academic Honor Roll. It is not necessary for a student to be enrolled full-time in order to be placed on the Academic Honor Roll. Learning Support courses are not included in the credit hour or GPA calculation.

Graduation Information

To be eligible to graduate with a degree, diploma, and/or specified technical certificates of credit from Central Georgia Technical College, a student must satisfactorily complete the program of study in which he/she is enrolled with a grade point average of 2.0; must satisfy the college's residency requirement as outlined below; and must have completed a high school diploma or GED. In the final semester of the program of study, graduates must take the appropriate diploma or associate degree assessment exam. (This exam is used for program assessment purposes only; the score does not affect graduation from the college).

Residency Requirement (Effective Summer Semester 2017)

To receive a credential from the college, students must complete at least 25% of their program of study in residence at Central Georgia Technical College. The following credentials awarded by CGTC must meet minimum residency requirement hours in field in order to be applied to a student's transcript:

- AAS degree - a minimum of 12 semester credit hours must be in the awarded major field of study
- Diploma - a minimum of 9 semester credit hours must be in the awarded major field of study
- Technical Certificates of Credit (TCCs) must include at least one course in the awarded major field of study

Credits earned through the application of prior learning assessment and/or examination cannot be considered in the residency requirement.

Graduation Application

Applicants for graduation should complete the Application for Graduation when registering for the final semester of classes. Degrees, diplomas, and certificates are not issued automatically. It is the student's responsibility to submit an application for a degree, diploma, or technical certificate using the online [Graduation Request Form](#) located in the Student Secure Area of the college's web site. A graduation fee is required at the time of submission of the graduation petition. This fee is non-refundable. The ACT Work Keys (Georgia Work Ready) test must be completed prior to receiving the degree or diploma.

A student's academic record will be evaluated by their faculty advisor and the Registrar for any and all credentials earned to determine if graduation requirements have been met. If a student's enrollment has not been continuous since initial matriculation and more than one academic term has passed since their last enrollment and matriculation to the college, his/her record will be evaluated for graduation based on the catalog in effect at the time of readmission.

Graduation Appeals

A graduation request decision may be appealed in writing to the Vice President for Academic Affairs if extenuating circumstances exist. The 25% requirement is a standard for higher education institutions. Therefore no exceptions to the 25% requirement shall be granted.

Graduation Ceremony

Central Georgia Technical College will hold a graduation ceremony for all diploma and degree graduates at least once each academic year. Prospective graduates must meet all requirements of their program. An online graduation application indicating they wish to participate must be submitted at least one month prior to the ceremony. In addition, Regalia will only be ordered for graduates indicating they wish to participate. Graduates are required to wear appropriate academic regalia. This includes a cap, gown and tassel. All graduates will receive a proxy diploma/degree at the graduation ceremony. Official diplomas/degrees will be mailed to the address indicated on the graduation application within eight to ten weeks after the end of each semester. Diplomas will be issued only after all academic and financial obligations have been met. There is a \$35 non-refundable fee that is assessed to all graduates regardless of ceremony participation. Questions regarding graduation may be posed to the Registrar's Office .

Honor Graduate

Any student who has a graduate grade point average of 3.5 or above will be named an Honor Graduate and shall be recognized as such during the graduation ceremony.

Academic Policies

Academic Advisement

Central Georgia Technical College supports a comprehensive advisement system and considers it to be an integral part of the educational process. It is a continuing interaction between advisee and advisor in exploring life goals, career/educational goals, selecting educational programs and scheduling classes. Upon entering CGTC, each student is assigned a faculty advisor to assist him/her in selecting appropriate courses of study and to supervise his/her academic progress while enrolled in a degree, diploma, or technical certificate program. Additionally, Student Affairs advisors provide needed advisement each semester to students. It is the student's responsibility, however, to be aware of courses required for graduation/completion of the chosen major, to meet all graduation/completion requirements, and to complete the registration process each semester.

Academic Misconduct

Central Georgia Technical College considers academic integrity an integral part of the learning environment and expects all members of the college community to conduct themselves professionally and with honesty and integrity. Any infraction of this policy is detrimental to the students' education and the integrity of the college. Cases of academic misconduct that are strictly forbidden include:

- Plagiarizing any assignment or part of an assignment. Plagiarizing means to use someone else's ideas or words as one's own, without giving appropriate credit using quotation marks, if necessary, and citing the source(s).
- Using unauthorized notes or equipment (programmable calculator, PDA, cell phone, etc.) during an examination.
- Unauthorized access to an examination or any other work submitted for evaluation (grading).
- Allowing another student to have access to your work, thereby enabling that student to represent the work as his/her own.
- Having someone else take a quiz or exam in one's place, taking an exam for someone else, assisting someone in any way during a quiz or exam, or using any unauthorized electronic device or other unauthorized method of support during a quiz or exam.
- Falsifying or fabricating information such as data for a lab report.
- Falsifying a patient's medical record, a student's clinical record, or any other student record, including a record of attendance.
- Using or copying another person's electronic file or copying any electronic information or computer program.
- Other forms of cheating or misconduct are forbidden, even if not listed here specifically.

Unless otherwise stated in the course syllabus and/or program handbook, students caught in actions of academic misconduct will, on the first offense, be given a grade of zero (0) on the exam or assignment. On the second offense students will be dismissed from class and assigned a grade of "WF" (Withdrawal Failing) for the course. Repeated offenses should be referred to the appropriate administrator for further disciplinary action, which may include suspension from the college. Suspension is hereby defined to mean the denial to a student of the right to attend Central Georgia Technical College for a minimum of one semester.

Academic Reinstatement

To be reinstated following the dismissal or suspension period, a student must submit a readmission application at the beginning of any term. Following an academic suspension, reinstated students will be referred for academic and career counseling and will be subject to the specific academic requirements of their program. Students reapplying for admission after their program curriculum has changed will normally be required to meet the requirements of the new curriculum.

NOTE: Students enrolled in Health Science programs should refer to the specific academic requirements for the Health Science programs in the Health Science section of the CGTC Catalog.

Advanced Placement

Advanced placement allows a student to receive course credit based on previous training and education or experience determined equivalent to courses offered at Central Georgia Technical College. Advanced placement includes:

Transfer Credit

See [Transfer Students](#) and Transfer Student Admission requirements.

Credit by Course Competency Exam

Upon request and approval, a competency exam may be administered to a student to determine if the student has already gained mastery of the course competencies. Courses may be exempted through competency testing or nationally normed exams such as College Level Examination Program (CLEP), Proficiency Examination Program (PEP) and Advanced Placement Examination of the College Entrance Examination Board. Institutional exemption exams for demonstrating written and/or performance mastery are available within the instructional programs for certain courses. The cost for the exemption examination is 25% of tuition and must be paid prior to attempting the exam. Some exemption examinations will also require the student to buy specific testing materials. Students should contact the Business Office to make payment for the exam.

The student must:

1. Present evidence to indicate that past education, training and/or work experience has been acquired and was similar to that in the course being challenged,
2. Submit a request to the course instructor to attempt competency exam no later than the end of the drop/add period of the semester in which the course to be exempted has been scheduled,
3. Pay the exemption fee for the course which he/she is attempting to exempt at the cashier's window.
4. Earn a score of 70 or higher on the exam to receive course credit. If the student scores below 70, he/she should register for the course.

If a student has previously attempted, audited, failed, or withdrawn from a course after the drop/add period at CGTC, the student cannot receive credit for that course by exemption examination. The student will be allowed only one exemption attempt per course. If a given course has a prerequisite course requirement, the prerequisite must be satisfied by either exemption or successful completion of the course before exemption may be attempted.

If a student exempts a course, credit is given but no grade points are calculated for that course. Exemption credit earned is considered toward total hours earned but does not count toward hours carried for the semester. Course exemption may affect the full-time status of a student. A student may exempt no more than 75 percent of the program course work in order to be eligible for a CGTC degree, diploma, or technical certificate.

Students are responsible for the cost of the exempted classes and financial aid is not available for exempted courses.

***Students enrolled in Health Science programs should refer to the specific academic requirements and transfer policies for the Health Science programs in the Health Science section of the CGTC Catalog.**

Attendance

CGTC educates students for direct entry into the labor market. Therefore, CGTC stresses regular school attendance and evaluates attendance and punctuality as part of the Work Ethics grade for each occupational credit course.

Attendance Requirements

The educational programs at Central Georgia Technical College reflect those requirements and standards that are necessary for future successful employment in business and industry. Employers expect their employees to be present and to be on time for work each and every day. CGTC expects each student to be present and to be on time each and every day for all classes. Documented absences for military duty, observed religious holidays, judicial proceedings in response to a subpoena, summons for jury duty, or other court-ordered process which requires the attendance of the student at the judicial proceeding are excused. Students absent from class for any reason are still responsible for all work missed. Students should enroll only in those classes that they can reasonably expect to attend on a regular basis.

Instructors have both the right and the responsibility to develop reasonable attendance policies appropriate to the type, level,

delivery method, and frequency of class meetings for their course; to communicate the policies to students clearly and to apply the policies fairly and consistently to all enrolled students. Specific attendance requirements are established by each program area and are outlined in the course syllabus.

NOTE: To remain on the class roster, all enrolled day students are required to attend at least one of the first two days of class to maintain assurance of enrollment for any assigned class. All evening students are required to attend the first evening or night of class to maintain assurance of enrollment for any initial assigned class. All online students must submit their first assignment within the first week of the course. Students not meeting attendance verification requirements may be dropped from the class.

Attendance for Online Delivery

In the online classroom environment, attendance is demonstrated through active participation. Online students must complete an academically related activity each week to be considered actively participating. **Simply logging into an online class is not considered being active and does not count toward attendance.**

Attendance Records

The official record of attendance for all students in a class is maintained by the course instructor. It is the official record in all matters pertaining to entrance, attendance, and completion.

Attendance Dismissal

At any time during the semester, faculty may identify students who have stopped attending. Any student who fails to attend a course for fourteen (14) consecutive calendar days may be administratively withdrawn from a course. Any student who violates the respective course attendance policy may be administratively withdrawn from a course. Students submitted as "stopped attending" will be dismissed from the class for which they exceeded the attendance policy and will receive a grade of "WP" (withdrawal passing) or "WF" (withdrawal failing), based on the student's course average at the last date of attendance. This policy applies to all students regardless of delivery method. Re-entry into the College will vary according to the nature of the instructional program. The cause of the excessive absenteeism should be resolved prior to re-entry.

Auditing a Course

A student who wishes to register for a credit course for no credit may register to audit the course and will be accepted on a space availability basis. Some courses may require documentation from the potential student's employer or evidence of previous postsecondary training before approval for audit may be granted. Courses taken on an audit basis are non-credit and will not be used for certification for financial aid, WIOA, Social Security, or Veterans Administration educational benefits. A student who audits a course cannot take an advanced standing or credit examination and receive credit for the audited course. An audit grade may not be changed later to a credit grade. Students auditing a course(s) must pay the regular tuition and fees. Anyone auditing must attend class observing all academic policies and procedures. Approval to audit a course must be obtained from the Director of Admissions and the respective Academic Affairs Dean or designated administrator.

Class Cancellation

Courses are offered when enrollment and instructor availability make it feasible. Courses are subject to cancellation without prior notice. Every course is not offered every semester at any and/or all locations.

Course Expiration

Central Georgia Technical College has an expiration date on certain courses to ensure that our graduates are current in their chosen field of study. Courses transferred into CGTC from another accredited postsecondary institution must meet Registrar guidelines outlined in the Student Affairs (transfer students) section of the CGTC Catalog. For courses taken at the College, unless otherwise stated, the following time limits apply: Computer Information Systems (all CIST courses) - 5 years; all other occupational program courses, including COMP 1000 - 10 years. General education courses do not have an expiration date. Exceptions include time limits as published for competitive health program selection. Expired courses must be retaken or exempted through Credit by Examination. Not all courses can be exempted. See Credit by Examination (Exemption Exam) in the CGTC catalog for more information. In addition, at the discretion of the program chair, students may be required to repeat coursework based on changes in the course content and/or industry standards. Students may appeal course expiration decisions to the Office of Academic Affairs for review by the appropriate Dean, in consultation with the Registrar.

Course Load

Twelve or more credit hours per semester constitutes full-time student status. Students who take less than 12 credit hours per semester are considered to be part-time. Most programs will require registering for a minimum of fifteen (15) credit hours per term for timely completion of a program of study. A student attempting over 18 credit hours a semester must receive prior approval from their faculty advisor before registering for additional courses. Overload approval may be granted only to students with a 3.0 GPA or higher, who have demonstrated satisfactory academic status in their previously attended term, and who have completed all learning support requirements.

Course Progression

The Technical College System of Georgia has mandated the sequence of some courses in each program. These courses are

identified in the course descriptions as prerequisite or co-requisite. A course identified as prerequisite must be successfully completed with a grade of C or better prior to taking certain courses. A course identified as co-requisite may be taken in conjunction with other courses. The Course Description Section in the catalog identifies the prerequisite and co-requisite courses for all courses offered. In addition, other requirements for taking each course are identified. These requirements include program admission and provisional admission. Requests to waive prerequisite and co-requisite course requirements must be submitted in writing to the Academic Affairs Dean in the student's program major area.

Course Schedule

Students can access each term's schedule of diploma, degree, and technical certificate classes on the CGTC website. Select the Current Students tab and then select Academic Affairs from the drop down menu. The link to the [Schedule of Classes](#) is on the right side of the page.

Curriculum Changes

Central Georgia Technical College is continuously updating and modifying instructional programs to stay abreast of the rapidly changing technologies in business and industry. Therefore, a curriculum may be changed while a student is enrolled in a program. If this should occur, the presently enrolled student will not be penalized, nor will the length of the program be extended for the student because of a curriculum change. However, the student will be converted to the new curriculum standards at the beginning of a new phase of training, course or semester, whichever is appropriate for the particular program.

Students who do not maintain continuous semester enrollment will re-enter the College under the most recent curriculum for their program of study.

Declaration of a Major

A declaration of major is required on the Admission Application to ensure that the student's occupational goals and objectives can be met by the institution. Students may make a program change prior to enrollment without it counting as a program change. The student's admission status is determined by the major selected and the admission requirements for that major.

Dual Majors

The opportunity to pursue a double major is available to students enrolled in programs in which there is a common core curriculum. All requirements for each selected programs, as listed in the catalog, must be satisfied in order for a student to receive both awards.

Faculty Office Hours

All faculty (full-time and part-time adjunct) teaching technical certificate, diploma, and degree courses have advertised hours for providing assistance to students, academic advisement, counseling, and other appropriate services. Students seeking access to faculty should consult their course syllabi for available office hours or check the hours posted on office and/or classroom doors.

Grade Appeals

After informally attempting to have concerns resolved, a student may appeal a final grade or other academic decision in accordance with the policy outlined below. The procedures below relate to Academic appeals only. Procedures for submitting appeals for financial aid reinstatement can be found in the financial aid section of this catalog. Issues related to unfair or poor treatment of students should be addressed to the Executive Director of Conduct, Appeals, and Compliance following the Student Grievance Procedures outlined in this catalog.

Absent extraordinary circumstances, the appeal must be filed, in writing, within one semester from the date the disputed grade was issued or other action complained of occurred. **The college reserves the right to refuse consideration of appeals initiated more than one calendar year following the time that the dispute arose or the disputed grade was issued.**

Appeals concerning the construction or administration of laws, policies, standards or procedures related to the operation of this institution shall follow the procedures outlined below. Any Central Georgia Technical College employee engaged in counseling or advising students concerning the appeals process will comply with the provisions contained in this policy.

Procedures for Grade and Other Academic Appeals

If the student is appealing a final course grade, it is recommended that a student initially discuss their final course grade with the instructor who assigned the grade. If no solution to the concern is reached, a student has the right to file a written request for review in accordance with the policy outlined below.

1. Appeals should be addressed in writing, using the *Request for Appeal Form*, available online or through any campus Academic Affairs Office. The appeal will be forwarded to the appropriate Academic Affairs Dean or other administrator who has the authority to resolve the matter. The appropriate administrator will resolve the complaint within twenty (20) business days, notify the student of the decision in writing, and provide a copy of the record to the appropriate Academic Affairs Office.
2. If the student is not satisfied with the resolution, the student may appeal the adjudication to the Assistant Vice President for Academic Affairs. The appeal must be in writing and be filed within ten (10) business days from the time the student has been notified of the earlier appeal decision. The written statement should clearly outline the student's concerns with the appeal decision and

make a supported case for the requested resolution. The Assistant Vice President for Academic Affairs will resolve the complaint in a timely manner, in writing, making a record of the complaint, the resolution, and the process to adjudicate the matter.

3. The final level of appeal is through the Vice President for Academic Affairs following the same procedure outlined in #2 above. The decision of the Vice President for Academic Affairs shall be final.

NOTE: Communication of the results of the appeal will be provided to the student through their CGTC assigned and provided email address. Date requirements as outlined in this policy will be based on the date the written appeal is submitted by the student and the emailed decision is sent to the student by the appeal reviewing administrator.

Students in programs or courses directed by prerequisite courses may continue the next course in the sequence at their own risk. If a failing grade is not changed, the student must retake the class, if needed for completion of their program of study and must withdraw from the course requiring the pre-requisite. Tuition and/or fee refunds will be given only within the guidelines governing refunds.

Grade Change

The official grade change period is the first ten school days of the next semester following when the course grade in question was awarded. If a student has a course grade in question, they should see the appropriate course instructor or refer to the Grade Appeal procedures in the catalog. If a grade change is warranted, the course instructor or designated Academic Affairs administrator will submit the official Grade Change Form to the Registrar's Office.

Live Work Projects

Live work projects are approved for providing realistic training for students according to the guidelines of each service-related program area. College personnel and students may have personal property repaired in those programs and departments conducting live work. All live work must be approved by the instructor in the program or department where the live work is to be done. Appropriate paperwork must be completed.

All live work services will be charged according to the service rendered. Seeking or performing live work must not interfere with the instructional program. All live work is done by students for the purpose of learning. No guarantee, either actual or implied, is furnished on live work. CGTC is not responsible for loss or damage to property.

Practicum, Internship, Co-Op and Clinical Courses

Practicum, Internships, Co-op and Clinical courses provide valuable experiential learning opportunities for students to satisfy the credit requirements of a given program. In order to receive academic credit, the experience must be in an approved site and in the career field for which the student has trained. Students are required to meet all hour requirements for the duration of the approved work experience; to dress according to the standards set by the affiliating agency; and to abide by the regulations of the affiliating agency. Failure to meet any of these guidelines may result in a failing grade or withdrawal from the work experience.

Practicum, Internship, Co-Op and Clinical Courses Travel

Students enrolled in off-campus practicum, internship, externship, co-op or clinical courses will be required to travel to businesses, industries, and hospitals. All travel arrangements and costs must be provided by the student.

Practicum, Internship, Co-op and Clinical Courses Pay

The employer is under no obligation to pay the student wages or to offer the student a permanent position after the work experience has been completed.

Program Change

Students wishing to change their major must submit a Request for Program Change form which is available in the Admissions/Student Affairs Office. Students should consult with a program advisor and financial aid prior to changing their major in order to ensure they are making the best possible choice of programs. Courses previously satisfactorily completed, which are applicable to the new major, will be utilized. A change of major may impact the length of time required to meet program requirements. Students must meet the academic criteria for the new program requested and/or meet any Learning Support requirement(s) for the new program of study. Financial Aid recipients' eligibility and award may be affected by a program/major change. When students have completed or graduated from a program, and they wish to enroll in another major, they are required to complete a readmission application. Program changes must be submitted prior to registration, and are allowed until the fifth day of the semester.

Program Regulations

Specific programs of study may have written rules and regulations affecting its activities. Each student will be issued a copy of these regulations during the program orientation. Students should be thoroughly familiar with the program regulations and the school catalog. Regulations contained in both documents are set forth to guide students in their daily activities while at CGTC.

Repeating a Course

To meet academic requirements, a student may be required to repeat a course. With faculty advisor approval, students may

repeat a course to improve their background in a subject area, raise their GPA for graduation, better position themselves for competitive program selection, or ensure transferability of courses completed. A student who unsuccessfully attempts a course two times may not be allowed to repeat the course without prior approval from the designated Academic Affairs Dean. A student has two opportunities to pass any one level of Learning Support. If the student does not satisfactorily complete the course in two semesters, the student is referred to the Academic Success Center. A student who unsuccessfully attempts a course online may not re-register for the same online course without prior approval from the faculty advisor or other program administrator.

Withdrawal and Dropping Courses

To withdraw from one or more courses, the student must complete an online Withdrawal Form to the Registrar's Office. Following this procedure protects the student's privileges of readmission and transferring credits to another institution. Any student who withdraws from CGTC without submitting an official withdrawal form does so at the risk of having future Registration privileges withdrawn and receiving failing grades. Students who officially withdraw from the College during the official drop-add period may be entitled to a refund based upon the refund policy. Students withdrawing after the refund deadline are responsible for payment (including financial aid reimbursement). Excessive withdrawals may penalize a student's academic standing at the College and may also affect a student's financial aid status. Students who have voluntarily withdrawn and those who were dropped or terminated by the College must reapply if they wish to return. Readmission to a program will be granted under current curriculum requirements. Withdrawal from any course in a Health Science competitive admission program at any level may affect progression in the chosen program.

Withdrawal Deadlines

Any student who registers for a course must either complete the course requirements or officially withdraw. **A student should not assume that non-attendance constitutes official withdrawal.**

A withdrawal or course drop made during the designated drop/add period as indicated on the official College calendar will incur no academic penalty or tuition/fee charges. For withdrawals after the official drop/add period shown on the College calendar, full tuition and fees will be assessed. A student who officially withdraws from a course by the official withdrawal date is assigned a grade of W. A student who withdraws after the published deadline or discontinues attending a course will be assigned a grade of either WP or WF, based on the student's average in the course at the time of withdrawal. Refer to the "Grading System" section regarding GPA and course attempt details.