North Georgia Technical College, a unit of the Technical College System of Georgia (TCSG), is governed by the State Board of the Technical College System of Georgia (SBTCSG) and is operated by the Technical College System of Georgia. NGTC adheres to the policies, procedures, and guidelines developed by the State Board of the Technical College System of Georgia. Procedures are developed by the college to ensure specific methods are employed to express State Board policies and procedures in day-to-day operations.

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1.1p.a3 .................................................................................................. Attachment: Policy Manual Assignments

Statute O.C.G.A § 20-4-11 - Powers of Board
Statute O.C.G.A § 20-4-14 - TCSG Powers & Duties
Policy 1.1: Development, Approval and Review of TCSG Policies and Procedures

Pursuant to applicable state law, the State Board of the Technical College System of Georgia shall establish and promulgate policies for the orderly and efficient operation of the System Office and associated technical colleges. The State Board has delegated the authority to develop accompanying procedures to the Commissioner and technical college presidents.

State Board policies will describe a course of action or a principle that guides and determines present and future decision-making; reflect the philosophy upon which the agency operates; ensure compliance with applicable federal and state laws; and support the operation and mission of the Technical College System of Georgia and its technical colleges. Policies shall be publicly displayed for comment prior to approval by the State Board.

Procedures will provide guidelines for how state policies are to be carried out and prescribe other administrative, operational, regulatory or statutory requirements for the System office and technical colleges. Procedures shall become effective only after the approval of the Commissioner of the Technical College System of Georgia.

All policies and procedures shall be reviewed annually. The re-formatting of policies or other similar non-substantive changes shall not require approval by the State Board, but shall be reported to the Governance, Compliance and Audit Committee of the State Board.

Click here for complete policy and procedure.

NGTC Procedure: 1.1p Procedure Development and Approval

The primary responsibility for proposing local college policy or procedure rests with the President. Each member of the Executive Team is responsible for recommending new local policies and procedures whenever the need arises; however, policies or procedures may be proposed by any member of the Local Board of Directors or by any staff member at the college with the approval of the President. Procedure proposals shall be submitted to the respective Administrator for review prior to implementation.

When the Executive Team reviews any new local policy/procedure statement, the new procedure preempts and covers all previous local statements appertaining thereto. Local policy shall not preempt State Board of Technical College System of Georgia policies.

The president or designee informs faculty and staff of new or revised policies or procedures. It is the responsibility of each member of the North Georgia Technical College Executive Team to ensure that both local and state policies and procedures under his or her responsibility as outlined in the Policy Responsibility Form below, are reviewed annually and maintained in a manner that is clear, concise, current, and consistent with federal and state laws.

The North Georgia Technical College Policy and Procedure Manual is located on the North Georgia Technical College website and contains both NGTC and TCSG policies and procedures. The office of Institutional Effectiveness is responsible for updating the policy and procedure manual of NGTC.
Adopted: August 23, 2011
Revised and Approved: August 23, 2011; June 7, 2018
Last Reviewed: June 7, 2018
## TCSG Policy Manual and NGTC Procedure Review

*Person responsible where more than one is noted.

Highlighted areas indicate that the policy is in more than one section of the TCSG policy manual.

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Section 2: Mission and System Governance

2.1 State Board Governance
2.2 Office of the Commissioner
2.3 Technical Colleges
2.4 Local Board of Directors
Policy: 2.1.1. (I.B; III.A; V.A) Statement of Equal Opportunity

The Technical College System of Georgia and its constituent technical colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, age, religion, disability, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all TCSG and technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life and athletics. It also applies to the recruitment and employment of personnel and the contracting for goods and services.


TCSG and the technical colleges are expected to promote the full realization of equal opportunity through affirmative and continuing practices. TCSG and each technical college shall develop Affirmative Action Plans based on federal guidelines to ensure compliance with applicable mandates. Each is required to report and monitor Affirmative Action Plan data as directed by federal compliance guidelines.

Click here for complete policy and procedure.

NGTC Procedure: 2.1.1p Statement of Equal Opportunity

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, 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 person has been designated to handle inquiries regarding the nondiscrimination policies:

Dr. Michael King
VP of Student Affairs, Title VI, IX, II
North Georgia Technical College
1500 Highway 197 N.
P.O. Box 65
Clarkeville, GA 30523
Telephone: 706-754-7711
Email: mking@northgatech.edu

Ms. Kay Morgan
Special Populations and Retention Coordinator
Sec. 504/Title I/ADA
North Georgia Technical College
1500 Highway 197 N.
P.O. Box 65 Clarkeville, GA 30523
Telephone: 706-754-7828
Email: kmorgan@northgatech.edu

North Georgia Technical College does not discriminate on the basis of race, color, national origin, sex, age, or disability.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

EEOC Officer:
Ms. Lorna Chapman, Human Resources Coordinator
706-754-7789

Adopted: March 4, 1992
Revised and Approved: February 3, 1994; March 5, 2003; April 3, 2003; August 2008; September 9, 2011; June 2013; September 2019
Last Reviewed: June 2018; September 2019

Policy: 2.1.2 (I.A) Mission Statement

The Technical College System of Georgia provides technical, academic and adult education and training focused on building a well-educated, globally competitive workforce for Georgia.

Click here for TCSG Mission Statement and complete policy and procedure.

NGTC Procedure: 2.1.2p (I.A) Mission Statement

North Georgia Technical College, a unit of the Technical College System of Georgia, is a residential, public, multi-campus institution of higher education serving the workforce development needs of
Northeast Georgia. The college provides access to student-focused occupational programs at the associate degree, diploma, and certificate levels; Adult Education; and customized business and industry training through traditional and distance education methodologies and college-wide services.

An annual review is conducted of the institution’s mission, philosophy, purpose, and goals by faculty, staff, the Local Board of Directors, and program advisory committee members. If changes are recommended for the institution’s mission statement, it is forwarded to the State Board of the Technical College System of Georgia for approval.

An annual review of the purpose, philosophy, and goals of each program is conducted by the program advisory committee members.

Adopted: March 4, 1992
Revised and Approved: March 5, 2003; April 3, 2003; August 2008; June 2013; May 2018
Last Reviewed: May 2018

Policy: 2.1.3. (I.C.1) State Board Responsibilities and Authority

The Board shall provide overall policies for the management of public postsecondary technical and adult education to ensure that the needs of the citizenry, business, and industry are met to the highest possible degree and in the most cost-effective and efficient manner.

The Board shall establish its guiding policies, subject to change from time to time, but all of which shall be in accordance with the established objectives and the trusteeship to the public.

The policies of the Board may be amended and/or adopted by the Board acting collectively at any meeting of the Board subject to the Board's bylaws.

Click here for complete policy and procedure.

Policy: 2.1.4. (I.C.1.a) State Board Bylaws

Click here for State Board Bylaws and complete policy and procedure.

Policy: 2.1.5. (I.C.1.b) Compensation and Expenses

Members of the State Board serve without pay. Members are obliged to attend Board meetings and perform various functions as members of Board committees.
Members of the State Board may elect to receive a per diem plus transportation costs or actual travel expenses as provided in the Statewide Travel Regulations while acting in their official capacities subject to the following conditions.

Committee chairpersons shall approve payment of per diem payments and/or travel vouchers for committee members and the board chairperson shall approve payment of per diem payments and/or travel vouchers for committee chairpersons.

Each member of the State Board electing to receive the statutorily authorized per diem (O.C.G.A. §20-4-12) for each day of actual attendance at Board meetings, and the same per diem for each day of travel within the State as a member of a committee or while acting on behalf of the Board, will also be entitled to the reimbursable costs of transportation to and from the places of meeting or places of visits or inspections as provided in the Statewide Travel Regulations.

Said sums, expenses, and costs shall be paid from funds appropriated or otherwise available to the System.

Click here for complete policy and procedure.

**Policy: 2.1.6. (I.C.1.c) Ethical Responsibilities**

If the Technical College System of Georgia is to carry out its mission of providing quality technical education and customized business and industry workforce training to the citizens of Georgia, the State Board, local boards, and employees of the Technical College System of Georgia must maintain the highest level of integrity and objectivity as they perform their duties in support of these objectives.

Click here for complete policy and procedure.

**Policy: 2.1.7. (I.C.2) President Emeritus**

The State Board shall honor and further recognize designated persons by conferring upon them the title President Emeritus, and by authorizing certain benefits to accompany the title.

The State Board shall honor and further recognize designated persons by conferring upon them the title President Emeritus, and by authorizing certain benefits to accompany the title.

Persons to be considered as recipients of the title President Emeritus shall retire from the position of President of a Georgia Technical College with at least five (5) years of honorable and distinguished service in the Technical College System of Georgia.

President Emeritus: Retired, with an honorary title meaning "earned through service."

Benefits: Awards received by each person designated President Emeritus, along with the title, including:

1) A State Board Resolution naming and honoring the individual as President Emeritus;
2) A lapel pin and name badge which signify the status of President Emeritus;

3) Free library services, including Internet access, on the campus of any Georgia Technical College;

4) A standing invitation to attend regular meetings and events conducted within the system of the Technical College System of Georgia, including: State Board, President's Council, and Presidents Association Meetings; GOAL and EAGLE Award Banquets; Annual Literacy and TIDA Conferences.

The Commissioner shall develop implementation procedures for the submission, review, and approval of individuals to be recognized with the title of President Emeritus.

Click here for complete policy and procedure.

Policy: 2.1.8. (I.C.3.) Naming of College Buildings, Grounds or Programs

Specific college buildings, interior spaces, grounds, or programs may be named for living or deceased individuals, businesses, or organizations that have had a significant positive impact on the college over an extended period of time; have demonstrated outstanding and distinguished service to society, the community or the college; and/or have engaged in philanthropic giving directly benefiting the college.

Namings of new or existing buildings require approval by the State Board of the Technical College System of Georgia [TCSG]. Buildings, interior spaces or programs named for their general purpose or functions are not subject to this procedure. All namings will be consistent with the best interest of the college and with the TCSG and will maximize fundraising potential of the colleges. Naming requests shall be submitted to the Board in accordance with the procedures and guidelines established by the TCSG Commissioner.

The names of technical colleges will typically reflect the name of a political subdivision, a region, or a geographical feature of Georgia. As honored tradition of higher education, specific college buildings, facilities, grounds, and organizational units of technical colleges may be named for living or deceased individuals, businesses, or organizations that have made significant contributions to society or engaged in philanthropic giving to benefit colleges. All such namings require approval by the TCSG State Board.

Requests for the naming of colleges, buildings, facilities, grounds and organizational units shall be submitted to the Board in accordance with the procedures and guidelines established by the Commissioner. College presidents are expected to maximize the fundraising potential in association with naming requests submitted to the Board.

Click here for complete policy and procedure.

Policy: 2.2.1. (I.E.1) Commissioner Responsibilities and Authority

The Commissioner is responsible to the Board for the planning, development, and internal management of the System’s staff, organization, and other resources to ensure the optimal development, planning,
evaluation, and management of technical education programs designed to meet the needs of the citizenry, business, and industry in the most cost effective and efficient manner. The Commissioner reports to and serves at the pleasure of the Board of the Technical College System of Georgia.

Click here for complete policy and procedure.

Policy: 2.2.2. (I.E.2.) Agency Strategic Planning

The Commissioner shall ensure that the Technical College System of Georgia (TCSG) establish and maintain a system strategic plan. The strategic plan shall be reviewed, updated as needed on an annual basis, recommended to the state board of the Technical College System of Georgia for adoption, and approved by the Board no later than June 30th each year. Finally, the approved strategic plan shall conform to the requirements of Georgia law and the relevant educational accreditation entities.

Click here for complete policy and procedure.

Policy: 2.3.1. (I.F.1) Employment of Presidents

Technical college presidents are considered “at will” employees whose employment in this capacity is governed by this policy, and other applicable Technical College System of Georgia (TCSG) policies and procedures. Technical college presidents work at the pleasure of the TCSG Commissioner. After their initial appointment, presidents whose employment is to be extended beyond the current fiscal year, will be provided with a letter of appointment which identifies the continued period of employment (i.e., generally the upcoming fiscal year) and annual salary/total compensation.

Click here for complete policy and procedure.

Policy: 2.3.2. (I.F.2) Responsibilities and Authority of Technical College Presidents

The President of each technical college shall be the Chief Executive Officer of the college and all its departments and shall exercise supervision and direction and promote the efficient operation of the college. The president shall be responsible to the Commissioner for the operation and management of the college and for the execution of all directives of the State Board and the Commissioner.

1. Presidents are authorized to select, employ and remove or dismiss college employees in accordance with Board policy and within existing budgets for personal services; except, prior approval of the Commissioner is required before any employee reporting directly to the President is made an
employment offer, removed from that position or awarded a raise other than one approved by the State Board or General Assembly. See Request For Approval For Personnel Action Form, below.

2. Presidents of technical colleges may delegate authority to employ individuals who do not report directly to the President; provided, however, that two levels of authority within the college are involved in the employment selection process.

3. The president of technical colleges shall determine the salary to be paid to each employee and approve all personnel actions (employment, promotions, disciplinary actions, dismissals, etc.).

4. The President shall perform such specific duties as may be included in the President's job description or otherwise communicated by the Commissioner.

**On behalf of the State Board, the President shall have the authority to execute:**

1. agreements with high schools, public and private colleges and other institutions which provide additional educational options for students;

2. agreements with employers in both the private and public sector for the clinical, on-the-job or apprenticeship components of programs offered by the college;

3. rentals or service agreements related to custodial maintenance and upkeep of buildings and grounds;

4. agreements negotiated for the provision of educational and training services and continuing education programs;

5. agreements with architects and or contractors for the design, repair, renovation or construction of facilities or other capital improvements as specifically authorized by the Commissioner; provided, however, such obligations must comply with the System's purchasing policy and processes and the Technical College President shall not obligate the college beyond the available resources of the college unless prior approval has been obtained.

Click [here](#) for complete policy and procedure.

**Policy: 2.3.3. (I.F.3) TCSG College Strategic Planning**

Each technical college shall establish and maintain a strategic plan. The strategic planning process of each technical college will conform to the requirements as set forth by the Commissioner of the Technical College System of Georgia and the accrediting agency or agencies of the college.

The Commissioner is directed to develop procedures necessary to implement the provisions of this policy.

Click [here](#) for complete policy and procedure.
NGTC Procedure: 2.3.3p Strategic Plan

North Georgia Technical College maintains a Strategic Plan that conforms to the requirements set forth by the Commissioner of the Technical College System of Georgia and the accrediting agency/agencies of the college.

Five-Year Strategic Plan
A comprehensive five-year Strategic Plan is developed by North Georgia Technical College faculty and staff. Strategic goals and objectives are established that include all functional areas of the college. The functional areas include the President’s Office, Academic Affairs, Student Affairs, Administrative Services, Economic Development, Institutional Advancement, Institutional Effectiveness, Adult Education, Technical Support Services, and Library/Media Services. A summative evaluation of the Strategic Plan is made on a five-year cycle, and major revisions are made based on assessment findings.

Annual Review of Strategic Plan Goals and Objectives
North Georgia Tech’s goals and objectives included in the Strategic Plan are reviewed annually and revised as needed. Progress toward the accomplishment of strategic goals and objectives is documented and reported at the end of the fiscal year.

Adopted: November 4, 1991
Revised and Approved: March 5, 2003; April 3, 2003; July 29, 2003; August 5, 2003; August 2008; September 27, 2011; April 2013; June 4, 2018
Last Reviewed: June 4, 2018

Policy: 2.3.4. (I.E.3) Technical College Accreditation

Each technical college shall maintain accreditation by an accrediting agency approved by the United States Secretary of Education for accreditation of associate degree and diploma granting institutions. The President of the technical college shall keep the Commissioner advised as to the status of their technical college’s accreditation.

Click here for complete policy and procedure.

NGTC Procedure: 2.3.4.p. (I.E.3) Technical College Accreditation

North Georgia Technical College maintains accreditation by an accrediting agency approved by the United States Secretary of Education for accreditation of associate degree and diploma granting institutions. The President of North Georgia Technical College advises the Commissioner of the Technical College System of Georgia as to the status of the College’s accreditation. The Director of Institutional Effectiveness serves as the SACSCOC Accreditation Liaison for the College.

Regional Accreditation
North Georgia Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at
Inquiries such as admission requirements, financial aid, educational programs, etc., should be addressed directly to North Georgia Technical College and not to the Commission's office. Please direct all questions to: North Georgia Technical College, 3001 E. First Street, Vidalia, GA 30474, (912) 538.3100, Fax (912) 538-3156

Program Specific Accreditation
North Georgia Technical College maintains appropriate program accreditations as required. The most current listing of Accreditation/Certification/Licensure/Approval can be found in the North Georgia Technical College Catalog & Student Handbook.

Adopted: November 4, 1991
Revised and Approved: July 29, 2003; August 5, 2003; September 27, 2011; June 5, 2018
Last Reviewed: June 5, 2018

Policy: 2.3.5. (I.E.4) Technical College Substantive Change Reporting

It is the responsibility of colleges accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to report any significant modification or expansion of the nature and scope of the college to SACSCOC while adhering to the appropriate reporting requirements listed in the most current SACSCOC substantive change policy and its procedures.

Each college is required to develop and maintain a written procedure to ensure that all substantive changes are reported to the Commission on Colleges in a timely fashion. Substantive changes can include but are not limited to:

- any change in the established mission or objectives of the college;
- the addition of courses or programs representing a significant change in content or delivery;
- altering significantly the length of a program;
- additional instructional locations or branch campuses and the closing of such; and/or
- closing a program, off-campus site, branch campus or institution.

Click here for complete policy and procedure.

NGTC Procedure: 2.3.5.p. Substantive Change Notification

North Georgia Technical College (NGTC) notifies the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) of proposed changes in accordance with the Commission’s policy, “Substantive Change for SACSCOC Accredited Institutions.” Substantive change is defined as a significant modification or expansion of the nature and scope of an accredited institution. Under federal regulations, substantive change includes institutional activities such as:
(1) changing the established institutional mission or objectives
(2) changing the institution’s legal status, form of control, or ownership
(3) adding courses or programs that represent a significant departure in content or in method of delivery
(4) adding courses or programs at a degree or credential level above the institution’s current accreditation
(5) changing from clock hours to credit hours
(6) substantially increasing the number of clock or credit hours for completion of a program
(7) adding an off-campus location at which the institution offers at least 50 percent of an educational program
(8) establishing a branch campus
(9) closing a program, off-campus site, branch campus or institution
(10) entering into a collaborative academic arrangement such as a dual degree program or a joint degree program with another institution
(11) acquiring another institution or a program or location of another institution
(12) adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
(13) entering into a contract by which an entity not eligible for Title IV funding offers 25 percent or more of one or more of the accredited institution’s programs.

NGTC follows Commission Policy as required in SACSCOC standard 14.2 by “ensuring that all substantive changes are reported in accordance with SACSCOC policy.” Therefore, NGTC must notify SACSCOC of potential or actual substantive change in a timely manner and in many cases, must receive prior approval for such change from the Commission before the initiative is implemented.

North Georgia Technical College is responsible for monitoring compliance with the SACSCOC Substantive Change Policy as a condition of its continued accreditation. The purpose of this procedure is to establish institutional processes for recognizing and approving substantive change and ensuring timely notification to SACSCOC. The college’s SACSCOC Accreditation Liaison, the Institutional Effectiveness Director, is responsible for ensuring that this procedure is implemented.
Substantive Changes that require **APPROVAL** Prior to Implementation are listed below as well as the institutional process that must be followed.

1. Initiating coursework, certificates, or programs of study at a different level than previously approved by SACSCOC
2. Initiating off-campus sites where students can obtain 50% or more credits toward a program
3. Expanding at current degree level (significant departure from current programs)
4. Expanding program offerings at previously approved off-campus sites by adding programs that ARE significantly different from current programs at the site AND at the institution
5. Initiating degree completion programs
6. Initiating a branch campus
7. Relocating a main or branch campus
8. Entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides 25% or more of an educational program offered by the SACSCOC accredited institution
9. Initiating a certificate program at a new off-campus site at employer’s request and on short notice (both previously approved programs and new programs)
10. Altering significantly the length of a program
11. Changing from clock hours to credit hours

### Internal Planning and Approval Process for Substantive Change

The following procedures are established to assist the College in timely and accurate adherence to communicating all SACSCOC required changes to the Commission. The procedures may vary according to the nature of the specific substantive change. SACSCOC requires notification/approval of substantive change anywhere from six to 12 months (depending on the type of change) prior to the effective date of the change. Considering this timeline, faculty, staff, and administration will notify the SACSCOC Liaison as early as possible if they suspect a future plan/program will involve the occurrence of a substantive change.

**Step 1:** At the time a substantive change is being considered, the Dean or appropriate Vice President will alert the SACSCOC Liaison.

**Step 2:** Academic Deans are responsible for notifying the SACSCOC Liaison immediately when program curriculum changes may result in a substantive change.

For new programs requested in the Technical College System of Georgia (TCSG) Program Management System, accreditation status is requested prior to submission to the State Board of the Technical College System of Georgia (SBTCSG) for approval.

Programs approved for termination by the governing State Board or through the automatic TCSG Purge Process will also be submitted to the SACSCOC Liaison for SACSCOC notification.

North Georgia Technical College is approved to offer programs 50% or more via distance learning.

The Academic Dean/Distance Education Specialist are responsible for notifying the SACSCOC Liaison immediately when the following type of substantive change is being considered:
a. Adding a distance education program that is a significant departure from the distance education programs currently approved.
b. Adding an occupational program to an off-campus site such as a high school

**Step 3:** Upon approval of the President, the SACSCOC Liaison follows the appropriate procedure to submit the notification and supporting documentation to the President of SACSCOC within the reporting timelines listed in the SACSCOC Substantive Change Policy.

The SACSCOC Liaison is responsible for ensuring that substantive changes requiring approval prior to implementation are not initiated before SACSCOC approval is granted.

**Step 4:** Substantive change letters and/or prospecti are developed by the Office of Institutional Effectiveness in conjunction with the involved parties as needed. Once the notification/prospectus, is completed and receives the president’s approval, the documentation will be submitted to SACSCOC.

**Step 5:** The SACSCOC Liaison is responsible for coordinating any required follow-up action requested by SACSCOC in response to substantive change notification, including any on-site visits to the campus, if applicable.

**Submission Timeline**

Proposals reviewed by staff and approved by the Executive Council of the SACSCOC Board of Trustees (sites and programs):

1. January 1 for implementation between July 1 – December 31
2. July 1 for implementation between January 1 – June 30 of following year

Proposals requiring SACSCOC Board review and approval (mergers, change in governance, level change, etc.):

1. March 15 – for June review by the SACSCOC Board of Trustees
2. September 1 – for December review by the SACSCOC Board of Trustees

The current SACSCOC Liaison for North Georgia Technical College is:

Janet Lovell, Institutional Effectiveness Director
Clarkesville Campus
(706) 754-7833
jlovell@northgatech.edu
**NORTH GEORGIA TECHNICAL COLLEGE**  
**SUBSTANTIVE CHANGE CHECKLIST**

Substantive change is defined as a significant modification or expansion of the nature and scope of an accredited institution. Under federal regulations, substantive change includes:

<table>
<thead>
<tr>
<th>Proposed Change</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Initiating coursework or programs at a more advanced level than currently approved</td>
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<tr>
<td>Expanding a current degree level</td>
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<td>Initiating a branch campus</td>
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<td>Initiating a certificate program at employer’s request and on short notice</td>
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<td>Initiating other certificate programs</td>
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<tr>
<td>Altering significantly the educational mission of the institution</td>
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<tr>
<td>Initiating joint or dual degrees with another institution</td>
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<tr>
<td>Initiating off-campus sites (including Early College High School programs offered at the high school)</td>
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<tr>
<td>Expanding program offerings at previously approved off-campus sites</td>
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<td>Altering significantly the length of a program</td>
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<td>Initiating distance learning</td>
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<td>Initiating programs/courses offered through contractual agreement or consortium</td>
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<td>Entering into a contract with an entity not certified to participate in USDOE Title IV programs</td>
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<tr>
<td>Initiating a merger/consolidation with another institution</td>
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<td>Changing a governance, ownership, control, or legal status</td>
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<td>Relocating a main or branch campus</td>
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<td>Moving an off-campus instructional site</td>
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<td>Changing from clock hours to credit hours</td>
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<tr>
<td>Initiating degree completion programs</td>
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<tr>
<td>Closing a program, approved off-campus site, branch campus, or institution</td>
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<tr>
<td>Acquiring any program or site from another institution</td>
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<tr>
<td>Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing</td>
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Please provide a brief description of proposed change (please include program, site, anticipated implementation date, etc.) Completed checklist is to be signed and sent to the Office of Institutional Effectiveness.

**Description:**

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Dean/VPAA Signature __________________________________________________________________________ Date

Institutional Effectiveness Director Signature __________________________________________________________________________ Date

Adopted: September 14, 2011
Revised and Approved: September 2016; May 2018
Last Reviewed: May 2018
Policy:  2.3.6 Accreditation Reporting Standards

It is the responsibility of colleges accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to require that all documents submitted to the Commission are candid and provide all relevant information. Each college will provide SACSCOC access to its operations and complete and accurate information about the college’s affairs, including reports of other accrediting, licensing, and auditing agencies.

To ensure that the college operates with integrity in all matters, each college is required to develop and maintain a written procedure that requires all information submitted to the Commission be timely, complete, accurate and current.

Click here for complete policy and procedure.

NGTC Procedure:  2.3.6.p. Accreditation Reporting Standards

North Georgia Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). As a condition of SACSCOC membership, North Georgia Technical College agrees to operate with integrity in all matters. Specifically, NGTC will maintain transparency in their relationship with SACSCOC in all matters of accreditation including reports of other accrediting, licensing, and auditing agencies.

Therefore, NGTC requires that all documents submitted to SACSCOC are candid and provide all relevant information. The College will ensure that reports and/or documents provided to SACSCOC are timely, complete, accurate, and current, but will provide access to its operations as well as information about the College as requested.

Adopted: March 2, 2017
Revised and Approved: May 21, 2018
Last Reviewed: May 21, 2018

Policy:  2.4.1. (I.D.1) Local Board Responsibilities and Authority

The State Board of the Technical College System of Georgia [TCSG] shall appoint a Local Board of Directors for each college to assist the State Board in carrying out its mission. Each Local Board shall represent the geographic area which is served by the college and shall consist of diverse members reflecting the population of the service delivery area and who represent business, industry, or economic development. The Local Board shall have at least seven and not more than fifteen members, provided, however, that those colleges with a student population greater than 6,500 may have up to seventeen members.

The purpose of the Local Boards is to facilitate the delivery of programs, services, and activities as directed by the State Board, advise the President and the State Board of local industry and community needs for the programs and services to be provided by the technical college, and advocate within the
community and in the state on issues of importance in support of the Technical College System of Georgia and Georgia’s workforce development efforts.

Each Local Board will establish by-laws consistent with those approved by the State Board and attached hereto. The Local Board shall meet at least eight (8) times per calendar year. Members may participate by teleconference or other similar means provided notice of the meetings list each location where any member of the board plans to participate and at least one location where the public can participate in the meeting. All meetings shall be conducted in compliance with Georgia’s Open and Public Meeting statutes O.C.G.A. § 50-14-1 thru § 50-14-6 and O.C.G.A. § 50-1-5.

Each member shall serve without compensation but shall be reimbursed by the college for expenses incurred in the performance of his or her duties in the same manner that state employees are reimbursed. Employees of the Technical College System of Georgia shall not serve as members of the Local Board of Directors. No more than one member shall concurrently serve on any other Local Board of Education.

RELATED Click here for complete policy and procedure.

NGTC Procedure: 2.4.1.p. Local Board Bylaws

ARTICLE I. NAME
The name of this organization shall be the Local Board of Directors of North Georgia Technical College.

ARTICLE II. PURPOSE
Local Boards were created by Georgia State Statute (O.C.G.A. § 20-4-11) to assist the TCSG State Board in carrying out its mission. The primary purpose of the local boards and its members is to:

(1) Advise on program direction via their personal subject matter expertise and awareness of area business needs for program decisions and priorities;

(2) Serve as a check and balance for the development and implementation of college goals and objectives as well as operations policies and procedures; and

(3) Advocate within the community and the state on issues of importance in support of the Technical College System of Georgia and Georgia’s workforce development efforts.

ARTICLE III. MEMBERS AND MEMBERSHIP

Section 1. Membership.

Each member of the Local Board of Directors of North Georgia Technical College shall be appointed by the State Board of the Technical College System of Georgia. The Local Board shall have at least seven and not more than fifteen members. (*Note: Colleges with a student population greater than 6500 should localize these by-laws to read “not more than seventeen members”*)
Members shall reside or be employed within the North Georgia Technical College's designated service area. Overall county representation shall generally reflect the relative populations of the counties in the service area. One member may represent up to two contiguous counties. Members shall reflect the diversity of business, industry and economic development interests in the service area. No more than one member shall concurrently serve on any other Local Board of Education.

The Local Board of Directors of North Georgia Technical College shall reflect the gender, racial, ethnic, cultural diversity of the State of Georgia and the North Georgia Technical College's service area.

Employees of the Technical College System of Georgia ("TCSG") shall not serve as members of the Local Board of Directors.

Section 2. Terms.

The State Board will appoint or reappoint Local Board members to fill expiring terms and to serve three-year terms beginning July 1st, provided however, that this shall not prohibit the appointment of Local Board members at other designated times during the year.

No member may serve more than three consecutive three-year terms but a former member may be appointed for a term to begin following a one-year break in service. A member whose term is scheduled to expire may continue to occupy his or her seat on the Local Board for a maximum of three meetings into the new fiscal year until their replacement is appointed.

Section 3. Vacancies.

Local Board of Directors of North Technical College will notify the State Board immediately of any vacancies that occur in unexpired terms. Based on the recommendation of the college president, the State Board will appoint a new member to serve the remainder of the term as soon as practicable. A new member who fills an unexpired term is eligible to serve three consecutive three-year terms on his/her own.

Section 4. Resignations and Removal

(1) Any Local Board member may resign at any time by notifying the college president who serves as the Executive Secretary of the Local Board. The President will inform the TCSG System Office (via TCDA) of the resignation. Using the local board appointment process, the college president may recommend a replacement to complete the Local Board member's term.

(2) Any Local Board member may be removed from office by the State Board after a majority vote of the Local Board members then in office whenever, in their judgment, the best interests of the college and/or the Local Board of Directors is affected. Written request for removal with a supporting statement of concern will be forwarded to the State Board by the college president for their action. Notice of the date, time, place, and purposes of the meeting at which the removal is to be acted upon shall be given to such Local Board member intended to be removed at least ten (10) days prior to the date of such meeting and must state the reason for the proposed removal, consistent with the approved By-Laws. Disciplinary issues shall be conducted in accordance with Georgia’s Open and Public Meeting Statutes O.C.G.A. § 50-14-3 and § 50-14-4.

Section 5. Ethics

North Georgia Technical College
January 23, 2020

Policy and Procedure Manual
Members of the local boards must safeguard their ability to make objective, fair, and impartial decisions and, therefore, should not accept any benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision or to reward a past decision. Members of the local board must hold themselves to the ethical standards mandated by O.C.G.A. § 45-10-3. Further, members of the local advisory boards shall electronically file a Public Officer Affidavit with the Georgia Government Transparency & Campaign Finance Commission by January 31st of each calendar year and shall be subject to the same general business transaction disclosure requirements as state employees pursuant to O. C. G. A. § 45-10-26.

ARTICLE IV. OFFICERS AND THEIR DUTIES

Section 1. Officers.
The officers of the Local Board of Directors will be the Chairperson, the Vice Chairperson, and the Executive Secretary.

Section 2. Election and Terms of Office.
(1) The Chairperson and Vice Chairperson will be elected by the Local Board of Directors of North Georgia Technical College from its membership at its last regularly scheduled meeting prior to July 1 of said year. The term of office for the Chairperson and Vice Chairperson will be one year. The Chairperson and Vice Chairperson shall assume their respective positions on July 1 following election; no person shall hold more than one of these offices concurrently.

(2) Executive Secretary. The President of North Technical College, who shall not be a member of the Local Board of Directors, will be the Executive Secretary.

Section 3. Removal of Officers.
The Chairperson and the Vice Chairperson may be removed at any time by two-thirds vote of the Local Board.

Section 4. Vacancies.
Vacancies in the offices of Chairperson and Vice Chairperson shall be filled by the Local Board of Directors of North Technical College soon as practicable.

Section 5. Duties of Chairperson.
The Chairperson shall be a member of the Local Board of Directors of North Georgia Technical College, shall preside at the meetings of the Local Board with the authority to vote, and shall appoint the members of any and all such committees as necessary for the Local Board to perform its assigned duties.

The Chairperson shall be an ex-officio member of all committees with the authority to vote.

Section 6. Duties of Vice Chairperson.
The Vice Chairperson shall be a member of the Local Board and shall perform the duties and have the powers of the Chairperson during the absence or disability of the Chairperson.

Section 7. Duties of the Executive Secretary.
As Executive Secretary, the President will schedule and arrange for meetings of the Local Board and furnish meeting notices and materials, as needed, to members in advance of such
meetings. The Executive Secretary will normally be present at all meetings of the Local Board and shall ensure that an accurate record be kept of the proceedings of the meetings of Local Board and its committees.

The President will be responsible for implementing recommendations of the Local Board and for the administrative and operational support of the Local Board.

Section 8. Committees.

(1) Local Boards may establish standing committees to serve as college liaisons in specific areas; the committees’ roles will be to advise and provide support to the college on specific initiatives, events, or activities. The State Board may also require Local Boards to form committees to assist in carrying out its mission.

(2) Local Boards may appoint Ad Hoc or special committees to address specific circumstances and dissolve when the task is completed.

ARTICLE V. MEETINGS OF THE LOCAL BOARD

Section 1. Place of Meetings.

Meetings shall be held at such places as determined by the Local Board. The public shall be made aware of such regular meetings through a public posting stating the time, place and dates of all regular meetings at least one week in advance of the meeting; the notice will be maintained in a conspicuous place available to the public.

Section 2. Teleconferencing.

Members may participate by teleconference or other similar means provided notice of the meetings list each location where any member of the board plans to participate and at least one location where the public can participate in the meeting. Methods used in a teleconference meeting must be such that each participating member can hear and speak to each other board member.

Members who teleconference may be counted as present for the meeting if the presiding officer is assured of the continued presence and participation of such member(s) during the course of the meeting. (LOCAL BOARDS MAY ELECT TO RESTRICT THE NUMBER OF TIMES INDIVIDUAL MEMBERS MAY ATTEND VIA TELECONFERENCE). An individual roll call vote of members will be required on board votes.

Section 3. Attendance at all Meetings.

Local Board members shall attend all meetings unless prevented from doing so by disability or other causes beyond their control. Members who are unable to attend at least 75% of the regularly scheduled meetings during a fiscal year should consider resignation from the Local Board. No person may attend any meeting of the Local Board as a substitute for any Local Board member; and no person except a regular member of the Local Board shall be entitled to vote in determining the action of the Local Board at any time.

Section 4. Regular Meetings.

All meetings of the Local Board shall be conducted in compliance with Georgia’s Open and
Public Meeting statutes O.C.G.A. § 50-14-1 thru § 50-14-6 and O.C.G.A. § 50-1-5. The Local Board will meet at least eight times per year and schedule one or more future meetings at each meeting. A summary of the subjects acted on and the names of members present at each meeting will be written and made available for public inspection within two (2) business days following the Local Board meeting.

Section 5. Special Meetings.

Special meetings of the Local Board may be called by the Chairperson. A notice of the special meeting must be made available to the public in accordance with Open and Public Meetings Laws. Business transacted at a special meeting will be confined to the purposes stated in the call for the meeting and shall in all other ways be conducted in conformance with the law. A summary will be prepared and distributed as described in Section 4.

Section 6. Committee Meetings.

Committees shall meet at the direction of the Chairperson of the Local Board or on call of the committee chairperson. Members participating via teleconference will not be counted towards the physical quorum.

Section 7. Quorum.

At all meetings of the Local Board, a majority of the full membership of the Local Board shall constitute a quorum for the transaction of business. The action of a majority of the members of the Local Board present at any meeting shall be the action of the Local Board, except as may be otherwise provided by these by-laws. Members participating via teleconference are to be counted present and may contribute to the quorum.

Section 8. Public Meetings and Executive Session.

All meetings of the Local Board shall be open to the public except as provided for in Section 9 of this Article.

Section 9. Closed Sessions

(a) When any meeting is closed to the public based on majority vote of a quorum present for the meeting, the specific reasons for such closure shall be entered upon the official minutes. The minutes shall reflect the names of the members present and the names of those voting for closure, and that part of the minutes shall be made available to the public as any other minutes. Where a meeting of an agency is devoted in part to matters within the exceptions provided by law, any portion of the meeting not subject to any such exception, privilege, or confidentiality will be open to the public, and the minutes of such portions not subject to any such exception will be taken, recorded, and open to public inspection as provided in subsection (e) of Code Section 50-14-1.

(b) When any meeting of an agency is closed to the public pursuant to subsection (a) of O.C.G.A. § 50-14-4, the person presiding over such meeting and each member of the Local Board in attendance will execute and file with the official minutes of the meeting a notarized affidavit stating under oath that the subject matter of the meeting or the closed portion thereof was devoted to matters within the exceptions provided by law and identifying the specific relevant exception.
(c) Executive sessions may be called by the board respecting confidential information, such as authorization of a settlement; authorization of the purchase, disposal or lease of property; personnel matters and other exceptions as defined in O.C.G.A. § 50-14-3 and O.C.G.A. § 50-18-72

ARTICLE VI. OPERATION OF THE LOCAL BOARD

Section 1. Rules.
The rules contained in Roberts’ Rules of Order (Latest Revised edition) shall govern in all cases to which they are applicable and in which they are not inconsistent with the by-laws or any special rule of the Local Board.

Section 2. Agenda.
A prepared agenda with appropriate information will be sent to each member of the Local Board by the Executive Secretary in advance of any regular meeting of the Local Board and will be posted at the meeting site no later than five days prior to the meeting. The agenda, as approved or amended will govern the order of business for the meeting. Additions, deletions, or reordering of agenda items shall be by majority vote.

Section 3. Minutes.
The Executive Secretary is responsible for the preparation and distribution of the minutes of Local Board meetings. A copy of the minutes of each meeting shall be mailed to each Local Board member for review prior to approval at the succeeding meeting. The minutes will not be considered official unless and until approved by the Local Board. Minutes must be made available for public inspection after official approval. Minutes must include the names of the members present at the meeting, a description of each motion or other proposal made, the identity of the persons making and seconding the motion or other proposal, and a record of all votes. The name of each person voting for or against a proposal shall also be recorded. Minutes of executive sessions will be recorded but shall not be open to the public as defined by lawful exceptions stated in O.C.G.A. § 50-18-72. Such minutes shall specify each issue discussed in executive session by the board and comply in all aspects with subsection (e) of O.C.G.A. § 50-14-1.

Section 4. Local Board Actions.
The Local Board will generally consider action on matters brought to its attention only after referring such matters to technical college staff for appropriate analysis and recommendations. Such staff analyses should be brief, with supporting information appended as necessary. The staff analyses shall include a statement of the issue and its implications, a description of the practical alternatives with associated advantages and disadvantages, and a recommendation. Whenever possible, such staff analyses will accompany the agenda for the meeting at which the matter is to be considered.

ARTICLE VII. APPEARANCE BEFORE THE LOCAL BOARD

Individuals or groups wishing to appear before the Local Board must make their request in writing to the President at least ten (10) days in advance of the meeting. The Chairperson at his or her discretion may approve the request and allot a reasonable time for presentation. However, the Chairperson, without opposition, or the Local Board by majority vote, may
recognize unscheduled appearances before the Local Board by individuals or groups. The Chairperson will limit the time for presentations as necessary to maintain the timely and efficient conducting of business by the Local Board.

ARTICLE VIII. METHOD OF AMENDING THE BY-LAWS

Section 1. Method.
These by-laws may be amended by the Local Board with the approval of the State Board. Proposed amendments will be distributed to each member of the Local Board and to the TCSG System Office at the meeting immediately preceding the one at which the amendment will be considered.

Amendments to the Local Board by-laws shall require approval by at least a two-thirds vote of the Board’s members. The adopted amendment will then be forwarded to the State Board, which will normally consider the proposed amendment at its next regularly scheduled meeting. State Board approvals will require a majority vote of its members.

Section 2. Effective Date.
Amendments will be effective immediately upon approval by the State Board unless otherwise indicated.

Adopted: September 4, 1986  
Revised and Approved: July 7, 2003; September 2008; November 2009; September 2011; September 5, 2013; September 3, 2015  
Last Reviewed: June 2018
Section 3: Administration

Section 3.1................................................................................................................................................Budget and Accounting
Section 3.2 .............................................................................................................................................. Copyright, Intellectual Property Protection
Section 3.3 .............................................................................................................................................. Operations
Section 3.4 .............................................................................................................................................. Emergency Preparedness 1/2
Policy: 3.1.1. (II.A) Financial Overview

The Technical College System of Georgia shall be managed in accordance with sound financial management policies and practices and in accordance with all State and Federal financial rules and regulations.

Click here for complete policy and procedure.

NGTC Procedure 3.1.1.p. Financial Overview

North Georgia Technical College (NGTC) shall be managed in accordance with sound financial management policies and practices in all its activities. NGTC shall operate in accordance with all state and federal financial rules and regulations.

The President of the College is responsible for its overall financial management.

The Vice President of Administrative Services shall monitor the finances and submit reports on the College’s overall financial status to the President and the local Board of Directors at least quarterly.

Adopted: July 1, 1997
Revised and Approved: July 29, 2003; August 5, 2003; February 14, 2018
Last Reviewed: February 14, 2018

Policy: 3.1.2. (II.A.1.a) Annual Budget Requests and Operating Budgets

The budget of the Technical College System of Georgia [TCSG] shall be administered in accordance with Federal and State rules, regulations, and laws.

A task force appointed by the Commissioner shall develop the budget request for TCSG.

The Commissioner shall annually recommend TCSG's annual and supplemental budget requests to the State Board for its approval and then to the Office of Planning and Budget.

The Assistant Commissioner for Administrative Services shall distribute all budgetary instructions.

The Assistant Commissioner for Administrative Services shall compile, monitor and administer TCSG’s budget.

Click here for complete policy and procedure.
NGTC Procedure 3.1.2.p. Annual Budget Requests and Operating Budgets

- The budget of the College shall be administered in accordance with federal and state rules, regulations, and laws.
- The state and federal budgets are supplied to the College through the Technical College System of Georgia. The College also receives budgets through the process of grant writing, designated funds, and the generation of local funds.
- The staff and faculty shall be involved in the budget process of the College.
- The local Board of Directors shall approve the final budget for the College at the local level.

Adopted: July 1, 1997
Revised and Approved: July 29, 2003; August 5, 2003; October 7, 2011; February 14, 2018
Last Reviewed: February 14, 2018

Policy: 3.1.3. (II.A.1.b) Transfer of Funds Among Technical Colleges

The Commissioner may, when necessary, authorize the transfer of budgeted funds among the technical colleges.

The System Office shall retain a percent of the annual appropriations to minimize the need to transfer funds among colleges during the year. These funds will be made available to colleges for expenditures of an unforeseen nature which could not be budgeted.

The Commissioner shall authorize all transfers of funds among colleges.

The Commissioner shall authorize all budget amendments for the use of the retained appropriations.

Click here for complete policy and procedure.

NGTC Procedures: 3.1.3.p. Transfer of Funds Among Technical Colleges

The Vice President of Administrative Services (VPA) shall contact the appropriate personnel at the Technical College System of Georgia with sufficient information to request a transfer of funds.

If TCSG approves the transfer, the VPA will secure documentation for a budget amendment.

The Budget Accountant of the College will enter the budget amendment into the accounting system.

Adopted: July 1, 1997
Revised and Approved: July 29, 2003; August 5, 2003; August 5, 2008; February 17, 2011
Last Reviewed: April 11, 2018
Policy: 3.1.4. (II.A.2.a.) Accounting System

The System Office and technical colleges shall use an accounting system supported by the State of Georgia. The financial statements produced by the accounting system shall be the official financial records of the System Office and technical colleges. Entries into the accounting system may be summary level transactions that are supported by various subsidiary ledgers and reports.

The System Office and the technical colleges shall process their accounting transactions in accordance with the State Accounting Office and the Department of Audits and Accounts rules and regulations and generally accepted accounting principles.

Click here for complete policy and procedure.

NGTC Procedure: 3.1.4.p. Accounting System

The College shall process accounting transactions in accordance with the State Accounting Office’s rules and regulations and shall maintain records on a GAAP (Generally Accepted Accounting Principles) basis of accounting.

The Business Office staff will enter all data in a timely manner to ensure that monthly financial statements reflect all current activity. Further, Business Office staff will balance the College’s financial statements monthly and provide financial reports to the Vice President of Administrative Services.

Adopted: July 1, 1997
Revised and Approved: July 29, 2003; August 5, 2003; August 5, 2008; February 17, 2011
Last Reviewed: February 14, 2018

Policy: 3.1.5. (II.A.2.b) Contract Management

All contracts for goods and services shall be approved by either the Commissioner, President or their designee. Contracts for more than $125,000 shall be approved by the State Board except employment contracts.

The Office of Legal Services shall maintain a file of all contracts involving the System Office. The President or designee shall maintain a file of all contracts involving the technical college.

All contracts shall conform to TCSG’s Purchasing Policy.

Click here for complete policy and procedure.
Policy: 3.1.6. (II.A.2.c.) Payroll System

The System Office and technical colleges shall use the State of Georgia's HRMS System to process all payroll and HRMS related transactions. All individual payroll checks will be generated from this system.

The System Office and technical colleges shall process all payroll transactions to include the generation of individual payroll checks for System employees.

Click [here](#) for complete policy and procedure.

Policy: 3.1.7. (II.A.2.d) Enterprise Funds

An enterprise fund is a fund used to account for revenues received for goods or services provided to the students or the general public on a continuing basis and primarily financed through user charges. Three criteria used to determine if an operation should be an enterprise fund include: 1) Generates revenues, 2) Provides services or goods to students or the community, and 3) Operates as a stand-alone entity.

Click [here](#) for complete policy and procedure.

Policy: 3.1.8. (II.A.2.e.) Audits

The State of Georgia Department of Audits and Accounts shall perform an audit or review of the System and each technical college annually. When a vacancy occurs in a presidential position, the System Office shall request a full audit of that fiscal year unless a full audit has been completed within the two preceding fiscal years. TCSG’s Office of Administrative Services shall investigate and provide assistance to any technical college that receives one or more “findings” as a result of the annual audit or review.

Click [here](#) for complete policy and procedure.

Policy: 3.1.9. (II.A.2.g.i) Bank Accounts

The System Office and technical colleges shall follow the procedures established by the State Accounting Office and the Office of Treasury and Fiscal Services when establishing all bank accounts. All funds shall be deposited in institutions approved by the Office of the State Treasurer.

Click [here](#) for complete policy and procedure.
Policy: 3.1.10. (II.A.2.g.ii) Petty Cash Funds

The technical colleges may use petty cash accounts for purchases under $500. Petty cash funds shall not be used for travel reimbursement or payment for personal services, nor may an employee use petty cash funds for any personal purpose.

The technical colleges shall establish appropriate mechanisms for the proper use of petty cash funds and shall be responsible for the repayment of any unauthorized or inappropriate use.

Click here for complete policy and procedure.

NGTC Procedures 3.1.10.p. Petty Cash Funds

A petty cash fund shall be maintained in the designated office of each campus for reimbursement to faculty and staff of purchases not to exceed thirty-five dollars ($35) per purchase.

Designated Offices for Petty Cash:
Clarkesville Campus – Cashier
Blairsville Campus – Cashier
Currahee Campus – Receptionist

Petty cash funds shall not be used for:
- Travel Reimbursement
- Personal Services
- Personal Use or Loans to Employees

The Vice President for Administrative Services shall approve all petty cash funds and the custodians of the funds.

Adopted: July 1, 1997
Revised and Approved: July 29, 2003; August 5, 2003; October 7, 2011
Last Reviewed: February 14, 2018; September 20, 2018

Policy: 3.1.11. (II.A.2.f.iii) Georgia Sales and Use Tax

Georgia sales and use tax shall be collected and reported as required by the Georgia Sales and Use Tax Laws and Regulations.

The technical colleges shall charge and collect sales and use tax where appropriate.

The technical colleges shall report taxes in accordance with accounting procedures established by the Department of Audits and Accounts and the State Accounting Office.

Technical colleges shall direct specific questions to the Georgia Department of Revenue or a regional sales tax office.
Policy: 3.1.12. (II. A. 2. f. iv.) Cooperative Nonprofit Organizations

Technical colleges may associate with non-profit foundations or cooperative organizations that are established for the exclusive purpose of supporting the technical college. Financial and operational arrangements between technical colleges and their non-profit foundations must be consistent with state requirements for use of public resources. Such arrangements must be documented and follow the format of the written System-Approved Memorandum of Understanding template.

Policy: 3.1.13. (II.A.2.g V.N.) Personal Checks

Personal checks shall be accepted with proper identification by the college for fees, tuition, services, books or class supplies. When a bank refuses to honor such a personal check, the college shall charge a service fee to the person who presented the check. This service fee may not exceed $30 or 5% of the face value of the check, whichever is greater, plus the amount of any fee charged to the college by the bank.

NGTC Procedure 3.1.13.p. Personal Checks

Personal checks shall be accepted for payment of fees and the purchase of goods and services with proper identification.

When the bank refuses to honor a personal check, there will be a $30 service charge.

The Cashier of the Clarkesville Campus shall notify other locations/campuses of bad checks. The department that accepted the check shall notify the check’s maker by telephone and/or mail. A hold will be placed on the check maker’s account immediately.

Returned checks may be redeemed with cash, cashier’s check, certified check, traveler’s check, money order, or credit card. The check’s maker must also pay the service charge in the same manner at the time the check is redeemed.

Three returned checks in the history of the maker will suspend check writing privileges indefinitely at North Georgia Technical College. The name(s) of persons who lose check writing privileges shall be distributed monthly to all campus units that accept checks.

Adopted: February 24, 1992
Revised and Approved: July 29, 2003; August 5, 2003
Last Reviewed: April 11, 2018
Policy: 3.1.14. (II.A.2.h.) Indirect Cost Rate

A technical college may voluntarily apply for an indirect cost rate to be used to allocate various facilities and administrative costs to federal grants and contracts.

Click [here](#) for complete policy and procedure.

Policy: 3.1.16. (II.B.) Purchasing

In accordance with Georgia law (O.C.G.A. § 50-5-50 et seq.), all purchases made by the System or its technical colleges shall conform to all purchasing laws and all purchasing rules or procedures established by the System and/or the Department of Administrative Services.

The System has unlimited delegated authority from the Department of Administrative Services to directly purchase goods and services and a delegated authority up to $1 million to conduct Request for Proposals.

The State Board must approve any purchase valued at $125,000 or more.

If a proposed purchase exceeds $100,000 and is for non-exempt goods and services related to technology, as that term is defined at O.C.G.A. § 50-25-1 then such purchases shall be approved by the Agency CIO who will notify the Georgia Technology Authority as required.

Click [here](#) for complete policy and procedure.

Policy: 3.2.1. (II.E.) Intellectual Property

To further the Technical College System of Georgia’s [TCSG] goal of making education accessible to the public, the TCSG owns the intellectual property rights in any and all works produced by or exclusively for the TCSG or its constituent colleges.

In order that the Technical College System of Georgia be able to utilize to the best and fullest extent all works produced for it and all works provided for its use, anyone producing work for the System and college units and anyone providing work for their use must represent and warrant that such works:

- Do not violate any law;
- Do not violate or infringe any intellectual property right (including but not limited to copyright, trademark, patent, or right of publicity) of any person or firm; and
- Do not libel, defame, or invade the privacy of any person or firm.

Click [here](#) for complete policy and procedure.
Policy: 3.3.1. (II.C.1.) Maintenance for Campus Facilities

Each technical college shall develop a protocol and schedule for maintaining its campus facilities.

Click here for complete policy and procedure.

NGTC Procedure 3.3.1.p. (II.C.1.) Maintenance for Campus Facilities

NGTC has a protocol and schedule for maintaining campus facilities at all locations.

NGTC Preventative Maintenance Schedule

Chemical Treatment:
Chemicals are added to Boilers and Loop systems as needed per tests.

Testing Schedule:
- Steam Boilers – October 15 thru April 15
- All Boiler and Chiller Loops – bi-annually unless a leak is found, then it’s checked again
- Steam Boilers – blown down 3 times weekly to prevent scale buildup in storage

Air Condition Systems:
Boilers placed in chemical wet storage during spring once cold weather is over.
- 25 – Small split AC units on campus to check spring thru summer
- 14 – Large AC loop systems to check spring thru summer
- 100 – PTAC unites in Bryant Hall to check three times a year
- Outside coil units to large AC system cleaned in spring and inside coils cleaned twice a year
- Outside and inside small split unit coils cleaned twice a year
- Fan bearings checked and greased with filter changes
- Belts replace at filter changes and as needed

Boilers:
- Low water cut off checked on Boilers weekly
- Pressure Relief Valves – tested quarterly
- Pumps and Motors to Hot Water Loops – oiled annually
- Boiler repair completed as needed

Filters:
Most filters are ordered as needed with some spares on hand for emergencies. Majority of filters changed bi-annually – exceptions:
- Administrative Building – quarterly
- Dorm – 3 times a year
- Hub room – quarterly
- Welding – monthly
- Bookstore – quarterly

Lighting Inside and Outside:
Various light bulbs and lighting supplies are ordered as needed to maintain lights around campus. Light bulbs are changed daily as needed.

Adopted: August 3, 1988  
Revised and Approved: July 29, 2003; August 5, 2003; March 3, 2011  
Last Reviewed: February 14, 2018

Policy: 3.3.2. (II.C.2.) Use of Vehicles

Employees may use their personal motor vehicles for System business and shall be reimbursed in accordance with the State of Georgia travel regulations.

State owned or leased motor vehicles assigned to the System shall be used only for official duties.

Motor vehicles to be used by System Office staff shall be assigned by the Commissioner and those to be used by technical college staff shall be assigned by the Presidents.

All state owned or leased vehicles shall be properly maintained and insured in accordance with Georgia Department of Administrative Services regulations.

The technical colleges shall develop motor vehicle policies that ensure for the proper use, insurance, maintenance, and inventoring of all assigned motor vehicles.

Employees using motor vehicles in the course of their employment shall comply with all relevant motor vehicle laws. Employees who fail to do so or otherwise fail to drive in a safe and prudent fashion shall be subject to discipline and may lose the defense and indemnity protections of the state that they otherwise enjoy.

Click here for complete policy and procedure.

NGTC Procedure 3.3.2.p. (II.C.2.) Use of Vehicles

State owned vehicles are authorized for use in the performance of all essential travel duties related to the completion of state business. They are not authorized to be used for employees' personal trips unrelated to the state business, for transporting passengers who are not state employees, or for attempting tasks which are beyond the vehicles' capabilities. When determining whether state policy authorizes a particular use of a state vehicle, employees must ask whether the vehicle's use will serve the interest of the state rather than the driver and whether it will be defensible in the event of public criticism, questions from a higher government authority, or an auditor's report. When driving a state vehicle, College employees must remember that it is clearly marked and that the occupants are clearly identified as representatives of state government. College personnel represent the College and have responsibilities as drivers of state vehicles that include using caution and discretion at all times.
College employees shall reserve state vehicles by going to the Forms section on the Intranet and submitting the Vehicle Request Form. Reservations should be made within 30 days. The request will be routed to the Fleet Manager who will respond approximately 2 weeks prior to the requested date with the car that has been reserved. It is the responsibility of the person using a state vehicle to:

1. Record the use of the car in the logbook located in the vehicle, ensuring that the depart time, return time, destination, and purpose of the trip are recorded as accurately as possible. The mileage needs to be noted before and after the trip to ensure that any necessary routine maintenance is performed on the vehicles in a timely manner.
2. Notify the Fleet Manager immediately if the trip is canceled.
3. Note any problems encountered in the logbook, and if immediate attention is required contact the Fleet Manager.
4. The employee should make sure the car has at least ¾ tank of gas upon the return of the car.
5. Make sure the car is returned to the designated area and follow the instructions in the log book.

AUTHORIZED USE OF STATE VEHICLES

State policy authorizes the following uses of state vehicles. This list is not intended to be exhaustive but to provide employees with some guidance in determining when the use of a state vehicle is appropriate.

- Employees travel between the place where the state vehicle is dispatched and the place where the official state business is performed.
- When employees are on official travel status, travel between the place of state business and the place of temporary lodging.
- When employees are on official travel status and not within reasonable walking distance, travel between location of official business or lodging and places to obtain meals; places to obtain medical assistance (including drugstores); places of worship; barber shops or hair salons; cleaning establishments; and similar places required to sustain the health, welfare, or continued efficient performance of the driver, exclusive of places of entertainment.
- Transport of other officers, employees, or guests of the state when they are on official state business.
- Transport of consultants, contractors of commercial firm representatives when such transport is in the direct interest of the state.
- Transport of any person or item in an emergency situation.
- Travel between the place of dispatch or place of performance of state business to the employee’s personal residence when specifically authorized by the proper authority.

UNAUTHORIZED USE OF STATE VEHICLES

Any unauthorized use of state vehicles will result in immediate disciplinary action from the College. Such action may include suspension of all privileges to operate state vehicles and, in some cases, dismissal. Further, state drivers are not covered by liability insurance when engaging in unauthorized use of state vehicles. The following uses of state vehicles are prohibited:

- Any use for personal purposes other than commuting, which has been specified in Authorized Uses.
- Travel or tasks which are beyond the vehicle’s rated capability.
• Transport of families, friends, associates, or other persons who are not employees of the state or serving the interest of the State.
• Transport of hitchhikers.
• Transport of cargo that has no relation to the performance of official state business.
• Transport of acids, explosives, weapons, ammunition, or highly flammable material except by specific authorization or in an emergency situation.
• Transport of any item or equipment projecting from the side, front, or rear of the vehicle in a way which constitutes an obstruction to safe driving, or a hazard to pedestrians or to other vehicles.
• Transport of other employees from headquarters to restaurants, cafes, drugstores, or other places which are not in the service of state business.
• Travel to sporting events, including hunting and fishing excursions, which are not in the service of state business.
• Extending the length of time the vehicle is in an employee's possession beyond that which is required to complete the official purposes of the trip.

CELL PHONE USAGE IN STATE VEHICLES

The Georgia General Assembly approved House Bill 673, effective July 1, 2018, which requires drivers to use hands-free technology when using cell phones and other electronic devices while driving. The following rules apply to usage in all state vehicles.

Prohibited
• Holding or supporting, with any part of the body, a wireless telecommunications device or stand-alone electronic device.
• Writing, sending or reading any text-based communication, including a text message, instant message, e-mail or internet data while holding your device.
• Watching a video or movie other than watching data related to the navigation of your vehicle (i.e., your mapping app or GPS screen).
• Recording a video.

Allowed
• Speaking or texting while using hands-free technology.
• Using a GPS system or mapping app.
• Wearing and using a smart watch.
• Using an earpiece to talk on the phone.
• Using radios, CB radios, CB radio hybrids, commercial two-way radios, subscription-based emergency communication devices, prescribed medical devices, amateur or ham radios and “in-vehicle security, navigation or remote diagnostics” systems.

Circumstances where you can handle an electronic device while driving
• Reporting a traffic accident, medical emergency, fire, a crime or delinquent act or a hazardous road condition.
• Lawfully parked (not at a stoplight – “lawfully” means off or beside the road in an area open to parking).
• Exempt from the hands-free requirement if performing official duties: police, firefighters, emergency medical personnel, ambulance drivers, other first responders and utility employees or contractors responding to a utility emergency.
The complete Georgia Fleet Manual.

Adopted: August 1, 1988
Revised and Approved: July 29, 2003; August 5, 2003; June 12, 2018
Last Reviewed: June 2018

Policy: 3.3.3. (II.C.3.) Use of Campus Facilities

The Presidents of technical colleges shall participate in civic and community functions and activities and promote community participation in college functions and activities.

At the discretion of the technical college President, technical college facilities may be made available for community and civic functions that promote the interests of the college and serve to enhance the college's relationship with the community. A President may make reasonable limitations as to time, manner and place, but may not exercise his or her discretion in a manner that discriminates based on the type of group seeking to use campus facilities.

Facilities may also be made available for functions related to business, industry, health, economic development, the arts, both public and private.

Appropriate charges may be assessed for use of facilities to cover costs incurred as well as amortization of equipment and cost of materials.

The President may require, as a condition precedent for using a facility, that a nongovernmental organization obtain liability insurance coverage, in a form satisfactory to the President, that additionally insures the Technical College System of Georgia, including the technical college and its employees against any all liabilities and claims that may arise out of the organization's use of the facility.

Click here for complete policy and procedure.

NGTC Procedure: 3.3.3.p. Use of Campus Facilities

North Georgia Technical College's (NGTC) facilities are available for community and civic functions that promote the interests of the college and foster the image of the college in the community. Usage of facilities will be available, at the determined and appropriate fees, on a non-discriminatory and non-partisan basis as long as the function(s) are deemed appropriate, do not compete with services and training marketed by NGTC, and foster the interests of the college. School facilities shall not be available for groups or individuals for private gain. All usage must be approved by the president or his/her designee.

Occasionally the facilities may be used without a charge or at a discounted rate when the function is in the interest of the college and the fee is waived by the president or his/her designee. Otherwise, the determined fees will be applied.

Organizations or groups using NGTC facilities do so with the understanding that NGTC assumes no responsibility for personal injury, loss of life, theft, or any accident that may occur while using the
facilities. The organization or group agrees to waive any liability, claim, or expense whatsoever arising from the use of NGTC facilities.

North Georgia Technical College is a tobacco, alcohol and drug-free campus. The possession, service, sale and consumption of alcoholic beverages on college campuses shall be in strict compliance with all federal, state and local laws. All persons coming onto the campus of any facility owned or operated by the Technical College System of Georgia or any of its technical colleges must comply with these laws.

NGTC Facilities and Conference Center Usage Agreements

Adopted: November 7, 1990
Revised and Approved: September 26, 2006
Last Reviewed: February 14, 2018

Procedure: 3.3.4. (II.C.4.) Acceptable Computer and Internet Use

In making decisions regarding access to the Internet and use of its computers, the System considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. The System 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 provided with guidelines and lists of resources particularly suited to learning objectives. Students and employees utilizing technical college-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the college.

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

a. Computer Theft
b. Computer Trespass
c. Computer Invasion of Privacy
d. Computer Forgery

Click here for complete policy and procedure.

NGTC Procedure 3.3.4.p. Acceptable Computer and Internet Use

North Georgia Technical College owns and operates a variety of instructional computer systems which are provided for the use of North Georgia Technical College students, faculty, and staff in support of the educational programs of the college and which are to be used for such related activities only. All students, faculty, and staff are responsible for seeing that these computer facilities are used in an effective, efficient, ethical, and lawful manner.
The complete policy is available in all computer labs and the library. It defines acceptable use of these instructional computers systems. Unacceptable use is prohibited and is grounds for loss of computer privileges, as well as prosecution under federal, state, and local law. Adjunct faculty should check with the Department Chair or Dean for Academic Affairs to see how documentation is handled for a particular program area. System administrators may develop additional, more detailed guidelines as needed for any of the college’s instructional computer systems. These guidelines will cover such issues as allowable connect time and disk space, handling of irretrievable mail, responsibility for account approval, copyright issues, actions for inappropriate use, and other items related to administering the system.

The Computer Acceptable Use Policy form can be found on the college’s intranet, under Internal Forms as documented below.

Use of college technology provided at North Georgia Technical College (NGTC) is a privilege and not a right. **The primary purpose of Internet/network access is to support the mission of NGTC.** Each user is responsible for the use of the campus technology resources in an effective, efficient, ethical and lawful manner. Inappropriate conduct as outlined below may result in the loss of this privilege and possible disciplinary measures.

1. Pornography and similar “adult oriented” resources may not be accessed.
2. Only students currently enrolled at NGTC may have access to computer labs, except the library. A 60-minute usage limit will be observed for any non-class computer usage.
3. Changing, modifying or eliminating computer configurations by a student is prohibited.
4. Loading any application or program software, including computer games, by a student is prohibited.
5. Technology resources may not be used for any illegal or unauthorized act, including, but not limited to, the creation, dissemination, or possession of pornography; the possession or use of programs, files, or instructions for violating system security and the violation of copyright law.

Verbal warnings concerning unacceptable conduct may be made by any member of the faculty and staff (including work study students) and should be considered serious.

**One written warning** will indicate that a subsequent violation will result in the loss of computer privileges.

The user will be notified in writing when computer privileges are denied. The length of time for loss of computer privileges will be determined by the department chair. Further violations will be reported to the Vice President for Student Affairs for possible disciplinary or legal action.

Additional Guidelines:
- Hardware or software malfunctions should be reported to a faculty/staff member immediately.
- NGTC is not responsible for any damage or loss of student data for any reason.
- The computers are in a public environment and privacy is not guaranteed.
- Each user should understand that his/her freedom to access and display information is constrained by the rights of others.

Acceptable Use Acknowledgement:

I acknowledge that I have read the NGTC Acceptable Computer and Internet Use Policy and agree to follow these guidelines.

I understand that violations of these guidelines may result in the loss of my North Georgia Technical College computer/internet/network privileges or disciplinary action or legal action.
Policy: 3.3.5. (II. C. 5.) Use of Telecommunications Equipment

It is the policy of the Technical College System of Georgia [TCSG] to control and minimize the costs of using communication services and equipment.

The cost of acquiring and using telecommunication equipment represents a significant amount of funds. TCSG shall develop procedures and controls in conformance with the Governor’s Office of Planning and Budget Policy Governing the Use and Control of Telecommunications Equipment is understood and implemented.

The Commissioner shall develop procedures and controls to minimize the cost of acquiring and using telecommunications equipment within the System.

Click here for complete policy and procedure.

Policy: 3.3.6. (II. C. 6.) Alcohol on Campus

The presence of alcohol on college campuses shall be governed by the provisions of federal, state and local laws and applicable State Board of the Technical College System of Georgia [TCSG] policies and procedures. All persons entering the campus or any facility owned or operated by the TCSG or any of its technical colleges must comply with these laws, policies, and procedures.

A technical college may permit the service of alcoholic beverages in conjunction with the operation of a business conference center provided the center is capable of accommodating 200 or more people. Alcohol may be served only at events sponsored by a third party (e.g., an organization, individual, etc.) possessing the appropriate federal, state and local licenses. Additionally, the event itself must serve a business, economic development, civic, social or educational purpose.

Alcoholic beverages may not be served or sold at any student-sponsored function nor may a technical college sponsor an event at which alcohol is sold or otherwise provided.
With respect to events held on a technical college campus, there shall be no exchange of money involved with the service of alcohol and a cash bar will not be permitted.

An Agreement setting forth the requirements for the service of alcoholic beverages shall be signed by any third party sponsoring an event at which alcohol will be served. Said agreement shall include a release of the technical college and the TCSG from any and all liability associated with the event.

For purposes of regulating alcoholic beverages, the campus shall be considered to be within a municipality if the campus, or a greater part of the campus, is within the limits of a municipality. If the campus or a greater part of the campus is located within an unincorporated area of a county, the campus shall be considered to be within the unincorporated area of the county.

Any advertisement or promotional materials which indicate that alcohol will be available at an event/function held on a technical college campus shall not contain any information which would suggest that the event is sponsored by the technical college or any technical college employee.

College logos, name, etc., shall not be used as an endorsement for the sale of alcoholic beverages.

No State or Federal funds may be used to purchase alcohol for service at a technical college. This prohibition does not apply to the purchase of alcohol for the exclusive use in a college’s culinary arts programs. In these instances, the college must adopt written procedures to strictly regulate the purchase, storage and use of alcohol in these academic programs.

A technical college President may, at his or her sole discretion, decline to allow alcoholic beverages to be served at events held on campus; however, a President’s decision to permit the service of alcohol at an event must comply with the guidelines of this policy and all accompanying procedure(s) established by the Commissioner.

Click here for complete policy and procedure.

**Policy: 3.3.7. (II. C. 7.) Tobacco Use**

Tobacco use causes enormous financial, social and public health harm to the citizens of Georgia. Accordingly, tobacco use is prohibited within the System Office, all technical colleges and within all other facilities under the supervision or control of TCSG.

Click here for complete policy and procedure.

**NGTC Procedure: 3.3.7.p. (II. C. 7.) Tobacco Use**

This procedure is established to ensure that the rights and privileges of all students and personnel are considered regarding smoking policies on all North Georgia Technical College locations. The use of tobacco products on the NGTC campus and property is restricted to a private automobile. The use of tobacco is prohibited on all NGTC campus locations and adult learning centers.
North Georgia Technical College prohibits smoking or using other forms of electronic (e.g. VAPE) alternative smoking devices or other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on technical college premises regardless of tobacco content.

Adopted: June 22, 1994
Revised and Approved: March 12, 2003; September 6, 2011
Last Reviewed: June 2018

**Policy: 3.3.8. (II. C. 8.) Records Management**

The System Office and the Technical College System of Georgia [TCSG] shall ensure the legal disposition of agency records in accordance with instructions contained in the official records retention schedule approved by the State Records Committee and any relevant federal statutes.

The System Office and the technical colleges shall also adhere to the federal statues pertaining to records management. These include records concerning non-resident aliens, employment, financial aid, education, campus security, and non-discrimination in federally subsidized programs.

Click [here](#) for complete policy and procedure.

**Policy 3.3.9 (11. C. 9.) Inventory Management**

The Technical College System of Georgia [TCSG] shall maintain accurate inventory records on the statewide computer system for all property items costing $1,000 or more and having a life expectancy of at least three years, with the exception of computer software. Computer software shall be inventoried by the System Office and technical colleges in accordance with the state guidelines issued by the Department of Audits. In addition, the System Office and all technical colleges shall maintain appropriate licensing records for all computer software.

The System Office and each technical college shall develop a system that records all state property issued to any employee and ensures the return of such property when the employment relationship ends. State property includes but is not limited to keys, credit cards, telephone cards, uniforms, computers and other electronic equipment. When such property is issued, the employee shall acknowledge that he or she has been advised that failure to return the equipment upon request or upon separation from employment will authorize the employer to withhold any monies due the employee until such property is returned or otherwise accounted for by the employee.

The System Office and all technical colleges shall have the option to maintain inventory records for all property items costing less than $1,000. Such inventory shall be separately maintained.

Surplus property shall be disposed of in accordance with state law O.C.G.A. §50-5-140 et seq.

Click [here](#) for complete policy and procedure.
NGTC Procedure: 3.3.9.p. Inventory Management

The College shall maintain a current record of all personal property costing $1,000 or more and items which are electronic in nature susceptible to theft (i.e. TV, VCR, etc.) for security and insurance purposes. North Georgia Technical College employees shall maintain inventory records in the appropriate inventory categories. Inventory coordination is the responsibility of the Business Office, which maintains a computerized inventory by custodian, department and location.

Designated staff, as part of their job description, are assigned responsibility for implementing inventory control systems. The property custodian is responsible for and is held accountable for all equipment and inventories assigned to their respective areas.

PeopleSoft is a statewide computer inventory software program which is used by the Technical College System of Georgia. PeopleSoft terminology and record keeping will be used to assure consistency across the state.

Equipment shall be defined as items which meet the following criteria: (a) are not readily consumable and cost $1,000 or more; (b) are not replacement parts or software; and (c) have a life expectancy in excess of three years.

Adopted: July 1, 1997
Revised and Approved: July 29, 2003; August 5, 2003; March 3, 2011
Last Reviewed: February 14, 2018

Policy: 3.3.10 (II.C.10) Firearms, Weapons, and Explosives

The Technical College System of Georgia [TCSG] and its associated technical colleges are committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in the TCSG System Office or on any technical college campus shall be governed by Georgia state law. All individuals are expected to comply with the related laws.

Click here for complete policy and procedure.

NGTC Procedure: 3.3.10.p. (II.C.10) Firearms, Weapons, and Explosives

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. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on college building or property shall be governed by Georgia state law. All individuals are expected to comply with the related laws. Failure to follow laws pertaining to weapons is considered a violation of the Student Code of Conduct. Relevant Georgia laws to be aware of and compliant with include but may not be limited to:
Policy: 3.3.11 (II. C. 11.) Severe Inclement Weather

The Governor shall make decisions affecting the closure of all agencies statewide or within a geographic region. Decisions regarding conditions affecting the System Office shall be made by the Commissioner. Decisions regarding conditions affecting a technical college shall be made by the President with notice to the Commissioner. Notice of closings or delayed openings shall be given to employees and students through appropriate media outlets.

If the existing or imminent weather conditions are sufficiently severe to warrant not opening, opening late, or closing early an office or workplace, employees directly affected by such conditions shall be excused from duty without loss of pay or use of leave.

As determined by the Commissioner, for System Office staff, or by a technical college President for technical college staff, employees who are late in arriving to duty or request early release from duty because of severe weather conditions, and the office or work place shall observe normal hours, may be permitted to make up time lost from work, charge it to accrued compensatory time, or charge it to accrued annual leave. Otherwise, the time lost shall count as leave without pay.

Employees on a regular day off or otherwise not affected when their office or work place is closed because of severe weather conditions shall not receive additional time off or other considerations because of the closing.

The Commissioner is responsible for the administration of this policy for the System Office staff. Technical college presidents are responsible for the administration of this policy for their campuses.
Procedure: 3.3.11p. (II. C. 11.) Severe Inclement Weather

Whenever it is determined that the health or safety of citizens, clients, or employees would be placed at risk or that conditions or events prevent performance of regular operations, services or responsibilities assigned to a state agency, closure of an agency or a subsection thereof may be deemed necessary.

The Governor shall make decisions regarding the conditions affecting the closure of all agencies statewide or within a geographic region. The heads of the Department of Transportation, in situations regarding inclement weather, and the heads of the Department of Public Safety and the Department of Administrative Services (with input from the Georgia Emergency Management & Homeland Security Agency, as necessary) will confer and make recommendations to the Governor regarding agency closures statewide or within a geographic region. Decisions regarding conditions affecting the System Office shall be made at the discretion of the Commissioner. Decisions regarding conditions affecting the technical college shall be made at the discretion of the President with notice to the Commissioner.

If inclement weather or other emergency conditions affecting all agencies statewide or within a geographic region develop during the workday, agencies will be notified of any authorized changes to normal work hours. The System Office may have to forward such notice to the technical colleges. If such conditions develop during the night and warrant delayed opening or official closing, official announcements will be made by the Governor through the following media outlets:

In Metropolitan Atlanta: Television Broadcast Station WSB (ABC) Channel 2, and Radio Stations WSB 750 AM and WSB 95.5 FM shall serve as official notification stations.

In Areas Outside Metropolitan Atlanta: Local Radio Stations that are part of the Georgia Public Radio Network (GPB) will carry official announcements. Agencies with operations outside of metropolitan Atlanta are encouraged to identify appropriate network member stations in the areas of need and communicate specific tuning information (or other instructions, such as a phone number to call) to employees in those areas.

Employees and students should be directed to listen to one of the above stations for information about alternate work hours or building closures and should be reminded that announcements on other stations may not be accurate. In the absence of official notification of delayed opening or office closure, employees are expected to report to work on time or contact their supervisor or other appropriate agency personnel as directed by their agency head. The Commissioner, for System Office employees, or the President, for technical college employees, is responsible for determining the appropriate method of communicating closures that affect only their agency.

Employees who are not directly affected by the conditions warranting closure, or who are not scheduled to work during such times, shall not accrue any right to, and shall not be compensated in any manner for any absence that may be authorized for the employees directly affected.
Click [here](#) for complete policy and procedure.

**NGTC Procedure: 3.3.11. (II.C.11) Severe Inclement Weather**

The President of the College or the President’s designee(s) will make the determination if the hours for any or all campuses will be affected by the inclement weather.

Employees in certain job categories, which are considered "essential services", will be expected to report for duty. Essential services include:

- Food Services (adequate staff to provide this service)
- Campus Police (regular shift schedule)
- Maintenance (on call)
- Residence Hall Manager (available 24 hrs/7 days to assist students)

Persons in the above categories who may be reluctant to drive should call their supervisor. Where possible, arrangements will be made to provide these employees with transportation to work. There will be no equivalent or compensatory time for working on days the College is closed due to inclement weather.

If the existing or imminent weather conditions are sufficiently severe to warrant not opening, opening late, or closing early an office or work place, employees directly affected by such conditions will be excused from duty without loss of pay or use of leave.

Employees who are late in arriving to work or request to leave early because of severe weather conditions, when the College will observe normal working hours, may be permitted to:

- Make up time lost from work
- Charge time lost to accrued compensatory time
- Charge time lost to accrued leave; otherwise, the time lost will count as leave without pay.

Employees on a regular day off or otherwise not affected when their office or work place is closed because of severe weather conditions will not receive additional time off or other considerations because of the closing.

Adopted: July 1, 1997
Revised and Approved: February 26, 2003; August 5, 2003; September 6, 2011
Last Reviewed: June 2018

**Policy: 3.3.12 (II. C. 12.) Real Property Acquisitions and Leases**

All real property acquisitions, whether purchased or donated, must be approved by the State Board and the State Properties Commission.

Prior to approval by the State Board, the president of a technical college shall consult with the Commissioner as to the need of the property for the college. If acquisition is approved by the
Commissioner, the Director of Facilities Management at the System Office shall request approval of the acquisition by the State Board.

At the time the property acquisition is presented to the State Board for Approval, the following documents shall be in the Office of Facilities Management:

1) Two written appraisals of the property prepared by appraisers who are members of the Appraisal Institute (MAI);

2) A plat of survey of the property prepared by a Georgia Registered Land Surveyor; and

3) A Phase I Environmental Site Assessment of the property. After approval of the acquisition by the State Board, the Office of Facilities Management shall forward to the State Properties Commission a request for approval of the acquisition.

A request for the rental or lease of off-campus space shall be submitted to the Director of Facilities Management at System Office for approval. After approval, the Director of Facilities Management shall notify the State Board of the proposed rental or lease and submit a request to the State Properties Commission to formalize a rental agreement with the Owner/Landlord of the space to be rented as required by law. The State Board must approve leases of (1) spaces exceeding 5,000 sq. feet of interior space or (2) a space of any size when either a college’s foundation or any governmental entity will be the landlord.

Click here for complete policy and procedure.

Procedure: 3.3.13.p. (II. C. 13.) Business Email Archiving, Retention and Investigation Procedure

Business email archiving and retention involves storing in an unalterable format for a specified amount of time all electronic messages processed by any TCSG or college email system used for employee business email communications. This procedure sets a standardized searchable storage system for retention and retrieval of all electronic correspondence to, from, or within TCSG/college business email systems in a manner that is consistent with federal requirements.

A. Retention and retrieval system:
   1. To meet retention guidelines and comply with e-Discovery requirements, every TCSG entity which operates a business email system will implement a TCSG approved searchable email retention and retrieval system which stores unalterable copies of all email correspondence processed by their business email systems.
   2. All employee business email correspondence must utilize the TCSG, Quick Start or college Microsoft Exchange email system. This includes all correspondence with students with the exception of broadcast messages to classes sent via an online classroom format.
   3. Archived messages will be transported and stored in an encrypted format readable only by TCSG, the college or their designees.
4. The archiving system will allow selected mailboxes to be marked for legal holds providing for storage for an indefinite period of time during legal proceedings (see VI.C. below).

5. The retention period for all email messages not subject to legal holds will be 60 months.

6. All archived messages will be accessible for retrieval for the full retention period, after which they will be purged from the archive. 7. PST file storage and POP3 mail access will be disabled.

B. Investigations involving archived messages:

1. Access to messages of other employees for investigative purposes will be achieved by the following:
   a. Request must be submitted via email to the appropriate Information Security Administrator by a member of the college’s senior management team or the System office executive committee. The request must contain the name of the requesting party, the subject and purpose of the investigation.
   b. If the requesting party is not the Commissioner or College President the ISA will obtain approval via email from the Commissioner/President or his/ her designee prior to providing the information.
   c. The ISA will notify the local HR Director and the TCSG Information Security Officer that an investigation is underway, the name of the mailbox being investigated, the name of the requestor and the reason for the investigation. The TCSG ISO will notify the TCSG Director of Human Resources.
   d. The HR Director at the college or TCSG will notify the subject of the investigation that the contents of his/her email account will be investigated.
   e. A temporary access account will be created with access to the mailbox under investigation. The temporary access account will be deleted once the investigation is completed.

C. Litigation holds:

1. Where TCSG or the college is the subject of litigation, there are special requirements related to electronic document retention (including emails).

2. Upon receipt of an ante litem notice, summons, complaint or other notice that TCSG or the college may be the subject of litigation, the receiving party is to contact the TCSG Legal Office.

3. The TCSG Legal Office will then issue a Litigation Hold Notice to the party of the lawsuit instructing the college to retain all documents which might be relevant to the lawsuit in their original state. Printing out and retaining only paper documents is not sufficient.

4. The archiving system discussed herein allows certain mailboxes to be marked for legal holds.

5. At the completion of litigation, the TCSG Legal Office will issue a letter indicating that the Litigation Hold on these documents has been lifted and the documents will return to their ordinary retention schedule.

RECORD RETENTION: Litigation Hold Notice – retained for 2 years after the completion of the litigation.

Click here for complete policy and procedure.
Procedure: 3.3.14p. (II. C. 14a) Open Records Requests

Access to public records is encouraged to foster confidence in government, to provide the public the opportunity to evaluate the expenditure of public funds, and for the efficient and proper functioning of its institutions. Georgia’s Open Records Act, O.C.G.A. §§ 50-18-70 et seq., provides that all public records of an agency must be made available for inspection or copying unless they are specifically exempt by law. Generally, these records must be made available within three business days of the receipt of request. It is the policy of the Technical College System of Georgia to provide access to all public records in accordance with the law.

Click here for complete policy and procedure.

Policy: 3.3.15 (II. C. 15.) Environmental Protection

The Technical College System of Georgia [TCSG] is committed to protecting the environment while recognizing that teaching, research and service activities conducted in pursuit of the TCSG and colleges’ mission may result in environmental impacts.

TCSG’s goal is to reduce waste and emissions, and ensure compliance with all relevant environmental regulations. All employees and other members of the technical college community shall strive to minimize adverse impacts on the air, water, and land through pollution prevention and energy conservation. By successfully preventing pollution at its source, we can achieve cost savings; increase operational efficiencies; improve the quality of our teaching, research and services; maintain a safe and healthy workplace for our employees and students; and improve the environment. This environmental policy is based on the following guiding principles: Preventing pollution by reducing and eliminating the generation of waste and emissions at the source shall be a prime consideration in college activities. The Commissioner and the technical college presidents shall seek to identify and implement waste minimization and pollution prevention opportunities.

Environmental protection is everyone’s responsibility. The Commissioner and the presidents of the technical colleges shall communicate their environmental policies to employees and other members of the technical college community. All members of the technical college community shall be encouraged to identify and implement feasible pollution prevention and waste minimization opportunities.

Technologies and methods that substitute non-hazardous materials and utilize other source reduction approaches shall be given top priority in addressing environmental issues. Where source reduction is not possible or feasible, TCSG shall make every effort to investigate recycling as a waste management option in lieu of treatment and disposal, which shall be the least preferred waste management options.

TCSG shall strive to continually improve its environmental performance by developing and implementing tools to measure performance and provide the information necessary to establish realistic objectives for continued reductions in waste generation and energy consumption. Progress in attaining these
objectives shall be communicated to employees and other members of the technical college community as well as the general public.

TCSG shall demonstrate its leadership role to the citizens of Georgia by adhering to applicable environmental regulations while ensuring that the generation of wastes and emission of pollutants are minimized to the extent feasible. TCSG shall promote cooperation and coordination among industry, government, and the public toward the shared goal of preventing pollution at its source, by seeking new ideas for pollution prevention and waste minimization, and by sharing experiences with the general public.

Click here for complete policy and procedure.

Procedure: 3.3.16p (II. C. 16.) Identity Theft Prevention

Access to public records is encouraged to foster confidence in government, to provide the public the opportunity to evaluate the expenditure of public funds and for the efficient and proper functioning of its institutions. Georgia’s Open Records Act, O.C.G.A. §§ 50-18-70 et seq., provides that all public records of an agency must be made available for inspection or copying unless they are specifically exempt by law. Generally, these records must be made available within three business days of the receipt of request. It is the policy of the Technical College System of Georgia to provide access to all public records in accordance with the law.

Click here for complete policy and procedure.

Policy: 3.4.1 (II. D.) Emergency Preparedness, Health, Safety and Security

The Technical College System of Georgia [TCSG] and each of its associated technical colleges and work units are committed to healthy, safe and secure workplaces and/or educational settings for all employees, students, volunteers, visitors, vendors and contractors. Each technical college or work unit shall develop, review and submit, at least annually to the System Office, those plans and procedures which are essential to respond to matters of natural and man-made hazards; public health; occupational and environmental safety as well as security. These plans and procedures shall be established with the goals of mitigating risk to individuals and physical resources as well as of maintaining compliance with national, state and local regulations. The Commissioner is directed to develop procedures necessary to implement the provisions of this policy.

Click here for complete policy and procedure.
North Georgia Technical College has established the following plans according to TCSG policy. All plans are located on the NGTC Intranet and linked below.

NGTC Procedure 3.4.1p1 Emergency Operations Plan
North Georgia Technical College Emergency Operations Plan

NGTC Procedure 3.4.1p2 Business Continuity Planning
North Georgia Technical College Business Continuity Plan

NGTC Procedure 3.4.1p3 Exposure Control Plan for Occupational Exposure to Bloodborne Pathogens and Airborne Pathogens/Tuberculosis
North Georgia Technical College Exposure Control Plan

NGTC Procedure 3.4.1p4 Hazard Communication Plan
North Georgia Technical College Hazard Communication Plan

NGTC Procedure 3.4.1p5 Annual Security Report (ASR)
North Georgia Technical College Annual Security Report (ASR)

Adopted: July 1, 1997
Revised and Approved: Refer to date sheets attached to plans
Last Reviewed: June 2018, February 2019
Section 4: Human Resources

Section 4.1 ................................................................. Employment Guidelines and Processes 2/2
Section 4.2 ............................................................................................... Work Hours and Schedules
Section 4.3 .................................................................................. Employee Ethics and Standards of Conduct
Section 4.4 .................................................................................. Employee Performance Management
Section 4.5 .................................................................................. Employee Leave 2/2
Section 4.6 .................................................................................. Employee Medical Program
Section 4.7 .................................................................................. Employee Travel
Section 4.8 .................................................................................. Drug/Alcohol Free Workplace 2/2
Section 4.9 .................................................................................. Employee Compensation and Related Benefits
Policy: 4.1.1 (III.B) Recruiting and Hiring

Vacant positions shall be filled by selecting the best-qualified applicant on the basis of merit.

The System and its constituent technical colleges shall conduct all recruitment activities in accordance with the Statement of Equal Opportunity and all other applicable laws, rules and regulations. The System shall not discriminate against any employee or applicant for employment in the recruitment, hiring, promotion, demotion, transfer, layoff or termination, rate of pay, selection for training, or for any other reason on the basis of religious opinions or affiliations, race, color, national origin, disability, sex or age.

The Commissioner is authorized to transfer employees within the agency if deemed beneficial to the productivity of the agency.

Each technical college and the System Office shall follow the guidelines of the Recruiting and Hiring procedure.

Click here for complete policy.

NGTC Procedure 4.1.1p. (III.B) Recruiting and Hiring

A guide to interviewing, selection, and reference checking was created by the NGTC Human Resources office to ensure that policies and procedures are followed. The document is posted on the NGTC intranet available to all faculty and staff.

**Process:** Criminal Background Consumer Check and Credit Check (Pre-Employment and Position Changes)

**Pre-employment**

1. A contingent offer is signed, and the prospective hire completes the Disclosure and Authorization form.
2. The data from the Disclosure and Authorization form is entered into HR TRUCheck database for a 7-year state record report, (Police Officer/Driver Ed Instructor positions require a 7-year national record).
3. The result may take up to two business days.
4. The report is reviewed within the requirements in policy.
5. The printed report is attached to the Disclosure and Authorization form and filed in the designated area of the personnel file room.
6. The weekly hire/separation email report is updated to reflect the report is clear for the next steps in the hire process.
7. If the report does not meet the requirements outlined in policy, the prospective hire and the hire manager are notified by HR.
8. The prospective hire is advised in writing of the procedure to obtain additional information to clear/clarify the result.
9. If the prospective hire refuses to obtain additional information to assist in the hire decision, the hire will not move forward, the hire manager be notified.
10. If the prospective hire obtains additional information, the result is reviewed with the President/TCSG with follow up notification to the prospective hire.

11. RE: #8, the documents pertaining to the pre-employment process and decision to not hire are filed in the position recruitment folder.

**Position Changes** (promotions, transfers)

1. **The employee's current Disclosure and Authorization form** is processed through HR TruCheck
2. The data from the Disclosure and Authorization Form is entered into the HR TRUCheck database. For a 7-year state record report, (Police Officer/Driver Ed Instructor positions require a 7-year national record).
3. The result may take up to two business days.
4. The report is reviewed within the requirements in policy.
5. The printed report is attached to the Disclosure and Authorization form and filed in the designated area of the personnel file room.
6. If the report does not meet the requirements outlined in policy, the employee and the hire manager are notified.
7. The employee is advised in writing of the procedure to obtain additional information to clear the result, or that we will not move forward the position change.

**Consumer Credit Check - Pre-employment and Random Check** (positions that handle and/or manage money transactions, i.e.: cash register, P-card)

1. The prospective hire/employee completes the credit check authorization to run a report (prospective hire receives a contingent offer).
2. The data from the credit check authorization form is entered into the HR TRUCheck database.
3. The result may take up to two business days.
4. The report is reviewed within the requirements in policy and the VP of Administrative Services signs approval.
5. The printed report is attached to the credit check authorization. In addition, filed in the designated area of the personnel file room.
6. If the report does not meet the requirements outlined in policy, the prospective hire or employee and the hire manager are notified.
7. The prospective hire is advised in writing of the procedure to obtain additional information to clear the result, or we will not move forward with employment.

Adopted: August 3, 1988; March 2017
Revised and Approved: July 29, 2003; August 5, 2003; February 23, 2011; September 1, 2012; March 2017
Last Reviewed: April 12, 2018

**Policy: 4.1.2 (III.B.1) Verifying Employment Eligibility**

The Immigration Reform and Control Act requires the Technical College System of Georgia to verify the identity and employment eligibility of new employees. It is unlawful to knowingly hire or recruit an alien unauthorized to work in the United States or any individual without complying with these identity and employment eligibility verification requirements.

Click here for complete policy.
Policy: 4.1.3 (III.C) Job Descriptions

Each technical college and the System Office shall maintain a current job description for all fulltime employees.

Current Job Descriptions as posted on the TCSG website.

Click here for complete policy.

Policy: 4.1.4p (III.D) Categories of Employment

With very limited exceptions, employees of the Technical College System of Georgia [TCSG] and its associated technical colleges are members of the unclassified service. By statute and pursuant to the intent of the General Assembly, all employees hired on or after July 1, 1996 shall be included in the unclassified service and are considered “at will” employees. Within TCSG, all such employees are considered to be employed “at will” unless their employment status is subsequently changed through a written employment contract.

Click here for complete policy.

Policy: 4.1.5 (III.E) Verification of Employment

The Technical College System of Georgia will provide verification of salary and basic employment information upon authorization from employees to organizations such as lenders, retailers, and credit card companies.

Click here for complete policy.

Policy: 4.1.6 (III.F) Employment Contracts

The Commissioner may issue employment contracts for technical college presidents. The presidents may issue employment contracts to employees of their respective colleges.

Job duties and responsibilities associated with contract positions are judged to be such that the System reserves the right to renew or not renew these contracts when such contracts expire. As used in this policy, the term "non-renewal" means the discretionary non-renewal of a contract, as opposed to
employee termination or dismissal for cause. Any decision for non-renewal of an employment contract must be based on legitimate non-discriminatory and non-retaliatory business reasons.

Colleges will use standard employment contracts authorized by the General Counsel.

Click here for complete policy.

NGTC Procedure: 4.1.6.p. (III.F) Employment Contracts

Within the Technical College System of Georgia (TCSG), there has been a steady movement away from the use of employment contracts in technical colleges over the past few years. Beginning Fiscal Year 2012, North Georgia Technical College (NGTC) no longer issues employment contracts. On July 1, 2011, all full-time employees transitioned to an at-will employment status. Only adjunct faculty and full-time employees working supplemental assignments will receive a Temporary Adjunct Faculty Agreement or a Supplemental Pay Agreement.

Adopted: August 3, 1988
Revised and Approved: July 29, 2003; August 5, 2003; October 10, 2011
Last Reviewed: April 12, 2018

Policy: 4.1.7 (III.N) Personnel Files

An official personnel file shall be maintained on all System employees. A custodian shall be designated for official personnel files. The Technical College System of Georgia shall comply with Georgia's Open Records Law and other state laws concerning the maintenance, viewing and inspection of official personnel files.

Click here for complete policy.

Policy: 4.1.8. (III.R) Instructional Staff Work Assignments

Each technical college shall develop an institutional faculty teaching/workload and overload compensation policy/procedure within the parameters set forth herein. College procedures must be established and administered in compliance with applicable state and federal laws, rules and regulations pertaining to compensation, employee benefits, as well as any standards set forth by accrediting bodies; said procedures shall not create an employment contract between the employee and the technical colleges or the Technical College System of Georgia. Exceptions to the college procedure for faculty teaching/workload and overload compensation must be approved by the President or designee and documented and explained.
Click here for complete policy.

**NGTC Procedure: 4.1.8.p (III.R) Instructional Staff Work Assignments**

Faculty members are employed at NGTC to provide instruction and perform other duties based on the needs of the college. Faculty may be assigned to teach credit or non-credit courses in their area of expertise as part of their primary teaching load. Such courses may be assigned to be taught during the day, evenings, and weekends or in an online environment. Teaching assignments may include teaching at one or more campus/site locations, or any combination thereof, and include a combination of face to face and online delivery methods. Faculty may be assigned to any campus/site depending upon the business needs of the college. To ensure the quality and integrity of the academic programs, the college has implemented the following procedures:

**Work Schedule and Teaching Loads**

All full-time faculty members shall work a minimum of 40 hours each week, and the regular workday is determined by the class schedule for the program. Adjunct faculty (credit and non-credit) are required to meet their respective classes as stated and be accessible to students through e-mail and occasional one-on-one appointments before or after a class session.

The Deans for Academic Affairs approves the teaching schedules and has the responsibility of assigning schedules in a consistent, fair, and academically appropriate manner. Faculty teaching loads should allow for effective and efficient teaching. In determining faculty load, the following factors should be taken into consideration: course content and level; the type of instruction; the number of class preparations; the number of students in the classes; the expertise of the instructor; student registration and advisement load; planned faculty development activities; planned accreditation activities; committee assignments; and other activities which help the institution achieve its stated purpose.

The optimal teaching load for a semester for a full-time instructor will range from 18 to 29 contact hours per week as determined by the Dean for Academic Affairs considering the factors listed above.

- Normally, the optimal semester teaching load for an instructor with classroom instructional hours only shall be 18-21 weekly contact hours of direct instructional activities, accompanied by the minimum of 19-22 hours of indirect instructional activities or similar combination to comprise the total work week.

- For an instructor whose classes include a combination of classroom, laboratory, and/or clinical instructional hours, the optimal teaching load shall be 25-30 weekly contact hours of direct instructional activities, accompanied by minimum of 10-15 hours of indirect instructional activities or similar combination to comprise the total work week.

- Courses in some of the technical and industrial programs are designed for mastery learning of competency levels to accommodate individualized proficiencies and achievement capabilities of the students. In these cases, students work on a self-paced schedule using a detailed set of written instructions with the instructor serving as facilitator of the learning process. Using this stacked course load system, instructors are normally able to assume a heavier credit-hour load.
due to an overlap of individual instruction. Instructors who teach the stacked classes will maintain at least 29 contact hours per week.

Direct instructional activities may be conducted on or off campus and will be assigned at the discretion of the appropriate Dean for Academic Affairs for activities defined as:

- Classroom instructional hours
- Laboratory or clinical instructional hours
- Evaluation of class project
- Supervising programs
- Coordinating practicum/internship programs
- Instructional services to business and industry
- Other tasks that will assist NGTC in achieving its goals and purposes

Indirect instructional related activities may be conducted on or off campus and will be assigned at the discretion of the appropriate Dean for Academic Affairs for such activities as:

- Student advisement
- Class preparation
- Registration
- Job development and placement
- Recruitment
- Professional growth and development
- Industrial and community contacts
- Maintenance of instructional equipment
- Curriculum development/revision activities
- Accreditation activities
- Instructional committee activities
- Advisory committee meetings
- Record keeping
- Student activities
- Other appropriate instructional or institutionally related activities.

Office/Class Hours
Full-time faculty members are expected to maintain and post outside their offices their weekly schedule of classes and class locations, as well as their indirect instructional/office hours during which they may be available to students or advisees. Adjunct faculty should inform their students as to the times before and/or after class that they may be contacted for assistance.

Instructional Staff Work Assignment Adjustments
Teaching loads may be adjusted for budgetary or productivity considerations. Department Chairs may, in writing, occasionally request adjustments to the faculty teaching loads specified above. These adjustments should be infrequent and are to take into account exceptional responsibilities or external factors (i.e. accrediting agency guidelines) which could alter an instructor’s teaching load. The Department Chair shall submit requests to the appropriate Dean for Academic Affairs prior to the beginning of the term for which the request is made.
Adjustment to Lump Sum Payment for Adjunct Faculty—Increase, Decrease, Stop Payment

- Agreements are sent from Academic Affairs at the beginning of each semester with the lump sum payment for each employee hired as an adjunct faculty.
- Any changes to the agreement come via email from the Dean of Academic Affairs, and the VP of Academic Affairs is copied on the email.
- Changes can include:
  - Increase in amount due to changes to the agreement
  - Decrease in amount due to the employee’s absence
  - Stop payment if employee cannot fulfill the agreement
- Changes with effective date and if applicable the end date are submitted by email to Payroll.
- Pay changes are processed in HCM PeopleSoft on the next available pay period by Payroll.
- Documentation of change is filed with the agreement and secured in Payroll.
- If the employee cannot fulfill the agreement and needs to be separated from employment, a Personnel Action form (PA) is submitted to Human Resources.

Adopted: August 3, 1988
Revised and Approved: August 5, 2003; July 14, 2010; September 8, 2011; March 29, 2019
Last Reviewed: April 3, 2018

Policy: 4.1.9. (III.W.) Background Investigations

It is the policy of the Technical College System of Georgia [TCSG] that all reasonable measures will be taken to provide a safe and secure environment for employees, students, visitors, contractors, and other individuals working in, attending, and/or visiting any TCSG System Office work unit or technical college. Based on this objective, a thorough background investigation, including a criminal history records check, shall be conducted on the recommended candidate for any full- or part-time position with the TCSG System Office, or any associated technical college before a hiring decision is finalized.

The successful completion of a criminal history records check/investigation will also be required of any contractor/employee of a contractor who works in a full-time or regular, part-time capacity at any technical college, and whose work assignment(s) include direct contact with students and staff. Individuals with a documented record of criminal conviction(s), as well as those on active, reporting probation or with outstanding criminal charges or active arrest warrants may be ineligible for employment. The Commissioner shall establish a standardized procedure for background investigations and eligibility for employment which shall be followed by all technical colleges and the System Office.

Click here for complete policy and procedure.

Policy: 4.1.10. (III.J.) Reduction in Force

§ 20-4-35. Reduction in force policy

The State Board of the Technical College System of Georgia shall develop and implement a policy which provides for an orderly and fair process to be used in the event any reduction in force becomes necessary. The reduction in force policy shall provide that:
1) Presidents of state technical institutes shall devise a plan for a reduction in force for their respective institutions;
2) Any reduction in force within an institution shall be limited to that institution;
3) The institute president shall decide the competitive area and competitive group to which any reduction in force is applicable;
4) All individuals within a competitive group will participate in the reduction in force process, regardless of whether they are in the classified or unclassified service, tenured or nontenured;
5) The State Board of the Technical College System of Georgia shall prescribe the basis for determining retention credits which shall be uniform among all state technical institutes;
6) Plans describing the process by which a reduction in force would be conducted within each state technical institute shall be approved by the State Board of the Technical College System of Georgia; and
7) Any employee of a state technical institute who believes the approved plan for that institution was not followed shall have the right to appeal to the State Board of the Technical College System of Georgia, and the decision of the board shall be final.

In accordance with the above statute (§ 20-4-35), it is the policy of the State Board of the Technical College System of Georgia [TCSG] that when position abolition(s) and/or reduction(s) in time status involving one or more employee(s) are necessary due to a lack of funds, mandated reductions in state spending, lack of work, the termination of a grant or other funding source, the need for enhanced workplace efficiencies, a reorganization of System Office or technical college operations, etc., such actions shall be accomplished in a manner that retains (where possible based on the scope of the reduction-in-force) the best performer(s). Retention factors include performance ratings, whether an employee is on an active step of discipline, as well as an assessment of an employee’s knowledge, skills, abilities, and exhibited competencies.

As previously authorized, the State Board specifically delegates to the Commissioner the ability to initiate reductions-in-force involving System Office employees and approve, disapprove, or modify reduction-in-force plan(s) submitted by a technical college President. Further, the State Board authorizes the Commissioner to address concerns raised by an affected employee that a reduction-in-force plan was not followed in the manner approved by the Commissioner.

The routine closing of an academic program of study authorized by the State Board of the TCSG in response to low enrollment, low placement rates, low cost effectiveness, or to achieve other operational efficiencies in a technical college and which may result in a reduction in the number of employees shall not be considered a reduction-in-force for the purposes of this policy. In these instances, the affected employee(s) shall be released from employment at a time determined by the President and shall have no right to a review of this action.

A reduction in force will not be used to circumvent the State Board’s Positive Discipline Policy regarding disciplinary action or the Rules of the State Personnel Board as they pertain to classified employees.

If one or more employees in a designated competitive group are in the Classified Service as referenced in Paragraph VI.C.3., the reduction-in-force shall be administered in a manner consistent with applicable State Personnel Board Rules.
NOTE: An employee furlough for one or more business days proposed in response to budgetary concerns is considered a temporary reduction-in-force and shall be administered in a manner consistent with these provisions. Prior to implementation, any technical college furlough proposed by a President must have the written approval of the Commissioner and encompass all full- and part-time college employees (regardless of funding source) unless one or more employees are specifically exempted by the Commissioner. Any System Office furlough shall encompass all full- and part-time employees regardless of funding source unless one or more employees are specifically exempted by the Commissioner.

Click here for complete policy and procedure.

Policy: 4.2.1. (III.U.3) Working Hours, Overtime, and Compensatory Time

All employees of the Technical College System of Georgia are covered by the Wage and Hour provisions of the Fair Labor Standards Act (“FLSA”) unless specifically exempted. The Fair Labor Standards Act of 1938, as amended, establishes minimum wage rates, maximum work hours, overtime pay requirements, equal pay standards, and child labor restrictions for employees covered by its provisions.

Click here for complete policy and procedure.

Policy: 4.2.2. (III.Q) Official Business Hours and Work Schedules

With certain exceptions (e.g., law enforcement and fire protection employees) and pursuant to State of Georgia Policy, all regular, salaried employees of the Technical College System of Georgia shall adhere to a forty (40) hour work week schedule unless the work schedule for a given employee is established at less than forty (40) hours per week. The Commissioner shall establish the official business hours of the System Office and each technical college president shall establish the official business hours for his/her technical college. Employee work schedules shall be established to facilitate the effective and efficient operation of all System Office or technical college work units.

The Commissioner and each technical college president must ensure that System Office and technical college operations comply with all applicable provisions of the Fair Labor Standards Act, as well as the State of Georgia policy governing Working Hours, Payment of Overtime, and Granting of Compensatory Time.

Click here for complete policy and procedure.

NGTC Procedure: 4.2.2.p. (III.Q) Official Business Hours and Work Schedules

Normal business hours at North Georgia Technical College are Monday through Thursday, 7:30 a.m. to 6:00 p.m. All permanent, full-time employees must be scheduled to work 40 hours per week exclusive
of time off for meals (a minimum of 30 minutes for meal breaks must be provided in every 8-hour period.) The regular work week for instructional staff is Monday through Thursday.

In order to accommodate workloads and/or needs of individual departments, a flexible work schedule may be established by the president, department vice president or designated supervisor. The Human Resources Office must receive documentation of flex schedules for any staff approved.

Adopted: August 3, 1988
Revised and Approved: July 29, 2003; September 5, 2007; October 10, 2011
Last Reviewed: June 12, 2018

Procedure: 4.3.1p. [III.A.1.] Unlawful Discrimination, Harassment and Retaliation in Employment

The purpose of this procedure is to ensure that all employees of the Technical College System of Georgia are provided an environment free of unlawful discrimination, harassment (including sexual harassment) and retaliation.

All employees are expressly prohibited from engaging in any form of unlawful discrimination or harassment. Any employee who has engaged in such prohibited behaviors or conduct will be subject to disciplinary action, up to and including dismissal.

All employees are required to report any act of unlawful discrimination and harassment. Reports will be treated in an expeditious and confidential manner to the extent provided by law.

TCSG will not tolerate retaliation for having filed a good faith complaint of unlawful discrimination or harassment or for having provided any information in an investigation of such. Any employee who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including dismissal.

Employees in a supervisory or managerial capacity are prohibited from knowingly permitting unlawful discrimination, harassment or retaliation in their assigned work unit(s) and from making sexual advances, welcome or unwelcome, toward any subordinate.

The harassment of an employee by a non-employee (e.g. vendor, contractor, etc.) in conjunction with the performance of his/her assigned duties and responsibilities and the harassment of a non-employee by an employee will not be tolerated.

Conduct which does not rise to the level of unlawful harassment may still violate other policies or procedures and subject an employee to disciplinary action, up to and including dismissal from employment.

Click here for complete policy and procedure.
Policy: 4.3.2. (III.L) Ethics and Standards of Conduct for Employees

All employees of the Technical College System of Georgia [TCSG] are expected to maintain the highest ethical and professional standards of conduct while carrying out their official duties, responsibilities, and associated professional obligations. All employees must work solely for the public good while striving to maintain the public trust.

Employees must avoid even the appearance of impropriety or conflict of interest in an effort to ensure that their official actions are not motivated by private or personal interests. This includes all aspects of their interactions with our students, other employees, and the System’s business, community, and state and local government partners.

While performing their assigned duties, all employees are expected to adhere to federal and state law, all State Board policies and TCSG procedures, the Code of Ethics of Government Service outlined in O.C.G.A. § 45-10-1, and all provisions of the Governor’s March 30, 2017 Executive Order establishing a Code of Ethics for Executive Branch Officers and Employees.

Any employee whose position is funded by or whose position utilizes federal funds is subject to relevant federal conflict of interest regulations.

Click here for complete policy and procedure.

Procedure: 4.3.2p.1. (III.L.1.) Ethical Responsibilities of Employees

If the Technical College System of Georgia [TCSG] is to carry out its mission of providing quality technical education and customized business and industry workforce training to the citizens of Georgia, employees of the TCSG must maintain the highest level of ethics, integrity and objectivity as they perform their duties in support of these objectives. As a public agency, maintaining the public’s trust in all of our operations is vital.

To this end and pursuant to the State Board 4.3.2., all TCSG employees shall adhere to the provisions of the Code of Ethics of Government Service outlined in O.C.G.A. §45-10-1 and all provisions of the Governor’s March 30, 2017 Executive Order establishing a Code of Ethics for Executive Branch Officers and Employees. Failure to adhere to these provisions may result in disciplinary action or dismissal from employment.

Click here for complete policy and procedure.

Procedure: 4.3.2p.2. (II.L.2) Consensual Relationships

The Technical College System of Georgia (TCSG) is committed to maintaining learning and work environments in its System Office and technical colleges that are as free as possible from conflicts of interests and favoritism.
In situations in which an employee uses his/her position of authority to persuade another employee or a student to enter into a non-consensual relationship, the harm to that person (i.e., the subordinate party) and to the TCSG is clear. Behavior of this nature can also subject both the TCSG and the employee (i.e., superior party) to the risk of liability. Any complaint initiated in response to such actions will be investigated in conjunction with the TCSG Procedure governing Unlawful Harassment or Student Unlawful Harassment.

Even in those instances in which the relationship is consensual, there is significant potential for harm when there is a power difference between the involved parties, e.g., supervisor and subordinate, faculty member and student, academic advisor and advisee, etc. Trust and respect are diminished when those in positions of authority abuse or appear to abuse their power or position.

A supervisor’s consensual relationship with a subordinate or a faculty member’s consensual relationship with his/her student is likely to interfere with the supervisor’s/faculty member’s ability to act and make decisions fairly and objectively, without favoritism. Even if the supervisor/faculty member is able to avoid bias in these actions, others in the workplace or learning environment are likely to see themselves as being less favored and, therefore, disadvantaged by the relationship. In particular, voluntary consent by a student or an employee (in such a relationship) is difficult to determine with any degree of certainty given the fundamental power differential in the relationship. As such, these relationships may be less consensual than the individual whose position confers power believes and, as such, the faculty or staff member bears a special burden of accountability in any such involvement.

Additionally, consensual relationships may provide the basis for complaints by others outside the relationship when the relationship in question appears to give undue access or advantage to the participating student or subordinate staff member and/or, which may restrict opportunities or create a hostile or unacceptable work or academic environment for others outside the relationship.

For these reasons, the TCSG expressly prohibits consensual relationships between: a faculty or staff member and any student that he/she instructs, advises, supervises, or evaluates; a supervisor and any employee he/she directly or indirectly supervises/manages within all work units (s) under his/her span of control (i.e., line of authority); or, any technical college employee and a dually-enrolled high school student.

By establishing these policy parameters, the TCSG hopes to avoid the types of problems/situations referenced above and to insulate students and employees from the potential consequences of an inappropriate subordinate/superior party relationship. Further, the TCSG hopes to ensure that all members of the TCSG community are treated with dignity and respect without regard to factors that are not relevant to that person’s assigned duties and responsibilities and work performance or, a student’s academic achievement.

Click here for complete policy and procedure.

Procedure: 4.3.2p3. (III.X.) Gifts, Honoraria, and Expenses

This Procedure serves to encompass those provisions of Governor Nathan Deal’s March 30, 2017 Executive Order establishing a Code of Ethics for Executive Branch officers and employees as they pertain to gifts, honoraria, and expenses. The Executive Order places additional restrictions on the
activities and actions of Executive Branch officers and employees (other than those imposed by the provisions of O.C.G.A § 16-10-2, 21-51, 21-5-70, 45-1-6, and 45-10-1) with respect to carrying out their official duties, responsibilities, and obligations. Other major provisions of the Executive Order are referenced in the Procedure governing Standards of Business Conduct.

Click here for complete policy and procedure.

Procedure: 4.3.2p4. (III.L.4) Standards of Business Conduct

The Technical College System of Georgia is committed to the pursuit of organizational excellence as it provides quality technical, academic, and adult education as well as customized business and industry workforce training to the citizens of Georgia.

To achieve this mission and to be good stewards of the resources that have been entrusted to the Technical College System of Georgia, all employees must conduct themselves in a manner which reflects high ethical standards, integrity, honesty, accountability, dedication to the public trust and, which conforms to state and federal law, State Board policies and TCSG procedures, and applicable gubernatorial Executive Orders.

In carrying out their assigned duties and responsibilities, all employees must also avoid even the appearance of ethical or financial impropriety, partiality, prejudice, favoritism, improper influence, as well as placement of self-interests above public interests.

Click here for complete policy and procedure.

Procedure: 4.3.2p5. (III.L.5) Political Activities and Election Campaigns

The Technical College System of Georgia (TCSG) and its associated technical colleges shall comply with all applicable federal and state laws, rules, and regulations as they pertain to the ability of state employees to participate in the political process. This procedure outlines the activities that are specifically prohibited by State Personnel Board Rules and also addresses those instances in which a state employee may pursue (i.e., offer for) and hold certain elective or appointive offices. All TCSG employees, regardless of their classified or unclassified status, are subject to these Rules and are, therefore, covered by the provisions of this procedure.

Click here for complete policy and procedure.

Procedure: 4.3.2p6. (III.L.6) Other Employment Procedure

The purpose of this procedure is to ensure that employees of the Technical College System of Georgia avoid any outside business activity or other employment relationship that creates or could be perceived as creating a conflict of interest with his/her assigned duties and responsibilities or the mission of the
agency. In addition, the procedure is intended to ensure full compliance with the Fair Labor Standards Act. This procedure neither implies nor grants any employee the opportunity to initially engage in or continue an outside business activity or employment with another entity. Authorization to participate in these activities may, therefore, be denied or withdrawn, at any time.

In conjunction with the administration of this procedure, each applicant for employment is expected to truthfully disclose on his/her employment application whether he/she is currently employed in a full- or part-time capacity; whether he/she is currently employed with another State agency; whether he/she currently serves as a contractor or consultant for a fee or honorarium; and/or, whether he/she currently operates a personal business (i.e. is self-employed). Applicants are also expected to disclose whether they intend to continue such employment or business activities.

Click here for complete policy and procedure.

Procedure: 4.3.2.p.7. (III.L.7) Children in the Workplace

The State of Georgia (through its benefits and leave programs) and the Technical College of Georgia (TCSG) (through employment-related policies, procedures, and programs) seek to provide a work-life balance which is supportive of employees and their family. The TCSG cannot, however, permit the continued or reoccurring presence of children in the workplace due to potential legal liability, health and safety concerns, and/or the potential disruption to other employees and/or to TCSG operations. For these reasons, children may not be brought to the workplace except in the circumstances referenced in Paragraph VI.A.1.

Click here for complete policy and procedure.

Procedure: 4.3.3.p. (III.X.) Workplace Violence

The Technical College System of Georgia (TCSG) and its associated technical colleges are committed to providing all members of the TCSG community (e.g., employees, students, volunteers, visitors, vendors and contractors) a safe and secure workplace and/or academic setting free of intimidating, threatening, or violent behavior. Specifically, violent acts, threats (direct or implied), unlawful harassment, verbal or physical abuse, stalking, intimidation, and other disruptive behavior, language or communication in any form (including by telephone, facsimile electronic mail, written communication or social media) are expressly prohibited. This prohibition for employees extends to any off-duty setting when the act is directed to a work-related contact or otherwise bears a relationship to work.

Click here for complete policy and procedure.

Policy: 4.3.4. (III.K) Employment of Relatives
It is the position of the Technical College System of Georgia [TCSG] that relatives of current System employees may only be employed consistent with the provisions of this policy. In turn, the System will take appropriate measures to avoid any situation in which a family relationship may interfere with the effective and efficient operation of any System work unit, including its technical colleges. Therefore, the continued employment and/or future promotional opportunities of related employees, as well as those of a prospective employee, may be prohibited entirely or limited by these same guidelines. For the purpose of this policy, the term “relatives” includes: spouse; biological or step parent(s); guardian (as defined by law); biological or step grandparent(s); biological, step, or half-sister or brother; child/grandchild (including biological, adopted, foster, step child, legal ward, or child for whom an employee stands in loco parentis); aunt/uncle; niece/nephew; first cousin; or, immediate in-law (i.e., mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law or son-in-law).

General Provisions

1. No individual shall be employed in a System Office or technical college work unit which will result in the existence of a supervisor – subordinate relationship between the individual and any relative of the individual through any line of authority in the work unit. The term, “line of authority” is defined as authority extending vertically through one or more organizational levels of supervision or management.

2. Relatives will not be employed or placed in a work environment in which fiscal checks or balances are among the assigned duties and responsibilities of the positions involved.

3. Relatives will not be placed in a working relationship in which the nature of the assigned duties and responsibilities may contribute to personal or financial gain, fraud, collusion, other abuses of position, or a possible conflict of interest.

4. Employees shall not advocate for or cause the advancement, appointment, employment, promotion, or transfer of a family member/relative to any System position.

Policy Enforcement

The Deputy Commissioner, the Assistant Commissioners and college Presidents in consultation with the System’s Director of the Office of Human Resources are fully responsible for ensuring that the provisions of this policy are not violated.

Click here for complete policy and procedure.

Policy: 4.4.1. (III.T) Positive Discipline

The Technical College System of Georgia shall be dedicated to a non-punitive approach to employee discipline and a process designed to correct performance problems as they arise; to build genuine employee commitment to the organization; and to encourage effective working relationships between supervisors and their subordinate staff. Effective and timely decision making, communication, and individual responsibility and accountability are critical to excellence in the delivery of service to our students and communities. As such, the Commissioner shall develop a procedure incorporating these principles to be applicable to all technical colleges and the System Office.

Click here for complete policy and procedure.
Procedure: 4.4.2p. [III.I] Adverse Employment Actions

This procedure addresses the processes accompanying an employee’s arrest and/or subsequent conviction for one or more criminal offense(s), as well as the dismissal of the following employees: those considered “at will” working in a full- or part-time, salaried position; tenured faculty; employees remaining in the classified service (i.e., those individuals in an employment status which confers rights of appeal as set forth in O.C.G.A.645-20-8 and §45-209); employees working under the terms of an employment contract and only during the established contract period; and, probationary employees.

NOTE: The decision to non-renew the employment contract of a non-tenured faculty member is not subject to review and is not covered by the provisions of the Procedure.

With limited exceptions (including direct reports to the Commissioner and the dismissal of tenured faculty), the State Board of the Technical College System of Georgia policy on Positive Discipline provides for the steps/levels of disciplinary action for eligible (covered) Technical College System of Georgia (TCSG) employees, including the dismissal of “at will” employees and non-tenured employees working under the terms of an employment contact.

The dismissal of a technical college President shall be accomplished under the provisions of Policy 2.3.1. – Employment of Presidents.

Click here for complete policy and procedure.

Policy: 4.4.3. (III.M) Employee Complaint Resolution

The Technical College System of Georgia (TCSG) is committed to the fair and equitable treatment of all employees and encourages employees to bring their concerns forward without fear of reprisal. Prompt reporting, open, honest communications, and timely processing of complaints are vital to facilitating an effective resolution.

A uniform process for the resolution of employment concerns not addressed by the Positive Discipline Policy, the Unlawful Harassment Procedure or other specific complaint resolution process shall be established and followed by employees of the System Office and the technical colleges. The process is intended to encourage communication between the parties involved, either directly or through an intermediary, to facilitate a mutual understanding of and appropriately address any policy or safety issues.

While this complaint resolution process is provided to employees as a mechanism for expressing concerns about employment, it is not intended to alter in any way the employment at-will relationship between the TCSG and its at-will employees or those employees working under the terms of an employment contract, if applicable. Employees who have been formally notified that they are to be dismissed from employment, who have tendered their notice of resignation, or whose contract will not be renewed are not eligible to bring forward a complaint under this policy. Employees who have been disciplined under the provisions of the Positive Discipline Policy may not bring forward a complaint under this Procedure relative to the delivery of or level of disciplinary action.
Complaints relating to harassment or discrimination on the basis of race, color, national origin, sex, age, disability, religious or political affiliation, and/or veteran’s status shall be filed and resolved pursuant to the Unlawful Harassment Procedure. Employees in the Classified Service must follow the procedure for grievances established by the Department of Administrative Services and/or the State Personnel Board.

Any individual who supplies false or misleading information in conjunction with a complaint or anyone who attempts to harass, intimidate, or retaliate against an individual for filing a complaint or for providing information in connection with a complaint will be subject to disciplinary action or dismissal.

The Commissioner shall establish a procedure for resolving complaints pursuant to this policy which shall be utilized by the technical colleges and System office staff in addressing employee complaints. The procedure will replace the one outlined in the Employee Grievance Procedure.

Click here for complete policy and procedure.

Policy: 4.4.4. (III.G) Performance Management

The Technical College System of Georgia is committed to a work environment that strives for and rewards high performance, maximizes flexibility and encourages professional development and ongoing communication between employees and their supervisors. The Commissioner shall establish the guiding principles and accompanying processes which shall comprise a Performance Management system for the System Office and all technical colleges. The process will include the periodic review and annual rating/evaluation of all employees, excluding short term, temporary employees.

Provided monies are appropriated by the General Assembly, performance-based salary increases for all eligible full-time employees of the System Office and all technical colleges will be delivered in a manner as outlined in the Appropriations Act, accompanying guidelines established by the Commissioner, and guidance from the Department of Administrative Services and the Office of Planning and Budget.

The Commissioner shall conduct an annual performance evaluation for each technical college president.

Click here for complete policy and procedure.

NGTC Procedure: 4.4.4.p (III.G) Performance Management

North Georgia Technical College (NGTC) has established a system of written performance evaluation for all full-time employees. The annual performance evaluation period shall generally begin on July 1 and end of June 30 of the following year accompanied by a mid-year review.

Annual performance-based salary increase may be awarded after an employee receives a performance evaluation pending adequate budgetary resources. Salary increases beyond that authorized for annual performance-based increases shall first be approved by the President.

Employee Evaluation

Evaluation of full-time employee performance is conducted annually and at mid-year by the appropriate supervisor. The annual performance period begins on July 1 and ends on June 30 of the following year. The State of Georgia Performance Management Evaluation Short Form, which lists responsibility
statements taken from the more-detailed job description that the employee signs upon hire, is the tool used for the annual evaluation. A rating of E-exceeded expectations or M-met expectations is necessary for a performance-based salary increase. The mid-year performance review is designed to provide an assessment to employees regarding performance, goals, training and development, and job responsibilities. The mid-year evaluation is also used for new full-time employees at the three-month probationary time period.

**Faculty Evaluation**
Evaluation of full-time faculty performance is conducted annually at mid-year by the Vice President for Academic Affairs or the Dean for Academic Affairs with input from Department Chairs. All full-time faculty members are regularly evaluated on an annual basis through the performance management system, student course evaluations, staff development plans, classroom observations, and other related performance factors. Faculty members are given a job description which specifies their responsibilities and performance expectations at the beginning of each annual evaluation period. Following the annual evaluation period, faculty is evaluated using a Performance Management Evaluation Short Form that includes a rating scale. If at any time during the evaluation period the faculty member responsibilities and/or performance expectations need to be addressed, the job description may be modified in consultation with the faculty member. The mid-year performance review is designed to provide an assessment to employees regarding performance, goals, training and development, and job responsibilities.

Adjunct (part-time) faculty members are observed and evaluated on a regular basis by the appropriate Department Chair or full-time faculty. These evaluations are used to determine adjunct faculty's eligibility for future employment.

**Class Evaluation**
Faculty/courses are randomly chosen for evaluation by students at the end of each semester using an evaluation instrument. All faculty members must provide an opportunity for students to complete the evaluation but must not be present in the room. Evaluation results are calculated each semester and reviewed by faculty members and the Vice President for Academic Affairs. If improvements are needed, a plan is developed by the faculty member, and follow-up is conducted by the appropriate Department Chair or Dean for Academic Affairs.

Adopted: July 1, 1997  
Revised and Approved: August 5, 2003; September 2011; February 12, 2019  
Last Reviewed: June 2018; February 12, 2019

**Procedure: 4.5.1p. (III.U.7) Family and Medical Leave Act Leave [FMLA]**

The Family and Medical Leave Act (FMLA) provides eligible employees the opportunity to take job protected leave for certain specified reasons. The maximum amount of leave an employee may use is either 12 or 26 weeks within a twelve 12-month period depending on the reasons for the leave.

Click [here](#) for complete policy and procedure.
Policy: 4.5.2. (III.U.6) Leave

Leave shall be administered in accordance with Rule 18 of the State Personnel Board, except as modified by System procedures. TCSG shall administer leave in compliance with state and federal law including the Family and Medical Leave Act.

Click here for complete policy and procedure.

Policy: 4.5.3. (III.U.9) Holidays

Georgia law provides for the recognition and observance of twelve (12) holidays each calendar year. Through individual proclamations, the Governor specifies the day state offices and facilities shall be closed for each observance.

Holidays will normally be observed on the dates designated by the Governor; however, if the date of a holiday’s observance will impact the continuity of instructional delivery to students in a technical college, one or more holidays may be observed later in the same calendar year consistent with a college’s approved academic calendar.

Click here for complete policy and procedure.

Policy: 4.6.1. (III.B.2) Medical and Physical Examination Program

[MAPEP]

In order to protect employee safety, all prospective employees shall be determined qualified under the Technical College System of Georgia’s Medical and Physical Examination Program.

Click here for complete policy and procedure.

Procedure: 4.6.2p. (III.U.13) Reasonable Accommodations in Employment

The Technical College System of Georgia [TCSG] is committed to equal opportunity in all aspects of employment for qualified individuals with a disability. Pursuant to the provisions of applicable state and federal law, it is the policy of the TCSG to provide for the reasonable accommodation in employment for qualified individuals with a disability unless the accommodation would pose an undue hardship on the operations of the System Office or employing technical college to include, but not limited to, a substantial modification to the fundamental nature of the job/position, any change to or elimination of
essential job functions or, which is unduly costly or burdensome. Retaliation against an individual with a disability for utilizing the provisions of this procedure is expressly prohibited.

Click here for complete policy and procedure.

Policy: 4.7.1. (III.S) Travel

Revised: February 2, 2012; April 12, 2001; February 7, 1991; July 2, 1987
Last Reviewed: February 2, 2012
Adopted: July 1, 1986

All Technical College System of Georgia employees shall conform to the Statewide Travel Regulations promulgated by the State Accounting Office.

All out of state travel must be approved in advance. The Commissioner shall approve out of state travel for the Presidents and Assistant Commissioners. The Presidents or their designee shall approve out of state travel for technical college employees. The Assistant Commissioners shall approve out of state travel for their staff.

Click here for complete policy and procedure.

Policy: 4.7.2p. (III.Y) Driver Qualification

In an effort to better promote a safe work environment and potentially reduce the number of on-the-job motor vehicle accidents and traffic citations, the Technical College System of Georgia [TCSG] has established initial and continuing driving qualification standards for all System Office and technical college drivers. Included is a process for managing on-the-job traffic accidents.

Click here for complete policy and procedure.

Policy: 4.8.1. (III.O.1) Drug-Free Workplace

The Technical College System of Georgia (TCSG) is committed to providing a working and learning environment that ensures the productivity of TCSG employees as well as the safety and security of all employees, students, contractors, volunteers, and visitors to TCSG worksites and technical college campuses. To this end, it is the policy of the State Board of the Technical College System of Georgia that all System worksites, including all associated technical colleges, shall be drug-free pursuant to the provisions of the federal Drug-Free Workplace Act of 1988, Georgia’s Drug-Free Public Work Force Act of 1990, and applicable State laws and regulations. All Technical College System of Georgia (TCSG) employees, both permanent and temporary, full- and part-time, are covered by these provisions. The
Commissioner shall establish procedures to ensure the policy is implemented and followed by the colleges. All TCSG employees must be advised of this policy. All newly hired employees are required to sign the accompanying acknowledgement statement which will be maintained in their official personnel file.

Click here for complete policy and procedure.

**Policy: 4.9.1. (III.U.5.) Retirement**

All individuals appointed to a temporary, part-time, hourly-paid position as well as adjunct faculty must, as a condition of employment, become a member of the Georgia Defined Contribution Plan unless exempted by law and/or Employees’ Retirement System of Georgia plan guidelines.

With limited exceptions, all individuals appointed to a salaried, benefits-eligible position shall, as a condition of employment, elect membership in either the Teachers Retirement System of Georgia (TRS) or the Employees’ Retirement System of Georgia (ERS). NOTE: membership in TRS or ERS is governed by eligibility requirements outlined in state law and in accompanying TRS and ERS plan guidelines.

An employee who encumbers a TRS non-covered position (e.g., a non-supervisory custodial, maintenance, or food service position) is ineligible for membership in the Teachers Retirement System; therefore, the employee shall become a member of the Employees’ Retirement System if otherwise eligible.

An individual who accepts state employment (for the first time) with the Technical College System of Georgia at age sixty (60) or older in a position subject to membership in TRS or ERS may decline membership in both retirement systems. The individual shall, instead, become a member of the Georgia Defined Contribution Plan unless otherwise excluded by law or accompanying ERS plan guidelines. The election to decline TRS or ERS membership is irrevocable.

As provided in O.C.G.A. §20-4-25, an employee’s decision to elect membership in TRS or ERS is irrevocable during the tenure of his/her employment with the Technical College System of Georgia, a technical college, or any other associated TCSG work unit.

In the rare instance that a newly hired employee appointed to a salaried, benefits-eligible position is not eligible for membership in the TRS or the ERS, he/she shall become a member of the Public School Employees Retirement System

Click here for complete policy and procedure.

**Policy: 4.9.2. (III.U.4) Flexible Benefits Programs**

The Technical College System of Georgia [TCSG] and its constituent technical colleges shall permit qualified employees to participate in the flexible benefits programs permitted other State of Georgia employees.
The programs may include legal, dental, life, disability, and vision insurance; deferred compensation programs and so-called flexible spending accounts that permit certain health related and child care expenses to be paid by employees out of pre-tax dollars.

Any employee who works at least thirty (30) hours a week and is expected to work for at least nine (9) months is eligible for the Flexible Benefits Program. Some employees, such as temporary, contingent, and student employees, however, are not eligible.

The employee may select the flexible plans they wish at the time of their appointment or during the annual open enrollment period.

Employees of technical colleges upon conversion from Local Board to State Board control shall select their benefits in accordance with state law.

Employees may also participate in Board approved Tax Shelter Annuity Plans. Currently, these include those offered by Georgia Merit System, Travelers’ Insurance and VALIC.

Click here for complete policy and procedure.

Policy: 4.9.3. (III.U.11) Tuition Remission and Reimbursement for Approved Staff Development

Credit Classes

The Technical Colleges System of Georgia encourage faculty, staff, and administrators to participate in staff development activities and study by remitting tuition and fees for those technical college educational activities that have been authorized by the employee's President or Assistant Commissioner and are clearly related to the employee's job or career in the organization. Tuition and fees will be remitted to the extent an employee is not eligible for financial aid. Upon completion of the course, the employee must present a transcript to his or her supervisor indicating that the course was "successfully completed." A course is "successfully completed" when the criteria set by the supervisor has been achieved or when a grade of C or better is earned depending on course requirements to receive credit. A course must be successfully completed in order for the tuition to be paid by the employer and for the course to count as a staff development activity. If a course is not successfully completed, then the employee shall reimburse his or her employer for all costs paid by the employer.

1) Employees (who meet the applicable admission standards and have received appropriate prior authorization from the President of the institution) may register without tuition or fees on a space available basis at his or her technical college for approved staff development.

2) Employees (who meet applicable admission standards and have received appropriate prior authorization from their President or Assistant Commissioner) may register for courses at a technical college where he or she is not employed for approved staff development. Unless the sending employer has made other arrangements, the sending employer will reimburse the receiving institution for tuition and fees.

3) Employees of a technical college may attend credit classes offered by their college as part of their staff development plan without registering as "auditors" and without credit being offered for such attendance. Employees should obtain permission from their immediate supervisor to
attend such classes. Supervisors should establish the necessary criteria to demonstrate successful completion.

Non-credit Courses

At the discretion of the President, employees may attend non-credit courses on a space-available basis at the technical college where they are employed at a reduced rate or without payment of a fee.

Click here for complete policy and procedure.

Policy: 4.9.4. (III.Z) Employee Assistance Program

The Technical College System of Georgia (TCSG) recognizes the need to assist employees with addressing concerns that can adversely impact their personal and work lives as well as interfere with their job performance or negatively affect the workplace. As a resource to covered employees, the TCSG provides a comprehensive Employee Assistance Program (EAP) through a contract provider organization. The program is both an employee benefit and a management tool designed to build and maintain a quality workforce. Participation in an EAP neither protects an employee from warranted disciplinary action nor jeopardizes an employee’s job or career advancement.

Click here for complete policy and procedure.

Policy: 4.9.5. (III.U.8) Staff Development

The Technical College System of Georgia encourages employees to develop and improve their skills and knowledge. A variety of resources for training and educational opportunities are available to employees who need additional training to improve operations, efficiency, effectiveness, and to expand and enrich the scope of programs for which the employees are responsible.

All employees, upon obtaining the appropriate approval, are eligible to participate in staff development activities. The policy shall be administered in accordance with the System’s Statement of Equal Opportunity.

Click here for complete policy and procedure.

NGTC Procedure: 4.9.5p (III.U.8) Staff Development

North Georgia Technical College (NGTC) encourages employees to develop and improve their skills and knowledge. A variety of resources for training and educational opportunities are available to employees who need additional training to improve operations, efficiency, effectiveness, and to expand and enrich the scope of programs for which the employees are responsible. The policy shall be administered in accordance with the NGTC’s Statement of Equal Opportunity.
All full-time employees, coordinator-level and above and including faculty members, are required to complete a minimum of 40 hours of staff development per fiscal year (July through June) in order to promote their growth and to keep current in their field. Support staff members are required to complete a minimum of 15 hours of staff development per fiscal year.

Records of individual staff development plans and documentation of the completion of such plans are maintained in the office of the appropriate Vice President. This de-centralized process enables each department to implement a procedure that best works for that department.

Staff development shall be evaluated as necessary; this evaluation shall form the basis for an annual staff development plan reflecting the individual employee's needs for professional improvement activities. Such activities may include college courses, state or local staff development, industry schools, workshops or seminars, planned business/industry update activities, or other organized and structured activities that update or enhance competencies. Meetings and activities that are a customary part of an employee's job description do not qualify as staff development activities. Continued employment may be contingent upon satisfactory completion of planned staff development.

Upon obtaining appropriate approval, employees are eligible to participate in staff development activities. For approval to participate in activities, consideration is given to the following:

- a) Availability of funds;
- b) Availability of training;
- c) Length of absence from work and workload requirements within the employee's work unit;
- d) Relationship of the training to the employee's position or to a position to which the employee has been scheduled to assume;
- e) The needs and best interest of North Georgia Technical College;
- f) Potential for employee's continued employment.

Full-time Faculty

Individual faculty members are responsible for promoting their own growth as teachers, scholars, and practitioners and are required to keep abreast of current trends, research, publications, and pertinent job specific information relative to their work assignment responsibilities. Activities in these areas may be eligible for staff development credit.

All full-time faculty members are required to design, plan implement, and evaluate a self-prescribed individualized staff development plan annually. This plan should be based on identified long- and short-range goals and objectives as approved by the Vice President and/or Deans for Academic Affairs. Staff development activities are tailored for each instructor and are based on professional development needs identified by the instructor or during the annual evaluation process. Progress in the specified staff development activities are reviewed at the time of the instructor's annual performance evaluation.

Adopted: January 8, 1992
Revised and Approved: July 29, 2003; September 2011; June 2018
Last Reviewed: June 2018

Policy: 4.9.6. (III.P) Defense and Indemnification

In accordance with O.C.G.A. § 45-9-1 and O.C.G.A. § 45-9-4, any System or technical college employee, including any member of the State Board or a local board, who is exposed to personal liability for
damages arising out of the performance of their duties or in any way connected therewith shall be indemnified against expenses, including attorneys’ fees, judgments, fines and amounts paid in settlement.

In order to qualify for defense and indemnification, the board member, officer or employee shall promptly advise the Commissioner in writing upon being served with any summons, complaint, process, notice, demand or pleading. Such notice shall include the date the employee was served and the method of such service. If employee or former employee fails to cooperate completely with the defense of any such matter, then the employee or former employee shall forfeit any right to indemnification.

When approved by the Attorney General, the System Office shall provide for the reimbursement to an officer, official or employee for reasonable legal fees and other expenses incurred in the successful defense of a criminal action arising out of the performance of his or her official duties.

When approved by the Attorney General, the System Office shall provide for the reimbursement to an officer, official or employee who is required to maintain a professional license for reasonable legal fees and other expenses incurred in the successful defense of a charge arising out of the performance of his or her official duties in proceedings before a professional licensing board, disciplinary board or commission.

The Board reserves the right to provide legal counsel for the benefit of any officer, official or employee, current or former, and to negotiate, settle or otherwise manage the defense of any action, suit, or proceeding on the employee’s behalf. The Board authorizes the commissioner of administrative services to provide for the liability insurance coverage or contracts of indemnification for the TCSG’s officers, officials and employees as provided by O.C.G.A. § 45-9-4(a).

Click here for complete policy and procedure.

Policy: 4.9.7. (III.U.1) Payroll Deductions

The State Board authorizes the use of payroll deductions for all employees. The Commissioner shall approve the kinds and number of payroll deductions allowed.

Click here for complete policy and procedure.

Procedure: 4.9.8p. (III.U.2) Direct Deposit of Pay

All full- and part-time Technical College System of Georgia (TCSG) employees hired on or after May 1, 2010 shall be required, as a condition of employment, to use direct deposit to receive all payroll related payments unless specifically exempted by the State Accounting Officer. At the discretion of the TCSG System Office or employing technical college, all such employees may also be required to have all other reimbursements (e.g., travel) directly deposited.

All employees hired prior to May 1, 2010 are subject to the same mandate; however, any employee who fails to adhere to the directive will continue to receive a paper check for associated wages. In these instances, pay delivery will be delayed as described in Paragraph V. B. 6. At the discretion of the TCSG
System Office or employing technical college, these employees may be also required to have all other reimbursements (e.g., travel) directly deposited.

Click here for complete policy and procedure.

Policy: 4.9.9. (III.U.10.) Workers' Compensation and Return to Work

The overall health and safety of employees is of paramount importance to the Technical College System of Georgia. To this end, TCSG will focus efforts on workplace safety and injury prevention, the timely and effective care of employees after they are injured, and the return of employees to duty following a job-related injury.

TCSG will participate in the Workers Compensation and Return to Work Programs administered through the Georgia Department of Administrative Services’ (DOAS) Risk Management Division. The Commissioner will establish procedures in compliance with these programs that will be applicable to the System Office and all technical colleges.

Click here for complete policy and procedure.

Policy: 4.9.10. (III.H) Promotions

All promotions shall be based on an employee's demonstrated abilities.

The number of years an individual has spent in a present position is only one factor to be considered in recommending an individual for promotion. The level of performance in a present position and ability to carry out the responsibilities of a more responsible position are more important than years of service in the present position.

Salary increases for promotion shall be made for any amount within the employee's applicable salary range. However, managers are accountable for ensuring that their approved personal services budgets are not exceeded.

Individuals shall be considered for a promotion or a salary increase when the individual has demonstrated the ability to completely perform assigned functions in an exemplary fashion and this demonstrated ability has been documented.

Under ordinary circumstances, an employee should not be promoted to a vacant position, unless the job has been posted either internally or externally and a search conducted in accordance with the policy on recruitment and hiring. Exceptions to the policy must be approved by the Commissioner.

Promotions at the System Office shall be approved by the Commissioner. Promotions in the technical college shall be approved by the President.

Click here for complete policy and procedure.
Section 5: Academic Affairs

Section 5.1 ................................................................................................................. Academic Administration 1/2
Section 5.2 ................................................................................................................. Non-Credit Programs
Procedure: 5.1.1p. (IV.C) Academic Freedom

The Technical College System of Georgia [TCSG] supports the concept of academic freedom. In the development of knowledge, research endeavors, and creative activities, faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. Faculty members are entitled to freedom in the classroom in discussing their subject. Although caution must be used not to introduce teaching matters that have no relation to the instructional field, faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and should feel free to participate as responsible citizens in community affairs. TCSG and its institutions safeguard and protect these rights of academic freedom by providing faculty and students the right to initiate grievance procedures should they have complaints dealing with the infringement of or personal penalization as the result of the exercise of this freedom.

Faculty members must fulfill their responsibilities to society and to their profession by manifesting competence, professional discretion, and good citizenship. They will be free from institutional censorship or discipline, when they speak or write as citizens. As professional educators, faculty members must be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate they are not speaking for the institution.

The principles of academic freedom shall not prevent the institution from making proper efforts to ensure the best possible instruction for all students in accordance with the objectives of the institution.

Click [here](#) for complete policy and procedure.

NGTC Procedure: 5.1.1p. (IV.C) Academic Freedom

NGTC supports the concept of academic freedom. In the development of knowledge, research endeavors, and creative activities, faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. Faculty members are entitled to freedom in the classroom in discussing their subjects. Although caution must be used not to introduce teaching matters that have no relation to the instructional field, faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and should feel free to participate as responsible citizens in community affairs.

NGTC safeguards and protects the rights of academic freedom by providing faculty and students the right to initiate grievance procedures should they have complaints dealing with the infringement of or personal penalization as the result of the exercise of this freedom.

Faculty members must fulfill their responsibilities to society and to their profession by manifesting competence, professional discretion, and good citizenship. They will be free from institutional censorship or discipline when they speak or write as citizens. As professional educators, faculty members must be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate they are not speaking for the institution.

The principles of academic freedom shall not prevent the institution from making proper efforts to ensure the best possible instruction for all students in accordance with the objectives of the institution.
Policy: 5.1.2. (IV.D) General Program and Program Specific Standards

The Commissioner shall, in coordination with the Presidents' Council, develop and maintain general program and program specific standards. These standards shall be approved by the State Board. Each technical college shall operate in accordance with these standards.

Click here for complete policy and procedure.

NGTC Procedure: 5.1.2.p1 (IV.D) Distance Education

Distance Education

The goal of distance education at North Georgia Technical College (NGTC) is to provide students the opportunity to access quality instruction in flexible learning environments. Such access is desired to facilitate a barrier-free delivery of instruction through synchronous and asynchronous technologies. The college offers multiple quality technology-based learning environments that expand learning resources to include videoconferencing and online learning. The college’s distance education offers increased access for students and provides for the education and training needs of the communities it serves.

I. Faculty Qualifications

All full-time and part-time faculty teaching distance education courses must meet the same criteria for academic and professional preparation as those teaching courses delivered in traditional modes. Faculty are given the opportunity and encouraged to develop courses for electronic delivery with the approval and guidance of the Dean for Academic Affairs and the Distance Education Specialist; however, participation in distance learning activities by faculty must occur on a voluntary basis. Selection of faculty for distance learning delivery takes into consideration their personal interest in instructional innovation, demonstrated ability to adapt instruction to non-traditional or innovative delivery, and their successful record of teaching in the traditional mode – verified through student and supervisory evaluations and observations.

II. Criteria for Selection of Distance Learning Courses/Programs

Videoconferencing technologies allow faculty on one campus to share resources and to interact with students on other campuses. Faculty wishing to offer courses over videoconferencing technologies must first discuss the feasibility of the course delivery with the Dean for Academic Affairs. Courses are scheduled in videoconferencing labs on a first-come, first-served basis and are limited only by available videoconferencing equipment.

Online courses allow faculty and students to interact anytime at any place. The college offers synchronous and asynchronous learning environments. Prior to online course/program development, faculty submit a proposal to the Distance Education Specialist indicating specific intentions for course delivery. The request for approval includes:
a. Rationale for specific course/program development
b. Proposed instructional methodology
c. Development and implementation timelines
d. Special hardware/software required by faculty and/or students

After review by the Distance Education Specialist, the proposal is forwarded to the appropriate Dean for final approval.

III. Faculty Orientation/Staff Development
Faculty training is important to a successful distance education program. A comprehensive program of staff development for delivery of distance education incorporates training about the modes of delivery; developing, building, effectively delivering, and assessing distance education instruction; and enhancing distance education courses using the latest innovative technologies. Training is provided as needed individually and in small groups.

Prior to implementing an online course, faculty must participate in training for and demonstrate proficiency in the use of the approved learning management system for course delivery.

IV. Compensation
A faculty member developing a course for videoconferencing delivery will receive no additional compensation for course development. Because the course will be delivered synchronously as with traditional classroom instruction, faculty is expected to utilize standard course preparation and procedures.

A full-time faculty member developing a course for online learning may be relieved of one class teaching assignment for the purpose of new online course development and implementation. This reduction in teaching assignments shall terminate with the successful implementation and development of the new online course. Release time for the development of any given course shall not exceed one semester. The Vice President for Academic Affairs may grant an extension of release time for development purposes when appropriate.

V. Teaching Load and Class Size
Teaching load for classes taught in videoconferencing delivery mode follows standard protocol for traditional classes. Such courses may be assigned to be taught during the day, evenings, or weekends. Teaching assignments may include teaching at one or more campus/site locations or any combination thereof.

A full class size for online courses is calculated at a minimum of 10 students. In cases where more than one online course is taught (with none having the required 10 enrollment), the total enrollment of the courses may be used to equate to one class for teaching load purposes. Contact hours would be calculated by an average of the combined courses. In the event that one online course exceeds 40 enrolled students, the course may be counted as two classes for teaching load purposes.

VI. Work Schedule
Full-time faculty will allot appropriate time for online classes on their class schedule. The recommended teaching load is 18 to 29 contact hours. Exceptions are based upon types of classes, number and types of preparations, advisement load, class size, and other documented and approved considerations with the approval of the Vice President for Academic Affairs.

VII. Intellectual Property.
The college’s policies regarding intellectual property may be found in NGTC Policy II.E.1., Intellectual
Property, and in the State Board of the Technical College System of Georgia Policy II.E.1., Intellectual Property.

VIII. Library and Other Learning Resources
The unique nature of online learning presents significant challenges to traditional instructional methodology. Nonetheless, equitable access to learning resources must be provided to students who elect to take courses traditionally or through distance education. In addition to on-campus library collections, NGTC offers all students online library resources through the official NGTC Online Library. The NGTC Online Library is accessible from the college’s website and from within each online course. NGTC’s Online Library offers several research databases, library orientations, listings of campus library offerings, and access to library loan options. Faculty who teach online classes can refer students to these resources or may provide direct Internet links to subject-specific online library resources.

IX. Student Affairs
North Georgia Technical College’s website and the Georgia Virtual Technical Connection (GVTC) website provide information about each member of the colleges’ student affairs division. North Georgia Technical College’s website offers traditional and online students information about student services and contact information for student affairs personnel. Student affairs processes are also accessible to all students in the online NGTC Course Catalog/Student Handbook. Finally, student affairs information can be accessed by online students from within each online course. The college also provides all students with an online portal for distance education to include an explanation of attributes associated with courses delivered through videoconferencing technologies and online learning. The portal provides help desk contact information and tutorials for succeeding within the different distance education learning environments. Prior to enrolling in an online course, all online students must pass an online readiness survey which indicates a basic understanding of technology demands in online learning.

GVTC is a course/program portal for students who desire to take online classes in any college within the Technical College System of Georgia. In addition to NGTC’s local student affairs services, the GVTC provides a ten-hour per day student support service. Additionally, the GVTC maintains a current listing of college student affairs personnel on its website to include the financial aid director, registrar, and admissions director. Students may apply and register for online courses at the host college or through GVTC.

Additionally, GVTC maintains a website that provides applications for admission, course offerings by college, a self-assessment to determine if a student is a good candidate to participate in online learning, and a listing of the minimum requirements for participating in web-based learning. Students are encouraged to visit the GVTC website to complete the self-assessment prior to being considered a candidate for a distance education course. GVTC also provides a link to each college so that students may receive additional information which may not be available on the GVTC website.

X. Evaluation of Instructional Results
Videoconference mode courses are evaluated in the same manner as traditional courses.

Online courses are evaluated for effectiveness by peer evaluation methods. Members of the Distance Learning and Education Committee (DLEC) serve as evaluators for assessing online course communication effectiveness, course design, student/student interactivity, student/faculty interactivity, and use of innovative technologies. The DLEC is a working committee comprised of online faculty, student services staff, and academic affairs staff that focuses on continuous improvement in distance education at NGTC. Peer review evaluations of online courses also compare traditional on-campus sections of the same course with online sections. When significant discrepancies are found between
electronic and traditional on-campus modes of instruction, faculty must investigate further, take corrective action, assess the modifications, and document the changes. Evaluation results and a corrective action plan must be developed, reviewed and implemented with administrative approval, and must be administered by faculty and used in the peer evaluation of the course.

Respective Deans for Academic affairs use other evaluation criteria such as attrition rates, grade distributions, and low enrollment trends.

Students are able to evaluate distance education courses to assess quality and appropriateness of instructional content and support materials, availability and responsiveness of faculty, and the clarity of course requirements and deadlines. Evaluation instruments include the effectiveness of the delivery mode.

XI. Admission and Graduation Requirements
Students enrolled in distance education courses must meet the same requirements for admission and degree/diploma/certificate completion as students enrolled in campus-based programs. The curriculum of each program must be the same regardless of course delivery mode. The instructional content and academic credit of distance education courses must be equivalent to that of corresponding on-campus courses.

XII. Grading and Transcripts
Policies for academic grading, work ethics evaluation, and transcripts are the same for distance education courses as for traditional on-campus courses. Courses delivered by online technologies require one proctored assignment, which provides assurance that students receiving course grades are the same students who are performing the work. There should not be any notation on the transcript that identifies a course as delivered via videoconferencing or online technologies.

XIII. Privacy of Students
NGTC abides by the Family Educational Rights and Privacy Act (FERPA) of 1974, as outlined in the NGTC Course Catalog/Student Handbook, to protect the confidentiality of all student records, including those for distance learning.

Students who attend distance learning courses via online technologies access the learning environment through the Blackboard learning environment. The Georgia Virtual Technical Connection (GVTC) is the portal for the online learning for the colleges in the Technical College System of Georgia. The Blackboard learning management system utilizes a Single Sign On username and password for students with a unique username and password for each student. GVTC publishes its privacy policy on its website which is accessible to students from the NGTC Blackboard Logon Web Page.

Students who attend distance learning courses via videoconferencing technologies access learning environments in two ways: 1) via the Blackboard learning environment or 2) via traditional campus classrooms equipped with Tandberg videoconferencing tools. The Blackboard learning environment offers the Elluminate Live synchronous videoconferencing tool. Therefore, student privacy is protected by Blackboard secure login and password. Tandberg videoconferencing classrooms are provided the same privacy options as offered by traditional classes.

Adopted: January 2012
Revised and Approved: January 2012
Last Reviewed: June 2018
Procedure: 5.1.2p. (IV.D.1) Business Affiliation Agreements

The Technical College System of Georgia [TCSG] is committed to developing a well-educated, globally competitive workforce for Georgia. To this end, certain occupational areas have been identified as requiring specific skills or competency mastery that can best be obtained or demonstrated in an educational/applied learning experience with businesses or organizations associated with those occupational areas. These learning experiences may include, but are not be limited to student internships, externships, practicums, and/or clinical rotations. Any program curriculum incorporating educational/applied learning experiences shall be consistent with standards approved by the State Board of the Technical College System of Georgia. Affiliation agreements with external businesses or other organizations for the educational/applied learning experiences of students should be memorialized in writing consistent with the provisions of this procedure.

Click [here](#) for complete policy and procedure.

Policy: 5.1.3. (IV.E) Technical Advisory Committees

The State Board in consultation with appropriate agencies and organizations shall establish a limited number of technical committees to advise the Board on the development of curricula to address labor market needs.

The Commissioner or designee shall:

1) Define the purpose, objectives and criteria for membership on technical committees.
2) Select and appoint members to technical committees.
3) Establish procedures for the operation of technical committees to include roles and responsibilities, terms of appointment, and process for replacement of members.
4) Establish steering committees, as needed, to provide coordination of two or more technical committees and establish procedures for their selection, appointment, terms, replacement, roles, and responsibilities.

Click [here](#) for complete policy and procedure.

NGTC Procedure: 5.1.3.p. (IV.E) Technical Advisory Committees

A program advisory committee is established to promote interaction between the program and businesses/industries served by the program. Faculty uses the expertise of the advisory committee to improve program content and operation. Program advisory committees assist with developing strategic and operational plans. The committees provide recommendations regarding existing degree/diploma/certificate course offerings, the design and use of physical facilities, and selection and maintenance of equipment. Program advisory committees provide advice regarding curriculum content to ensure that courses relate to present and future employment needs and make suggestions regarding the
modification, addition, or deletion of course offerings. Program advisory committees support programs through public relations activities. The program advisory committee assists in evaluation of program effectiveness, job development, job placement, program promotion, evaluation in relation to standards, program advocacy, and industrial support of the program. The program advisory committee reviews and recommends requirements for admissions program content and length, program objectives, instructional materials and tests, equipment, technology, methods of evaluation, and level of skills and/or proficiency required for completion of new, existing, and revised programs.

Membership

- The program advisory committee is composed primarily of persons in the industry served by the program and includes persons within the community and employment market who positively impact the program.
- The program advisory committee is comprised of at least five members to include at least three potential employers from the program area.
- The program advisory committee includes the program faculty and Dean as ex officio members.
- Adjunct faculty may attend the meetings.
- The members’ list needs to only be updated in the fall unless there are extenuating circumstances.

Meetings

- The program advisory committee meets a minimum of two times annually. One of these meetings may be electronic in nature. Electronic meetings must be approved by appropriate Dean (preferred electronic methods include video-conferencing and conference calls).
- At least three current members are required to be present for the meeting to be considered official. An exception must be considered if a program’s accrediting/certifying agency requires more, i.e. NATEF requires that five members be present.
- The committee chairperson conducts the meeting.
- The program advisory committee elects officers, including a chairperson and a secretary. The chairperson must not be an ex officio member; however, the secretary may be a faculty member.
- The program advisory committee follows an agenda (includes the Program of Work), which is distributed to members prior to each meeting.
- The program advisory committee maintains minutes, which must include the program name(s), campus(es), date of meeting, members present and absent, discussion of topics, progress toward the program of work, and recommendations/suggestions. Minutes are distributed to the advisory committee members; and the Office of Academic Affairs keeps an open file of minutes, agendas, programs of work, and the annual rosters of advisory committee members. These records serve as documentation for compliance with the Technical College System of Georgia standards.
- If a recommendation or suggestion is made, it should be clearly stated in the minutes and include the committee member making the recommendation.
- The agenda, minutes, Program of Work, etc. must include all programs in the program area (i.e. Medical Assisting/Medical Coding).
- Minutes must be signed by person recording the minutes.
- If someone is substituting for another member; note that in the section of the minutes where people present are listed.
- If a motion is made, include the name of the person who made the motion, the name of the person who seconded the motion, and all members who approved or disapproved.

Documentation

- All items listed on the check-off sheet should be sent to the Academic Affairs office in one packet within four weeks after the meeting. Faculty should keep copies for their records.
Recommendations

- It is the responsibility of the program faculty to follow up on recommendations and document specific actions taken.
- If recommendations are made regarding programmatic changes, it is the responsibility of the program faculty to submit the recommendations to the appropriate Instructional Faculty Consortium Committee (IFCC) for review on an annual basis.

Adopted: March 1986
Revised and Approved: May 2001, September 2006, June 201
Last Reviewed: July 2018

Policy: 5.1.4. (IV.F.) Service Delivery Areas

The Technical College System of Georgia [TCSG] is charged with the performance of planning, operation, evaluation and maintenance of viable programs that shall ensure our State's continued economic well-being and that shall provide its citizens with meaningful, quality education programs which shall enable them to be gainfully employed.

To ensure promotion of economic development in the state and to establish the highest possible level of training and services for business and industry through the TCSG, it is necessary to assign "service delivery areas" to the technical colleges within this system.

Due to the fact that populations shift, economic factors change, new technical colleges are built, and transportation corridors change over a period of time, it shall be necessary to allow for anticipated future changes in assigned service delivery areas as the various parameters vary. However, it is critical that service delivery area assignments are consistent with existing needs.

Each technical college shall have an assigned "service delivery area" defined by the TCSG.

The service delivery area assignment defines the counties, or portions thereof, for which each technical college has responsibility and accountability for delivery of training services to business and industry via on-campus or in-plant training. Responsibilities and services to be delivered include, but are not limited to, the following:

1) Training consultation and assisting business and industry with training needs assessments and analysis
2) Conducting supplementary, retraining, and upgrading training for existing businesses and industries
3) Conducting appropriate training for new and expanding businesses and industries
4) Development and maintenance of a system for aggressively pursuing contacts with businesses and industries within the assigned service delivery area in order to identify their current and future training needs
5) Development and maintenance of an annual plan for meeting the technical training needs of the businesses and industries within the assigned service delivery area utilizing short-term funding, tuition monies, resources of the companies served, and other available means, and
6) Conducting Quick Start programs, as assigned.
7) Service delivery area assignments are not for the purpose of defining recruitment zones or areas from which enrollees may attend a given Technical College.
8) Service delivery areas are counties, or portions thereof, assigned to each technical college to delineate areas of responsibility and accountability for delivery of appropriate training services to business and industry.

The Commissioner shall develop and issue guidelines and procedures to implement this policy, to include:
1) A transition timeline for changing from "existing" to "new" service delivery area assignments
2) A service delivery area operational guidelines document, and
3) A means of verification of the level and quality of consultative and training services being provided by each technical college within its service delivery area.
4) The Commissioner shall periodically review the service delivery area assignments and make necessary reassignments as deemed appropriate.

Technical colleges shall have responsibility and accountability for delivering services to business and industry within their assigned "service delivery area."

Click here for complete policy and procedure.

Policy: 5.1.5. (IV.G) Technical College Calendars

The educational programs of the technical colleges shall operate on an annual semester calendar which will consist of two semesters (fall and spring). A summer session can be structured according to local preferences. The Commissioner shall establish the annual state system calendar parameters. The technical college President shall establish the technical college's annual calendar within system parameters.

Click here for complete policy and procedure.

NGTC Procedure: 5.1.5.p. (IV.G) Technical College Calendars

NGTC Academic Calendar is located on the intranet.

Link to NGTC Academic Calendar.

Adopted: August 1988
Revised and Approved: October 2017
Last Reviewed: June 2018
Policy: 5.1.6. (IV, H) Structure of Associate Degree, Diploma, and Technical Certificate of Credit Programs

Encouraging students to achieve their potential in programs awarding credentials below the baccalaureate degree is fundamental to the mission of the State Board of the Technical College System of Georgia [TCSG]. The structure of associate degrees, diplomas, and technical certificates of credit programs offered at Georgia’s technical colleges shall conform to standards set by the State Board and shall be subject to periodic program evaluation.

Individual technical colleges shall determine the appropriate credential required based on the needs of business and industry, as well as those of the students. Programs must conform to the standards outlined in this procedure as well as the processes for the submission, review, and approval of new program requests and those for the periodic review and evaluation of existing programs.

The technical colleges shall notify the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) of any type of changes including program structural changes in accordance with the Commission’s substantive change policy and, when required, will seek approval prior to the initiation of changes.

Click here for complete policy and procedure.

Policy: 5.1.7. (IV.I) Warranty of Degree, Diploma, and Technical Certificate of Credit Graduates

As a demonstration of our confidence in the quality of our technical college programs, the Technical College System of Georgia [TCSG] warrants every graduate of our technical college programs offering a technical certificate of credit, diploma, or associate degree as follows:

The warranty guarantees that the graduate has demonstrated the knowledge and skills and can perform each competency as identified in the industry-validated standards.

Any program graduate who is determined to lack such competence shall be retrained at no cost to the employer or the graduate for tuition or instructional fees.

A Warranty claim may be filed by either an employer in conjunction with a graduate or a graduate if the individual is unable to perform one or more of the competencies contained in the industry-validated standards, including failure to pass a State of Georgia required licensing examination or national licensing examination.

This warranty is applicable only to graduates of a technical certificate of credit, diploma, or degree program who entered the program subsequent to the mandated standards implementation date.

The warranty shall remain in effect for two years immediately following the date of graduation and shall be honored by any technical college that offers the program from which the individual graduated.
This warranty shall be issued in writing to each graduate exiting a program on or after the mandated standards implementation date for the applicable program standard.

The Commissioner shall develop procedures for implementing this policy such that the technical college conducting the retraining under the warranty may recover the institutional costs of retraining from the technical college that conducted the original program.

The Commissioner shall resolve any disputes pertaining to this warranty policy.

Click here for complete policy and procedure.

**Policy: 5.1.8. (IV.J) Articulation and Transfer**

In order to ensure that students are served in accordance with the philosophy and mission of the State Board, each individual technical college will implement a comprehensive advance standing procedure for the granting of credit to a student for educational experiences or courses undertaken at another institution. The provisions outlined in the procedure will be followed when granting such credit. The Commissioner will provide colleges with the minimum standards and criteria for the granting of such credit.

Click here for complete policy and procedure.

**NGTC Procedure: 5.1.8.p (IV.J) Articulation and Transfer**

**TRANSFER CREDIT**

A student may receive credit for courses taken at another postsecondary institution if:

- The course taken has essentially the same content and is taught at a comparable or higher level as the course at NGTC;
- An official transcript is on file in the student's admission file from all post-secondary institutions attended;
- The course has an equal or greater number of credit hours as the course at NGTC;
- A grade of "C" or higher has been earned for the course to be transferred.
- The course meets NGTC's time limits on validity of coursework.

**Transfer Credit from Regionally Accredited Institutions**

The Office of the Registrar will normally award transfer credit for coursework taken at regionally accredited institutions, provided the above conditions are met and the student's previous institution is in good standing with its accrediting body.

**Transfer Credit from Non-Regionally Accredited Institutions**

For course work meeting the above conditions but taken at non-regionally accredited institutions, the Office of the Registrar and the Academic Affairs division determine the transferability of courses by
evaluating the comparability of the nature, content, and level of the learning experiences to the courses offered at NGTC and by considering the qualifications of the faculty members who taught those courses. In cases where course equivalency is questioned, credit must be validated by examination.

**ARTICULATED CREDIT**

Students who graduated from a Georgia high school within the previous 24 months may be eligible to earn NGTC credit for high school coursework. Secondary articulated credit will be evaluated according to the Statewide Articulation Guide, which lists courses approved for articulation by the Technical College System of Georgia (TCSG), or according to additional written agreements that NGTC has with secondary schools. Secondary credit from schools where there is no written agreement will be evaluated in terms of the specific curriculum. This determination will be made by the Admissions Office, Office of Academic Affairs, and the Registrar’s Office. Courses requested for articulation will require validation by testing at NGTC before credit is awarded. No fees will be charged for validation tests of articulated credit.

**MILITARY TRAINING CREDIT**

NGTC may award credit for training received in the Armed Forces if that training closely corresponds in content and competencies to courses in the NGTC curriculum. The training must be certified by the Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education, or by a similar document such as the official catalog of the Community College of the Air Force, and approved by the Registrar.

**EXEMPTION CREDIT**

NGTC credit may be awarded to a student for a course based on successful performance by examination to demonstrate prior achievement of course competencies. Only current NGTC students are eligible to take an NGTC exemption exam, and students are not allowed to take the exemption exam if they have previously attempted the course. The exemption exam may only be taken once, and the fee to take the exam is non-refundable. Credit granted by exemption will be counted to satisfy requirements for graduation but will not be used to determine academic standing or to calculate grade point average (GPA).

NGTC credit may also be awarded based on the nationally normed exams CLEP (College Level Examination Program) and AP (Advanced Placement) for successful completion of appropriate subject area exams. The student must arrange to have official transcripts provided to the NGTC Admissions Office. Credit is awarded only in areas offered within the current curriculum of NGTC. An equivalent grade of "C" will be required in order for credit to be awarded. Credit granted by exemption will be counted to satisfy requirements for graduation but will not be used to determine academic standing or to calculate grade point average (GPA).

**RESIDENCE REQUIREMENTS FOR DEGREE/DIPLOMA/CERTIFICATE**

In order to obtain a certificate, diploma or associate degree from NGTC, a student must complete at least 25% of the curriculum requirements in regular credit course work while enrolled as a NGTC student.

The [NGTC College Catalog](#) has more information.

Adopted: March 4, 1999
Revised and Approved: July 29, 2003; March 27, 2007; July 12, 2008; September 28, 2011; October 19,
Policy: 5.1.9. (IV. R.) Program Approval and Termination

A technical college must be approved by the State Board to offer any instructional program leading to a technical certificate of credit, a diploma, or a degree.

The termination of authority to offer a program must be approved by the State Board.

The Commissioner shall develop appropriate procedures for the implementation of this policy.

Click here for complete policy and procedure.

Policy: 5.1.10. (IV. L) College Campuses

The establishment of any campus of a technical college must be authorized by the State Board.

Any campus shall be administered by the technical college within whose service area it is located, or as designated by the State Board. A campus is defined as one that operates full credit programs that are eligible to receive Title IV funds. Course/program offerings may include technical certificate/diploma/degree courses or programs of occupational preparation, part-time programs of adult literacy, business/industry services, and continuing education. An instructional site is a location where the college offers credit or noncredit instruction but that does not meet the criteria of a campus. These sites do not require State Board approval.

All programs and courses offered at a campus shall be operated and adequately supervised by an on-site administrator or an administrator from another campus and subject to the same standards and requirements in such areas as curriculum, personnel, facilities, evaluation, budgeting, record keeping and accreditation as would be required if operated at a main campus.

The Commissioner shall develop appropriate procedures for the implementation of this policy.

Click here for complete policy and procedure.

Policy: 5.1.11. (IV. M; II. A. 2fv) Live Work Projects

Certain occupational areas require specific skills or competency mastery that can best be obtained or demonstrated in a laboratory environment with real items or projects. A laboratory environment introduces the "customer dimension" into personal service occupations such as cosmetology and provides real-world working conditions to such industrial and technical
occupations as auto mechanics, auto body repair, welding, building construction and others. Instructional Live Work Projects, when carefully managed and controlled, provide a needed dimension to laboratory learning for certain occupations as a planned and integrated component of the curriculum.

Click here for complete policy and procedure.

NGTC Procedure: 5.1.11.p (IV. M; II.A.2fv) Live Work Projects

The faculty of each program that includes live work as part of its curriculum must develop and implement a written live work plan that follows the State Standards for live work and has been approved by the Vice President for Academic Affairs. The instructor has the responsibility of ensuring that all State Board and Local Board policies are adhered to in each live work situation.

NGTC programs currently approved for the Live Works Program:

- Air Conditioning Technology
- Auto Collision Repair
- Automotive Technology
- Photography
- Cosmetology
- Culinary Arts

The live work plan supports and enhances the course curricula. Live work does not replace or interrupt essential course content or sequence; therefore, scheduling of live work is based upon course scheduling and the curricula that are being taught during a particular term and only performed during normal operating hours. All projects must be complete in the term in which the work originated. Live work seeks to avoid conflict with community business; therefore, live work projects shall not be of a production nature and do not compete with private enterprises.

Live work is accepted only to meet specific needs of the components of the curriculum. For the Transportation programs, live work projects may be accepted from NGTC students, employees, and the outside public. The instructor shall ensure that the Customer Agreement form is signed by all customers, including students of this institution, before accepting property for live work. If the Customer Agreement Form is not signed as directed by this procedure, the instructor accepting live work property will be personally responsible for errors and omissions regarding this property. Instructors must request project approval of the Vice President for Academic Affairs on projects involving over $250. For programs that do not include the acceptance of property for repairs and service, live work may be conducted PROVIDED for the benefit of employees as well as students and the public. Cosmetology clients must sign a waiver form stating that they understand that work will be performed by students as a learning experience.

Charges to the customer will be for parts and materials plus ten percent to defray costs of expendable supplies. There is no charge for labor since students perform all work as a learning experience. Live work may not be performed by instructors. Excess monies or “profits” generated by live work projects shall be used only to enhance instructional programs.

The instructor will comply with Business Office policies and procedures for receiving, receipting, and transmitting funds. The instructor will complete a receipt for funds received for each live work project.
or a receipt for each customer. One copy of the receipt should be given to the customer. For Culinary Arts events, receipts may be issued if requested by the customer. The instructor must void any receipts which are completed erroneously.

A work order should be completed, and a copy of all receipts or register total report (including those voided) shall be transmitted to the cashier in the Business Office along with the funds collected. Deposits should be made on a weekly basis regardless of the amount of the deposit. If funds collected total $25 or more, a deposit should be done on the following business day; therefore, some program(s) may make more than one deposit weekly. See Change Funds procedure, if applicable.

NGTC students and facilities may not be used for personal gain or profit in the completion of live work projects. Tips or gratuities to students working on live work projects, while not expected or encouraged, may be permitted at the discretion of the Technical College Presidents.

Disclaimers:
All monies associated with live work projects shall be subject to state fiscal and accounting policies, but excess revenues may be carried forward to successive fiscal years.

All live work projects shall comply with the Governor’s Executive Order on Ethics.

Vice President for Administrative Services is responsible for the implementation of procedure.

CHANGE FUNDS

1. Authorization: The Vice President of Administrative Services shall approve all change funds as to amount and custodian. Any increase or changes in these funds must be approved by the VPA and a notice sent to the Director of Accounting who will maintain a current spreadsheet of custodians and amounts.

2. Purpose: A change fund is established for the purpose of providing select organizations the ability to collect money for products/services sold to individuals. These funds are for the express purpose of making change and are not to be used for petty cash reimbursement. Examples of appropriate change fund uses are bookstore transactions, payments to the cashier, live work payments, etc. Change funds must not be used for the following requests.

- Cashing checks
- Travel reimbursements
- Meal reimbursements
- Purchases made on behalf of NGTC to vendors
- Advances to employees for any purpose
- Petty cash reimbursements

3. Security: All monies are to be kept in a locked drawer during the day and secured at the close of the business day in a locked file cabinet or safe. Custodians must never leave monies unsecured. Custodians should count the monies in their change funds on a regular basis and keep the documentation for five years.

4. Reconciling the Fund: Change funds should be reconciled monthly by the custodian of the fund using the Change Fund Reconciliation Form. These forms should be kept on file by the custodian of the fund for period of five years according to State of Georgia Retention Regulations.
If a shortage occurs:

- A copy of the reconciliation form should be forwarded to the Director of Accounting on the Clarkesville campus.
- The reconciliation form must be signed and dated by the custodian of the fund and by the supervisor.
- The Director of Accounting will enter a payable voucher into the PeopleSoft system to create a replenishment check.
- The replenishment check is taken to the bank by a security officer to obtain the cash (Clarkesville and Currahee campuses). Security or a designated staff person will take the cash to the Currahee campus change fund custodian. A replenishment check is sent to the Blairsville campus, and the designated staff will get it cashed at United Community Bank and return the cash to the change-fund custodian.
- The custodian will verify receipt of the funds.

If an overage occurs:

- A copy of the reconciliation form should be taken to the cashier of the campus and the funds deposited into BANNER.
- A copy of the BANNER receipt should be attached to the Change Fund Reconciliation Form and kept on file by the custodian of the fund.
- A copy of the BANNER receipt and the reconciliation form should be scanned and e-mailed to the Revenue Accountant on the Clarkesville campus.

5. Audits of Change Funds: Business office staff and/or designated staff of the Currahee/Blairsville campuses under the direction of the Director of Accounting will conduct random audits of the change funds. Cash on hand should equal the fund balance. Any discrepancies should be noted on the reconciliation sheet and handled as described in item #4. This reconciliation sheet and any supporting documentation should be sent to the Director of Accounting.

6. End-of-Year Closing: Change funds should be reconciled prior to the close of business on June 30th and the reconciliation form immediately transmitted to the Director of Accounting on the Clarkesville campus.

Adopted: November 5, 1987
Revised and Approved: June 1991; July 2010; September 2011; June 2012; July 2018
Last Reviewed: September 2018

Policy: 5.2.1. (IV.N.) Non-Credit Instruction

Non-credit instructional activities may include courses, seminars and workshops provided to business and industry, organizations, governmental agencies and the general public. Adult Literacy, developmental studies, and Quick Start programs are not covered by this policy. Each technical college shall maintain an active non-credit instructional program throughout its respective service area.

The pricing structure for the charge to the participant should be calculated on the basis of "cost recovery plus". Each technical college shall develop a consistent basis for establishing its fee structure.
Each technical college shall report enrollment or participation in non-credit instructional activities and community service activities in accordance with guidelines promulgated by the System. Technical colleges shall issue a formal agreement for each instructor hired for non-credit instructional activities. The formal agreement shall stipulate requirements of the instructor and other relevant factors. Full-time instructors may be used for non-credit instruction, and an addendum made to their contracts in accordance with guidelines established by the System. Each technical college shall develop an instructor compensation plan to ensure consistency in employment practices. The plan should be flexible enough to provide for conditions for compensation differentiation such as expertise in the field.

A formal curriculum development process for non-credit instruction shall be utilized at each technical college.

Each technical college shall develop an evaluation process for non-credit instructional programs. Technical colleges may award appropriate credentials to participants of non-credit instructional activities. Continuing Education Units (CEUs) may be awarded in accordance with guidelines established by the International Association for Continuing Education and Training or other appropriately recognized entities. A formal curriculum development process for non-credit instruction shall be utilized at each technical college.

Each technical college shall develop an evaluation process for non-credit instructional programs.

Technical colleges may award appropriate credentials to participants of non-credit instructional activities. Continuing Education Units (CEUs) may be awarded in accordance with guidelines established by the International Association for Continuing Education and Training or other appropriately recognized entities.

The System Office shall issue guidelines concerning the following:
1) Non-credit instructional activities
2) Enrollment reporting
3) Addendum to full-time instructors' contracts

The technical colleges shall develop the following:
1) Consistent fee structure
2) Instructor compensation plan
3) Curriculum development process
4) Evaluation plan

Click here for complete policy and procedure.

Policy: 5.2.2. (IV.O) Quick Start

A major charge of the State Board is that of economic development of the State of Georgia. The State Board carries out this responsibility through the delivery of technical education and training services to Georgia citizens. Such programs and services may be provided by technical colleges under the Board's jurisdiction or programs directly administered by the Board.
Training services conducted by Quick Start must be customized to meet the requirements of the job. Also, such programs must be of high quality and conducted in an efficient manner. Typically, the companies’ involvement in providing technical expertise and other resources is essential for an efficient and effective outcome.

Each Quick Start project shall be preceded by an analysis as determined by the commissioner to assure that the project should be undertaken and to determine the level of services to be provided.

Each Quick Start project shall have a comprehensive "training needs assessment" performed prior to commitment of project funds or personnel. This assessment should answer the question "what needs to be done?" The needs assessment shall minimally include definition and/or explanation of the following items:

1. Company characteristics and its plans for Georgia.
2. Type and number of trainees.
3. Timelines.
4. Initial analysis of costs factors for training.

For each Quick Start project, a training plan shall be developed based on the training needs assessment. Each Quick Start Project shall have a written training agreement that defines the relationships and obligations of all parties involved.

Each Quick Start project shall be evaluated during and after the training process has been completed. The purpose of these evaluations shall be to continually improve training delivery efficiency and effectiveness.

The Georgia Quick Start Program is intended to be supplemental to the regular programs offered by technical colleges.

The Commissioner shall develop guidelines to implement this policy.

The Commissioner shall report to the Board periodically on Quick Start activities.

Click here for complete policy and procedure.

Policy: 5.2.3. (IV.P) Programs for Adult Literacy

The Office of Adult Literacy shall distribute on an annual basis to all interested parties a Request for Application (RFA) package to apply for state and/or federal funding for adult literacy programs. The application package shall contain guidelines, procedures and assurances required to operate adult literacy programs.

Adult literacy program funding is available for:

1. Adult Basic Education (ABE);
2. Institutionalized settings;
3. English literacy (ELP);
4. English literacy/civics education; and
5. Recipients of Temporary Assistance for Needy Families (TANF).
The Commissioner shall develop a process for objectively evaluating and awarding grants based upon merit. After completion of the evaluation process, the State Board shall approve the allocation of federal and state grant funds.

Each service delivery area with an Adult Literacy program shall have a local advisory committee for adult literacy services.

Click [here](#) for complete policy and procedure.

**Policy: 5.2.4. (IV.Q) General Education Development (GED®) Testing and Diplomas**

The Technical College System of Georgia [TCSG] is responsible for providing adult education at the basic, general and specialized levels throughout the State of Georgia. The System shall administer the General Educational Development (GED) testing program and issue General Educational Development (GED) Diplomas in accordance with the policies of the American Council on Education.

The State Board shall approve fee schedules for taking the GED test, for taking retests on one or more components of the GED test, for a replacement of the GED Diploma, or for an Official Report of Test Scores.

Click [here](#) for complete policy and procedure.
Section 6: Student Affairs

6.1 ........................................................................................................... Student Equity
6.2 ........................................................................................................... Admissions
6.3 ........................................................................................................... Student Records
6.4 ........................................................................................................... Student Life
6.5 ........................................................................................................... Student Academics
6.6 ........................................................................................................... Student Finances
6.7 ........................................................................................................... Student Conduct
6.8 ........................................................................................................... Student Activities
Policy: 6.1.1. (V.A.1) Unlawful Harassment & Discrimination of Students

It is the policy of the Technical College System of Georgia (TCSG) that all students shall be provided an environment free of unlawful harassment (including sexual harassment and sexual violence), 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 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 for such prohibited conduct if other corrective measures are ineffective. Allegations of prohibited conduct occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure. Any individual who has engaged in prohibited conduct will be subject to disciplinary action up to and 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 in an expeditious and confidential manner.

TCSG will not tolerate retaliation for having filed a good faith harassment and/or discrimination complaint 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, up to and including expulsion or dismissal.

Any individual who knowingly makes a false charge of unlawful harassment/discrimination or retaliation, or who is untruthful during an investigation may be subject to disciplinary action, up to and including expulsion or dismissal.

Employee complaints of unlawful harassment or discrimination shall be conducted pursuant to the process outlined in Procedure III.A.1, Unlawful Harassment of Staff.

Click here for complete policy and procedures.

Procedure: 6.1.1.p (V. A.1) Unlawful Harassment and Discrimination of Students

It is the purpose of this procedure to ensure that all students within the Technical College System of Georgia (TCSG) shall be provided 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 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 for such
prohibited conduct. Allegations of discrimination, harassment or retaliation, occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure. Student complaints regarding sexual harassment, sexual assault, sexual violence, dating violence, domestic violence, sexual exploitation or stalking will be processed in accordance with the Sexual Harassment and Misconduct Procedure.

Any student or employee who has engaged in prohibited conduct will be subject to disciplinary action up to and 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 in an expeditious and confidential manner. TCSG will not tolerate retaliation for having filed a good faith harassment and/or discrimination complaint 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, up to and 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.

Click here for complete policy and procedures.

Procedure: 6.1.2.p (V. A.1, 6.1.1p) Sexual Harassment and Misconduct

It is the purpose of this procedure to ensure that all students within the Technical College System of Georgia (TCSG) and its colleges are provided access to a safe educational environment free from any discrimination on the basis of gender. To that end, this procedure prohibits sex discrimination of any kind, 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 up to and 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 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, up to and 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.

Click here for complete policy and procedures.

**Policy: 6.2.1. (V. B.) Admissions**

Colleges shall be open to individuals who are seeking post-secondary education. Admission to specific programs will consider a student’s readiness to ensure students reach their maximum potential consistent with the academic standards applicable to the program. In accordance with the Statement of Equal Opportunity, the System and its constituent Technical Colleges will not discriminate in admissions.

Click here for complete policy and procedure.

**Procedure: 6.2.1.p (V. B.1.) Admissions Requirements**

Admission to a Technical College System of Georgia (TCSG) college is a multi-step process which consists of evaluation of prior academic experience and assessment for postsecondary readiness of eligible applicants. The ability of a student to succeed in a program at a technical college is greatly determined by the math and language skills possessed by that student. The Technical College System of Georgia is committed to assisting each student to achieve at their maximum potential. All students applying for diploma, degree, and certificate programs must be assessed prior to acceptance to a program of study at a technical college. Students will then be admitted in accordance with the academic standards applicable to that program.

In accordance with the Statement of Equal Opportunity, the System and its constituent technical colleges will not discriminate in admissions.

A. Required Academic Criteria

To be admitted by all technical colleges, applicants must satisfy one of the six academic readiness paths below:

1. High school graduates must submit an official high school transcript (including graduation date) that reflects the student has met the attendance, academic, and/or assessment requirements for the state’s board of education or equivalent agency.
   - Secondary schools must be accredited by an agency included on the TCSG approved accreditation agency list.
   - Applicants with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization.
• High school Certificates of Attendance or other certificates, credentials, or 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.

2. Submission of an official transcript reflecting the student has passed an examination the state recognizes as the equivalent of a high school diploma (e.g. GED).

3. The only exception to requirements 1 or 2 is for those students seeking enrollment into an approved basic workforce certificate that does not require a high school diploma or GED for admission as listed on the attachment 6.2.1p.a2.

4. Submission of an official transcript from each of one or more previously attended postsecondary institutions (accredited by an accepted accrediting agency) reflecting the successful completion (C or better) of a minimum of 30 semester or 45 quarter credit hours of coursework at the degree level.

5. Applicants who were home schooled in the state of Georgia and did not attend a recognized accredited program must submit:
   a. Certificate of Attendance form from the local superintendent’s office or a Declaration of Intent to utilize a Home Study Program from the Georgia Department of Education verifying that the parent or legal guardian complied with the requirements of home study programs as referenced in O.C.G.A. § 20-2-690.
   b. Annual progress reports or a final transcript for the equivalent of the home- schooled student’s junior and senior years (the final progress report or transcript must include the graduation date).

6. Applicants who were home schooled outside the state of Georgia and did not attend a recognized accredited program must submit:
   a. Annual progress reports or a final transcript for the equivalent of the home-schooled student’s junior and senior years (the final progress report or transcript must include the graduation date); and one of the following:
      • PSAT, SAT or ACT scores that meet or exceed the TCSG system and college minimum score requirements for program readiness.
      • ACCUPLACER placement scores that meet or exceed the TCSG system and college minimum score requirements for program readiness.

7. Service members of the U.S. Air Force, Army, Coast Guard, Marines, or Navy may submit an official copy of their DD Form 214 indicating high school graduate or equivalent.

Exception: Presidents of technical colleges may waive the high school diploma/high school equivalency requirement for those pursuing a high school equivalency who are otherwise eligible to enroll in a specific program of study.

B. Assessment of Program Readiness

1. Technical colleges must evaluate students’ readiness for degree, diploma, and certificate programs. Technical colleges may accept a student’s official entrance score on the following validated assessment instruments if the scores meet the required minimums listed on the attachment 6.2.1p.a2.
   a. SAT
   b. ACT
   c. PSAT
d. TABE 9-10 scores of 461 or higher in reading and 442 or higher in math for placement into entry level workforce certificate programs

e. Georgia Milestones Literature & Composition or Georgia Milestones American Literature & Composition (English admission requirement only)

f. HOPE GPA after completion of 10th grade of 2.6 or higher

g. High school GPA of 2.0 for approved Entry Level Workforce Certificates

h. Completion of GED® with a score of 145 or higher on each section for placement into any certificate, diploma, or degree program

i. Completed TCSG form documenting two years of work/career related experience for approved Entry Level Workforce Certificates

j. Accuplacer/Companion

k. Compass/Asset

*A student possessing an Associate’s degree of higher from a regionally accredited institution shall be exempted from placement requirements.

2. Assessment results are transferable to any TCSG college. Each technical college will develop its own retesting policy and charges may apply.

3. 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) may be used in lieu of placement exams.

4. Subjective criteria such as, but not limited to, written or oral interviews, personality assessments, and letters of reference shall not be utilized as part of the evaluation for program readiness or admission to a college or a program. All criteria should be published and applied consistently to all applicants for a program.

C. Admissions Categories

Minimum admissions requirements shall be established for each program. Students shall be admitted to a technical college in one of the following categories: Regular, Provisional, Special, Pending, or Transient.

1. Regular Status Students who meet all requirements for admission into a selected program and are eligible to take all courses in the program curriculum are granted regular admission status.

2. Provisional Status Students who do not meet all requirements for regular admission into a selected program are granted provisional admission status. Provisionally admitted students may take learning support classes, and certain specified occupational courses as long as class pre- and co-requisites are satisfied. • All certificate, diploma, and associate degree program students initially admitted on a provisional basis must have satisfactorily completed the necessary prerequisite and learning support course work in order to progress through the State Standard Curriculum. Note: Dually/Jointly/Move On When Ready enrolled students are not eligible for Provisional Admission status.

3. Special Admit Status (Non-credential seeking) Applicants who wish to take credit coursework, but are not seeking a certificate, diploma, or associate degree are granted Special Admit status. The following specifics define the parameters of this status: a. May apply up to a maximum of 25 quarter or 17 semester credit hours into a specific program for credential seeking purposes after achieving regular admit status. The number of hours taken
as a special admit student in no way waives the requirements of the regular admission process. b. May enroll in classes only on a space-available basis. c. Must adhere to the specific institutional prerequisite requirements when selecting courses. d. Will not be eligible for any financial aid.

4. Pending Admit Status (High School Seniors only) Applicants who are in their final year of high school and are applying for a college term immediately after they graduate are granted Pending Admit Status. The following specifics define the parameters of this status: a. Applicants must submit a transcript showing the applicant is on track for completing all required high school courses before the semester they wish to enroll. b. Will be allowed to register for courses after course placement requirements have been met. c. These applicants are not eligible for federal financial aid until a final high school transcript has been received.

5. Transient Status Students who submit a Transient Agreement Letter from their home institution are granted Transient admission status. The Transient Agreement Letter must verify that the student is in good standing and must list the courses the student is eligible to take. A current Transient Agreement Letter is required for each term of enrollment.

Click here for complete policy and procedure.

NGTC Procedure: 6.2.1.p (V. B.) Admissions

To apply for admission to any location or program at North Georgia Technical College, one must:

- Submit an application for admission and a $25 non-refundable application fee. Pay online or make checks payable to North Georgia Technical College.
- Request that an official transcript from high school including graduation date or official GED® Scores be mailed to the Admissions Office. (All degree and diploma programs require a high school diploma or GED® before admission.)
- Request that official transcripts from ALL technical colleges or universities attended be mailed to the Admissions Office.
- Take a placement test or submit valid SAT, ACT, PSAT, COMPASS, ASSET, or ACCUPLACER scores.

To be admitted by a Technical College, applicants must satisfy one of the six academic readiness paths below:

1. High school graduates must submit an official high school transcript (including graduation date) that reflects the student has met the attendance, academic, and/or assessment requirements for the state’s board of education or equivalent agency.
   - Secondary schools must be accredited by an agency included on the TCSG approved accreditation agency list.
   - Applicants with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization.
c. High school Certificates of Attendance or other certificates, credentials or 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.

2. Submission of an official transcript reflecting the student has passed an examination the state recognizes as the equivalent of a high school diploma (e.g. GED).

3. Submission of an official transcript from each of one or more previously attended postsecondary institutions (accredited by an accepted accrediting agency) reflecting the successful completion (C or better) of a minimum of 30 semester or 45 quarter credit hours of coursework at the degree level.

4. Applicants who were home schooled in the state of Georgia and did not attend a recognized accredited program must submit:
   a. Certificate of Attendance form from the local superintendent’s office or a Declaration of Intent to utilize a Home Study Program from the Georgia Department of Education verifying that the parent or legal guardian complied with the requirements of home study programs as referenced in O.C.G.A. § 20-2-690.
   b. Annual progress reports or a final transcript for the equivalent of the home-schooled student’s junior and senior years (the final progress report or transcript must include the graduation date).

5. Applicants who were home schooled outside the state of Georgia and did not attend a recognized accredited program must submit:
   a. Annual progress reports or a final transcript for the equivalent of the home-schooled student’s junior and senior years (the final progress report or transcript must include the graduation date); and
   b. One of the following:
      i. PSAT, SAT or ACT scores that meet or exceed the TCSG system and college minimum score requirements for program readiness.
      ii. ACCUPLACER placement scores that meet or exceed the TCSG system and college minimum score requirements for program readiness.

6. Service members of the U.S. Air Force, Army, Coast Guard, Marines, or Navy may submit an official copy of their DD Form 214 indicating high school graduate or equivalent.

Exception: Presidents of Technical Colleges may waive the high school diploma/high school equivalency, as described above, requirement for those pursuing a high school equivalency, as described above, who are otherwise eligible to enroll in a specific program of study.

Assessment of Program Readiness

If required as a part of the admission process, students who have not taken the PSAT, SAT, ACT, ASSET, COMPASS, or ACCUPLACER will be scheduled to take the state-approved placement test.

North Georgia Technical College may accept a student’s official entrance score on the following validated assessment instruments if the scores meet the required minimums.

a. SAT
b. ACT
c. PSAT
d. General Education Development [GED®] scores of 165+ on English or Math
e. Georgia Milestones Literature & Composition or Georgia Milestones American Literature & Composition (English admission requirement only)
f. HOPE GPA after completion of 10th grade of 2.6 or higher  
g. High school GPA of 2.0 for approved Entry Level Workforce Certificates  
h. Completion of GED® with a score of 145 or higher on each section for approved Entry Level Workforce Certificates  
i. Completed TCSG form documenting two years of work/career related experience for approved Entry Level Workforce Certificates  
j. Accuplacer/Companion  
k. Compass/Asset  
*A student possessing an associate degree or higher from a regionally accredited institution shall be exempted from placement requirements.

Prior to taking the placement test at NGTC, prospective students must submit an application for admission and obtain an admittance ticket. The student must present an admittance ticket and a picture ID to the test proctor on the testing date. Students who do not meet minimum program entrance scores will be scheduled for the necessary learning support courses.

Upon presentation of appropriate documentation of disability, provisions will be made for the assessment of a student with disabilities who need special assistance and consideration.

Students who were admitted with a Provisional Admission status or those students changing programs where higher-level entrance scores are required will be allowed the opportunity to retest on the ACCUPLACER placement test. A student eligible to sit for a retest on the placement test can sit for the retest one time. If a student plans to retest in more than one area, the student must take all sections needed in one testing session. A non-refundable $15 retest fee will be assessed.

If the student is scheduled to take a learning support class because his/her placement test score was significantly below the minimum required score, it is in his/her best interest to take the class. Once a student has begun remediation, he/she cannot retake the placement test.

Adopted: August 3, 1989  
Revised and Approved: November 29, 2018; December 6, 2012; February 3, 2011; November 9, 2010; March 4, 2010; September 4, 2008; June 1, 2006; August 25, 2003; September 25, 2001; June 18, 2001; July 1995; March 1995; January 1992  
Last Reviewed: November 2018

**Policy: 6.2.2. (V.B.3.) Residency**

To ensure that all technical colleges in the Technical College System of Georgia (TCSG) apply residency requirements uniformly and in accordance with the rules and regulations of both the Technical College System of Georgia and the Georgia Student Finance Commission (GSFC).

The student residency category governs the tuition rate paid by the student.

Click [here](#) for complete policy and procedure.
NGTC Procedure: 6.2.2p (V.B.3.) Residency

North Georgia Technical College (NGTC) recognizes three student residency categories: Georgia Student, Out-of-State Student, and Non-Citizen Student. The student residency category governs the tuition rate paid by the student.

**DEFINITIONS**

**Domicile:** a person’s present, permanent home where that individual returns following periods of temporary absence. Domicile, once established, shall not be affected by mere transient or temporary physical presence in another state. No individual may have more than one Domicile even though an individual may maintain more than one residence. Temporary residence does not constitute the establishment of one’s Domicile. To acquire Domicile, an individual must demonstrate the intent to remain permanently or indefinitely.

**Eligible Non-Citizen:** a person who, in accordance with the Federal Title IV definition, is a United States permanent resident with a Permanent Resident Card (I-551); or a conditional permanent resident (I-551C); or the holder of an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: Refugee, Asylum Granted, Parolee (I-94 confirms paroled for a minimum of one year and status has not expired); “Victim of human trafficking,” T-Visa holder (T-1, T-2, T-3, etc.), or Cuban-Haitian Entrant. Persons with an F1 or F2 student visa, a J1 or J2 exchange visitor visa, or a G series visa do not meet the definition of an Eligible Non-Citizen.

**Georgia Resident:** an individual or the status of such individual who is a United States Citizen or Eligible Non-Citizen and is Domiciled in the State of Georgia and meets the in-state tuition requirements of TCSG.

**Non-Citizen Student:** a person who is not a United States born or naturalized citizen of the United States—including persons with an F1 or F2 student visa, a J1 or J2 exchange visitor visa, or a G series visa.

**Out of State Student:** a person who has not established domicile in the State of Georgia for a period of at least 12 months prior to the first day of classes for the term for which the person is intending to enroll.

**PROCEDURE**

A student’s legal residence shall determine the tuition rate paid by the student.

1. Students who are residents of the United States and otherwise qualify as Georgia residents shall pay tuition and fees prescribed by the State Board for in-state students.

2. Students who are residents of the United States but do not otherwise qualify as Georgia residents shall pay tuition and fees at a rate two times that charged in-state students. These students are recognized as out-of-state students.

3. Students who are residents of a country other than the United States and are studying at a Technical College shall pay tuition and fees at a rate four times that charged in-state students. These students are recognized as international students.
The President of the college has the authority to determine whether the college will make application to the Immigrations and Customs Enforcement to be approved to accept international students as provided by law.

On the application for admission, the college shall require students to identify his or her country of lawful residence and indicate whether or not the student is applying for Georgia resident tuition status.

The college shall be responsible for the verification of the lawful presence in the United States of every successfully admitted student applying for Georgia resident tuition status as required by state and federal immigration laws; this provision does not apply to students dually enrolled in a secondary institution.

The college shall be responsible for compliance with state and federal immigration laws pertaining to the eligibility for public benefits, including but not limited to in-state tuition and state programs identified as public benefits administered by TCSG.

Adopted: May 2007
Revised and Approved: May 3, 2007; February 3, 2011; August 4, 2011; September 9, 2011
Last Reviewed: June 2018

Policy: 6.3.1. (V.J.) Student Records

The technical colleges shall adhere to the requirements of the Family Educational Rights and Privacy Act of 1974 and Technical College System of Georgia [TCSG] procedures concerning the accuracy and privacy of student records.

Click here for complete policy and procedure.

Procedure: 6.3.1p1. (V.J.) Student Records Procedures

The Technical College System of Georgia (TCSG) and the technical colleges shall adhere to the requirements of the Family Educational Rights and Privacy Act of 1974 ("FERPA") and TCSG procedures concerning the accuracy and privacy of student records.

Click here for complete policy and procedure.

Policy: 6.3.1p2. (V.J.) Definition of Directory Information

It is the policy of the Technical College System of Georgia [TCSG] to create a single definition of directory information for all of its technical colleges.
The Family Educational Rights and Privacy Act ("FERPA"), a Federal law, requires that TCSG and its technical colleges, with certain exceptions, obtain a student’s written consent prior to the disclosure of personally identifiable information from that student’s education records.

However, TCSG or its technical colleges may disclose appropriately designated “directory information” without written consent unless the student has advised TCSG or the technical college to the contrary. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without the student’s prior written consent.

If a student does not want TCSG or the technical college to disclose directory information from his or her student education records without prior written consent, the student must notify TCSG or the technical college where he or she is enrolled in writing by the first day of the semester at the registrar’s office at his or her technical college. A student need only file this notification once during his or her enrollment. However, if there is a break in enrollment or transfer to another TCSG technical college, a new notification must be filed.

Even if a student elects to prohibit the release of directory information, TCSG or the technical college may still implement policies requiring the student to wear or present a student ID badge.

The Technical College System of Georgia and its technical colleges define "directory information" as follows:

• Full name of student
• Address
• Email address
• Major and field(s) of study
• Enrollment Status (full time, part-time, etc.)
• Degrees and awards and date received
• Dates of attendance
• Participation in official sports and activities
• Height and weight of athletic team members

Additionally, certain state and federal laws require the release of certain student information without prior notification to the student. Questions concerning the release of student information should be addressed to the TCSG Office of Legal Services.

Click here for complete policy and procedure.

NGTC Procedure: 6.3.1p (V. J.) The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:
1. The right to inspect and review the student’s education records within 45 days after the day the college receives a request for access. A student should submit to the FERPA Coordinator a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

3. The right to provide written consent before the college discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

For more information, contact:
   Kallan Williams, FERPA Coordinator
   North Georgia Technical College
   P.O. Box 65
   Clarkesville, GA 30523
   Phone: (706) 754-7724
   E-mail: kwilliams@northgatech.edu

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. If a student does not want North Georgia Technical College to disclose directory information from his/her education records without his/her prior written consent, he/she must notify the FERPA Coordinator. The FERPA Coordinator’s office is located in the Clegg building on the Clarkesville Campus. The personally identifiable information contained in the student’s educational record is listed below as directory information in order that the institution may at its discretion disclose such information without the student’s further prior written consent:

- Full name of student
- Address
- Email address
- Major field of study
- Degrees and awards and date received
- Dates of attendance
- Participation in official sports and activities
- Height and weight of athletic team members

Additionally, certain state and federal laws require the release of certain student information without prior notification to the student.
Policy: 6.4.1. (V. C.) Student Handbooks

Each technical college shall create and publish, electronically or otherwise, on a regular basis a student handbook. The handbook shall incorporate, either directly or by reference, all appropriate information regarding student life at the technical college. It shall also contain all information necessary to meet state and federal regulatory requirements for informing students of their rights pertaining to, among other things, privacy of their student records, campus security and safety, freedom from illegal discrimination, and tuition refunds.

The Student Handbook may be contained in the College Catalogue.

Click here for complete policy and procedure.

NGTC Procedure: 6.4.1p (V. C.) Catalog/Student Handbooks

The North Georgia Technical College catalog is reviewed annually by all departments and administrators and is updated to reflect the most recent information available. The catalog is published electronically. A limited number of hard copies are published for internal distribution.

During the spring semester each year, a web link to the catalog is made available to designated persons in each department. The designees are allowed editing capabilities through the online link and are responsible for reviewing and making all necessary changes to the section of the catalog that represents their department.

A completion deadline is set by the Marketing and PR Director and each department is responsible for completing edits to their section of the catalog by the published deadline.

When all departments have completed their edits, the Administrative Assistant to the Marketing and PR Department cleans up formatting and prepares the catalog for posting to the web.

The catalog is generally posted to the NGTC website prior to the beginning of Summer Semester. Finalization of the catalog is dependent upon the outcome of the July meeting of the State Board of the Technical College System of Georgia Technical College System. All new policies and/or policy changes must be approved by the State Board prior to being published in the catalog.

All additions or changes to the catalog that become necessary after the July publication date are entered into an addendum which is posted to the web on the catalog page.

The NGTC Catalog and the addendum are available online to anyone visiting the NGTC website.

NGTC College Catalogs
Policy: 6.4.2. (V. Q.) Student Housing

Housing programs at North Georgia Technical College and South Georgia Technical College are authorized to support the formal instruction and educational programs of the institutions. Colleges who wish to implement housing programs are required to submit proposals to TCSG’s Facility Division and the Commissioner for approval.

All colleges with housing programs shall provide resident students with a Residence Hall Handbook and require students or their guardians to execute contracts agreeing to the terms outlined in the Handbook.

Click here for complete policy and procedure.

NGTC Procedure: 6.4.2p (V. Q.) Student Housing

Housing programs at North Georgia Technical College are planned and organized to support the formal instruction and educational programs of the institution. It provides a living-learning environment to a large number of Technical College students who might not otherwise have such an opportunity. The students also have an excellent opportunity to associate with people of different backgrounds, interests, ideas, experiences, and purposes.

Students are assigned to the Residence Halls and rooms in conformance with the Technical College's Statement of Equal Opportunity.

The Technical College provides residence hall staff to enforce pertinent policies and procedures and to handle administrative work. Resident Assistants are identified on the Student Housing link at https://northgatech.edu/students/student-life/student-housing.

A Resident Life Handbook, outlining the rules and regulations governing students who live on campus, is given to students at check-in which they sign for as part of the check-in process. The Course Catalog and Student Handbook outlines the rules and regulations for all students which is made available via the website.

Prior to moving into campus housing a student must sign the Residence Hall Application and Residence Hall Contract which is also found on the NGTC website.

Adopted: June 1, 2001
Revised and Approved: June 1, 2001
Last Reviewed: June 2018
Procedure: 6.4.2p. (V. Q.1.) Residence Hall Room Entry and Search

It is the policy of the Technical College System of Georgia that colleges with residence halls provide a planned and organized housing program that supports the formal instruction and educational programs of the technical college. To this end, certain regulations are necessary to protect the rights of individuals participating in these housing programs and to ensure the health and safety of all students.

Staff and students are expected to follow the procedures established when entering, granting permission to enter or searching student residences under the control of the technical college during may be used for internal technical college proceedings.

Click here for complete policy and procedure.

Policy: 6.4.3. (V. L.) National Emergencies

The technical colleges are authorized to reimburse all tuition and fees paid by students who are required to withdraw from courses as a result of being called into active duty or relocated in response to national emergencies.

The Commissioner is authorized and empowered to take any and all such other action, as in the judgment of the Commissioner may be necessary, proper or required in connection with any such national or military emergency. All such action shall be communicated to the State Board.

Click here for complete policy and procedure.

Policy: 6.5.1. (V. H.) Academic Standards, Evaluations and Appeals

The technical colleges shall maintain academic standards that are, to the maximum extent feasible, uniformly applied among all students. All students must be provided, absent extraordinary circumstances, a copy of the course syllabus for each class by the end of the first full week of class for every term.

Academic misconduct as defined in the Student Code of Conduct, such as cheating, or misconduct at a clinical site, must be addressed pursuant to a student under the Code of Student Conduct in addition to any loss of academic credit or standing that may result from having failed to meet a course's academic requirements.

Click here for complete policy and procedure.
Procedure: 6.5.1p (V. H.) Academic Standards, Evaluations and Appeals

The technical colleges shall maintain academic standards that are, to the maximum extent feasible, uniformly applied among all students. All students must be provided, absent extraordinary circumstances, a copy of the course syllabus for each class by the end of the first full week of class for every term.

Academic misconduct as defined in the Student Code of Conduct, such as cheating, or misconduct at a clinical site, must be addressed pursuant to the Code of Student Conduct in addition to a student’s loss of academic credit or standing that may result from having failed to meet a course's academic requirements.

Click [here](#) for complete procedure.

NGTC Procedure: 6.5.1p (V. H.) Academic Standards, Evaluations and Appeals

North Georgia Technical College shall maintain academic standards that are, to the maximum extent feasible, uniformly applied to all students.

Absent extraordinary circumstances, instructors shall provide a copy of the course syllabus to all students in each class by the end of the first full week of class for every term.

A student who engages in academic misconduct as defined in the Student Code of Conduct, such as cheating, must face disciplinary charges under the Code of Student Conduct in addition to any loss of academic credit or standing that may result from having failed to meet a course’s academic requirements.

Instructors’ evaluations of student work should be periodic, measure the achievement of the objectives or competencies, have clear directions, be reasonable in difficulty, and be comprehensive. Instructors shall allow students to review all graded tests and other academic evaluations within a reasonable time to allow feedback and remedial instruction. Instructors shall maintain documentation sufficient to justify the grade the student earns. This documentation shall be maintained for one academic year following the semester the grade was conferred or until any grade appeal is resolved, whichever occurs last.

**Academic Progress, Probation, Suspension and Dismissal**

Students are responsible for maintaining an acceptable level of progress regarding both quality and quantity of work. The minimum level of performance is to maintain a GPA of 2.0 and complete the program of study within 150% of the expected time for completion. Financial aid is not available for students whose cumulative GPA falls below 2.0.

A student not on Academic Probation or Academic Suspension is in Good Standing.

A student will be placed on Academic Warning for a period of one semester if he/she fails to earn a semester GPA of 2.0. While on Academic Warning, a student who does not earn a semester GPA of 2.0 will be placed on Academic Probation. While on Academic Probation, a student who does not earn a semester GPA of 2.0 will be placed on Academic Suspension the following semester and dismissed for
one semester unless a request to remain enrolled is approved by the Vice President for Student Affairs. A student will be on Academic Warning for the semester following Academic Probation. A student will be on Academic Probation for the semester following Academic Suspension.

Grade Appeals
A student wishing to make an academic appeal on a final course grade should first appeal the matter in writing to the instructor of the course to resolve the issue. Forms for appealing are available through the Academic Affairs Office. The written appeal must state the class in which the grade was received, the instructor of the class, the reason for the appeal, and the action requested based on the appeal.

A student wishing to appeal a final course grade must adhere to each step of the following procedure:

1. The student’s written appeal for a final course grade must be filed with supporting documentation to the instructor no later than the end of drop/add period of the following term. The instructor will respond in writing within five (5) business days after receiving the appeal.

2. If the instructor’s response does not satisfy the student, he/she may appeal to the Office of the Vice President for Academic Affairs within five (5) business days using the same form. It is the sole responsibility of the student to provide appropriate documentation and proof of attempt to resolve the issue with the instructor. The Vice President for Academic Affairs will make the decision on the appeal. The Vice President or his/her designee will respond in writing within five (5) business days.

3. The decision of the Vice President for Academic Affairs shall be final.

The college assures that a student will not face retaliation for filing a formal grievance. All academic grievances are recorded in the student complaint log, which is maintained by the office of the Vice President for Academic Affairs. The complaint log is reviewed annually by the Vice President in order to identify trends and address recurring problems.

Adopted: January 10, 2008
Revised and Approved: March 2009; September 2011; September 2012
Last Reviewed: June 2018

NGTC Procedure: 6.5.1p1 (V. H.) Student Conduct Code

Student Conduct Code

Campus Rules and Regulations
These regulations are effective at the time of entrance and continue until graduation or withdrawal. By the act of registration, students imply acceptance of the standards and regulations stated in this catalog/handbook and other publications and official memoranda of this college. Any behavior reflecting adversely upon the students or the college will result in disciplinary action, whether the incident occurs on or off campus.

Students admitted to North Georgia Technical College are expected to be mature, law-abiding, and have acceptable personal standards of conduct and ethics. Also, students are expected to have a responsible attitude toward regulations and standards of the college and the laws of the community, state, and nation and to respect their fellow students. These regulations state clearly some things which students must do and some specific things which they must not do if they wish to remain associated with the
institutions. NORTH GEORGIA TECHNICAL COLLEGE, HOWEVER, DOES NOT ATTEMPT TO DEFINE BY FORMAL RULES EVERY ACTION THAT IS FORBIDDEN.

Disorderly Conduct
No student shall push, strike, or physically assault any member of the college staff or student body or any visitor to the campus. Conduct on college property that materially interferes with the normal operation of the college or the requirements of appropriate discipline is prohibited.

No student shall interfere with, give false name to, or fail to cooperate with, any properly identified members of the faculty, administration, or other staff personnel while these persons are performing their duties.

Any behavior on campus which is obscene, or which is clearly beyond the acceptable standards of the community is prohibited. Intoxicating liquors, all forms of illegal drugs, profane language, gambling, and hazing are prohibited.

Expressly Prohibited Are:
• Obstruction or disruption of, or interference with, any institutional activity or with an authorized program conducted on college premises by non-members of the college community
• Unauthorized obstruction or disruption of, or interference with, vehicular or pedestrian traffic on college roadways or walkways or on public streets adjoining or in the vicinity of college property
• Behavior that jeopardizes the safety or well-being of other members of the college community or persons coming onto college property
• Harassment of, or interference with, security officers, law officers, fire fighters or other persons engaged in the performance of their official duties
• Small children present on the training site or in the residence hall at any time for visiting or babysitting purposes (safety and insurance considerations make this policy mandatory)

Disorderly Assembly
No student or group of students shall assemble on campus for the purpose of creating a riot or disturbance or disorderly diversion that interferes with the normal operation of the college. Students do have the right to peaceful, non-disruptive assembly.

No student or group of students shall obstruct the free movement of other persons about the campus, interfere with the use of the college facilities, or materially interfere with the normal operation of the college with authorized events being held on campus.

Drug-Free Workplace
North Georgia Technical College is a responsible segment of the society; and, as an educational institution, neither permits nor condones illegal drugs and narcotics. The college stands behind the laws of federal, state, and local governments concerning drugs and narcotics. The unlawful manufacture, distribution, dispensing, possession, or use of controlled substances represents a danger to the welfare of the individual as well as to the welfare of the North Georgia Technical College community.

Any student found manufacturing, distributing, dispensing, possessing, or using controlled substances will be subject to immediate expulsion from North Georgia Technical College and may be turned over to local authorities for legal action. Any student who is convicted of a violation of controlled substances must, as required by the Drug-Free Workplace Act of 1988, report such a conviction to the Vice President for Student Affairs no later than five (5) days after such a conviction. Compliance with the Drug-Free
Workplace Act further requires the college to notify the United States Department of Education of such conviction within ten (10) days after receiving notice of the conviction.

Any student who voluntarily seeks counseling for abuse of controlled substances, or who may be deemed by college officials to need treatment, may secure information regarding approved drug assistance or rehabilitation programs from the Student Affairs Director or Campus Operations Director.

If a student is dismissed for violation of an institutional regulation of controlled substances, he or she must have a professional evaluation before re-admission will be considered. If the evaluation indicates that a treatment or counseling program is necessary, the student must complete such a program before there can be any consideration for re-admission. After completion of a treatment or counseling program, the student may appeal for re-admission upon the recommendation of his or her counselor. Such an appeal must be directed to the Vice President for Student Affairs.

Drug and Alcohol Policy
The use, possession, distribution, or transportation of alcoholic beverages by North Georgia Technical College students is strictly forbidden on campus and at any off-campus activity that is sponsored by or in the name of any institutional organization, department, or group. Beverages identified as non-alcoholic beer are prohibited. Any student who returns to an NGTC campus under the influence of alcohol and/or drugs shall be subject to full disciplinary action. All students are subject to a breathalyzer test. Failure to cooperate will result in full disciplinary action. Federal law permits North Georgia Technical College to disclose to parents/guardians violations of not only local, state, and federal laws but also college policies and rules governing the use of and/or possession of alcohol or controlled substances. (Section 952, Alcohol or Drug Possession Disclosure, of the Higher Education Act 10/99).

Tobacco-Free Policy
The use of tobacco in any form is NOT permitted on NGTC campuses. Students may use tobacco products while in a private automobile.

Firearms, Weapons, and Explosives
North Georgia Technical College is committed to providing all employees, students, volunteers, visitors, vendors, and contractors a safe and secure workplace and/or academic setting by expressly prohibiting the possession of a firearm, weapon, or explosive compound/material on the technical college campuses, off-site work units, or at any technical college sanctioned function in a manner contrary to state or federal law.

Definitions
Contractor: an independent contractor, business, or corporation which provides goods and/or services to North Georgia Technical College under the terms specified in a contract. For the purposes of this policy, the term also includes all employees of a business or corporation working on North Georgia Technical College property or at a College workplace including any sanctioned event.

Explosive Compound: any bomb or explosive, chemical, or biological material referenced in O.C.G.A. 16-7-81.

Firearm: includes any operable or inoperable pistol, revolver, or any weapon designed or intended to propel a missile of any kind as defined in O.C.G.A. 16-11-27-1; or a machine gun, shotgun, sawed-off shotgun, sawed-off rifle, dangerous weapon, or silencer as defined in O.C.G.A. 16-11-121.
Government Building: the building in which a government entity is housed; the building where a government entity meets in its official capacity; provided, however, that if such a building is not a publicly owned building, such building shall be considered a government building consistent with the provisions of O.C.G.A. 16-11-127 only during the time such government entity is meeting; or the portion of any building that is not a publicly owned building that is occupied by a government entity.

Government Entity: an office, agency, authority, department, commission, board, body, division, instrumentality, or institution of the state or any county, municipal corporation, consolidated government, or local board of education.

Knife: as defined in O.C.G.A. 16-11-127 regarding the prohibition of carrying a deadly weapon in an unauthorized location (e.g., a Government building) - a cutting instrument designed for the purpose of offense and defense consisting of a blade that is greater than five inches in length which is fastened to a handle.

Long Gun: a firearm with a barrel length of at least 18 inches and overall length of at least 26 inches designed or made and intended to be fired from the shoulder and designed or made to use the energy of the accompanying explosive round (i.e. shotgun shell or metallic cartridge) provided; however, that the term shall not include a gun which discharges a single shot of .46 centimeters or less in diameter.

Weapon: within a school safety zone, any operable or inoperable object (or reasonable facsimile thereof) referenced in O.C.G.A. 16-11-127.1., including but not limited to a pistol, revolver, or any weapon designed or intended to propel a missile of any kind, any knife with a blade two or more inches in length (e.g., switchblade, ballistic knife, etc.), straight-edge razor or razor blade, any bludgeon-type instrument (e.g., blackjack, bat or club), any flailing instrument (e.g., nun chuck or fighting chain), stun gun or taser, or weapon designed to be thrown (e.g., throwing star or oriental dart).

Workplace: The North Georgia Technical College campuses, or off-site work location, or any North Georgia Technical College sanctioned function.

General Provisions
1. Unless otherwise provided by law, it is unlawful for any person to carry, possess, or have under such person’s control any firearm, weapon, or unlawful explosive compound while on North Georgia Technical College property to include all campuses and off-site work locations, at a technical college sanctioned function, or on a bus or other means of transportation furnished by the college.

2. Unless otherwise provided by law, it is unlawful for any person to carry a weapon (i.e., a knife or handgun) or a long gun while in a government building or a building occupied, in part, by a government entity.

3. The President (or his/her designee) may authorize a college employee (e.g., maintenance and/or custodial staff) to have in his/her possession for use in carrying out assigned duties and responsibilities an object which would be otherwise prohibited by the provisions of O.C.G.A. 16-11-127.1. Such authorization must be in writing and shall specify the object(s) which have been authorized and the time period during which the authorization is valid.

4. As referenced in applicable provisions of O.C.G.A. 16-11-127.1, an instructor/faculty member may possess, use, or permit the use of any object referenced in the definition of the term “Weapon” during classroom instruction.
5. Unless otherwise provided by law, it is an express violation of policy for any individual to use, possess, manufacture, distribute, maintain, transport, or receive any of the following on North Georgia Technical College property to include all campuses and off-site work locations, or at any college sanctioned function:

   a. any firearm or weapon whether operable or inoperable as defined in O.C.G.A. 16-11-127-1 or any facsimile thereof including, but not limited to, paintball guns, BB guns, potato guns, air soft guns, or any device that propels a projectile of any kind.
   
   b. any dangerous weapon, machine gun, sawed-off shotgun or rifle, shotgun, or silencer as defined in O.C.G.A. 16-11-121.
   
   c. any bacteriological weapon, biological weapon, destructive device, detonator, explosive, incendiary or over-pressure device, or poison gas as defined in O.C.G.A. 16-7-80.
   
   d. any explosive compound/material defined in O.C.G.A. 16-7-81.
   
   e. any hoax device, replica of a destructive device, or configuration of explosives materials with the appearance of a destructive device, including, but not limited to, fake bombs, packages containing substances with the appearance of chemical explosives, or toxic materials.

6. Personal Possession (Carrying) of a Weapon – the possession of a valid firearm permit and/or a valid license to carry a concealed weapon does not permit any individual (e.g., staff, student, etc.) to carry a weapon on his/her person on North Georgia Technical College campuses, off-site work units, or at any College sanctioned event. Note: this prohibition does not extend to any person employed as a campus police officer or security officer and who is otherwise authorized to carry a weapon pursuant to the provisions of Chapter 8 of Title 20, or those individuals currently employed in or, as applicable, who are retired from the occupations referenced in O.C.G.A. 16-11-130.

7. Vehicle in Transit – an individual over the age of 21 who holds a valid firearms permit or license to carry a concealed weapon may possess a weapon on their person in his/her vehicle or may keep a weapon in a locked compartment of, in a locked container in, or in a locked firearms rack in a motor vehicle when in transit on technical college property.

8. Parked Vehicle – the driver of a vehicle parked on the property of North Georgia Technical College (including the personal vehicle of a student or technical college employee) may keep a firearm in his/her vehicle provided the weapon is locked out of sight within the vehicle’s trunk, glove box, or other enclosed compartment or areas within the vehicle. Note: this provision applies to those drivers possessing a valid Georgia weapons carry license or who are otherwise authorized by law to carry or possess a firearm/weapon.

**Corrective Action**

1. Any technical college student who violates the provisions of this policy shall be subject to disciplinary action up to and including expulsion consistent with guidelines of the affected technical college’s Student Code of Conduct as well as possible criminal prosecution.

2. Any volunteer or visitor who violates the provisions of this policy shall be subject to criminal prosecution.

**Fire Safety**

No student shall tamper with fire safety equipment. The unauthorized possession, sale, distribution, or use of any incendiary device is prohibited. No student shall set or cause to be set any unauthorized fire in or on college property. The possession or use of fireworks on college property is prohibited. No student shall make, or cause to be made, a false fire alarm. Doing so will be considered a serious incident.
Fines may be assessed and/or other disciplinary actions may be taken with anyone known to make a false fire alarm. Similar actions may be taken with all resident students if it is not known who caused the false alarm.

North Georgia Technical College is subject to fire and tornado drills without prior notice. Students are expected to comply with official practices and procedures regarding established fire drills and severe weather alerts. Students who do not comply will be subject to disciplinary action.

**Hazing**
Hazing in any form is prohibited.

**Campus Loitering**
Loitering will not be permitted anywhere on any of the North Georgia Technical College campuses at any time.

**Theft**
No student shall take, attempt to take, or keep in his or her possession North Georgia Technical College property or items belonging to students, faculty, staff, or student groups. A person found guilty of theft is subject to automatic dismissal.

**Cell Phones/Electronic Devices**
Cell phones/electronic devices should be kept on silent within classrooms, lab areas, and the library and study areas. A student may be asked to remove a beeper or cellular phone if faculty or administration deems it to be disruptive to the educational atmosphere.

**Misuse of College Name**
Use of the college name for soliciting funds or other activity without approval of proper college authorities or any misuse of the college’s name is prohibited.

**Campus Dress Code**
One of the major objectives of North Georgia Technical College is to provide realistic occupational training for all students. Working conditions common to those found in business and industry are simulated as closely as possible. Statistics have shown that an individual’s success in finding employment depends as much on personal qualities as on job skills. For this reason, students will be required to meet standards of dress determined by faculty, the campus safety officer, and the Vice President for Student Affairs.

Standards of personal grooming for students are established in accordance with those generally accepted by business and industry.

The following regulations shall be observed for dress and grooming by all students:

- Cleanliness of person and clothing is required.
- Shoes are to be worn at all times.
- Use of offensive, obscene, or abusive words or symbols on clothing is not permitted.
- Longer, knee-length type of shorts such as dress shorts are acceptable. Short shorts and running/gym shorts are not permitted.
- Tank tops, halter tops, tube tops, or other garments defined as skimpy, scooped out at the neck and shoulder, or showing excessive amounts of skin area are considered inappropriate dress.
• Excessively long hair and beards may be deemed safety hazards in certain occupational programs.
• Clothing referred to as pajama pants, lounge wear, and sleep wear are not acceptable dress.

In addition to these general standards, dress requirements may vary in the classroom, laboratory, and shop areas to comply with safety and occupationally required dress. (Refer to Department Lab Management and Chemical Hygiene Plan.) Failure to comply with those standards by students enrolled in the particular department may result in termination from class.

Unauthorized Entry of College Facilities
No student shall make unauthorized entry into a college building, office, or facility; nor shall any person remain without authorization in any building after normal closing hours. No student shall make unauthorized use of any institutional facility. Unauthorized possession or use of college keys is prohibited.

Faculty is directed to insure that students or unauthorized persons do not remain in their departments during breaks, lunchtime, or after college hours. If the faculty is present and wishes to allow students to remain, this is permissible; however, all classrooms and departments will be locked when faculty is not present. An exception may be made for work-study students assigned to the department and with the faculty’s knowledge and approval. No student may enter the instructional department after hours.

Also, administrative areas, warehouse, and barn areas are off limits to all students except during regular class hours.

Academic Misconduct
No student shall receive or give assistance in the preparation of any class assignment unless authorized by the faculty. No student shall take or attempt to take, in an unauthorized manner, any class material. Students found cheating will face disciplinary action and will receive a zero for the assignment, project, or exam. Any action of cheating which reaches beyond the individual may face expulsion.

The term "cheating" includes but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the faculty in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the Technical College faculty or staff.

Plagiarism is prohibited. Plagiarism is the taking, using, quoting, and/or re-writing of another’s words, statements, or ideas without giving credit to the original author; in other words, it is literary theft. Plagiarism is also defined as the purchase of an entire work, such as an essay, from an outside source and submitting it as original work. Students who are found to have committed blatant plagiarism will receive a grade of “F” for the course; the penalty for accidental plagiarism may include a grade of zero on the assignment. Students need to familiarize themselves with what constitutes plagiarism. Some (but not all) examples follow:

1. Quoting one or more passages from a source and failing to cite (give credit to) the original author(s)
2. Paraphrasing one or more passages from an outside source and failing to cite (give credit) the original author(s)
3. Purchasing an assignment and submitting it as the student’s own work
4. Having another person write the assignment for the student and then submitting it as the student’s original work
5. Copying and pasting outside material into a document without giving proper credit to the original author(s)
6. Keyboarding information from an outside source and submitting it as original work OR failing to give credit to the original author(s)

Plagiarism can be further categorized into *blatant plagiarism* and *accidental plagiarism*.

Some (but not all) examples of blatant plagiarism include:
1. Willfully and blatantly copying sections of another’s work and submitting it as the student’s own
2. Purchasing the work from another and submitting it as original work
3. Using a work that has been previously submitted for a grade in another class without asking consent from the current instructor

Students committing blatant plagiarism will face disciplinary action up to and including failure of the course.

Some (but not all) examples of accidental plagiarism include:
1. Failing to include the parenthetical documentation at the end of the quote or paraphrase
2. Failing to include a source on the Works Cited page

The penalty for committing accidental plagiarism is at the instructor’s discretion but may include receiving a zero on the assignment.

Any student who has been found to have committed plagiarism has the right to appeal. The student’s written appeal of the decision must be filed with supporting documentation to the Dean for Academic Affairs no later than seven (7) calendar days from the date the instructor provided a written decision/grade for the assignment in question. The appeal will then be submitted to the Academic Appeals Committee. This committee will be composed of two instructors, two students, and the Dean for Academic Affairs. This committee will meet with the student within four business days from receipt of the appeal. The Dean will provide a written response to the student’s appeal within two business days of the committee’s decision.

If the issue is still not resolved, the student may file a written academic appeal, using the same form with all supporting documentation attached, to the Vice President for Academic Affairs for review. The Vice President for Academic Affairs will respond in writing to the student with a decision. The decision of the Vice President for Academic Affairs shall be final.

**Falsification of Records**

No student shall alter, counterfeit, forge or cause to be altered, counterfeited, or forged any record, name, form, or document used by the college.

**Acceptable Computer Use Policy**

North Georgia Technical College owns and operates a variety of instructional computer systems which are provided for the use of North Georgia Technical College students, faculty, and staff in support of the educational programs of the college and which are to be used for such related activities only. All students, faculty, and staff are responsible for seeing that these computer facilities are used in an effective, efficient,
ethical, and lawful manner. The complete policy is on the NGTC web site and is available in all computer labs. It defines acceptable use of these instructional computer systems. Unacceptable use is prohibited and is grounds for loss of computer privileges, as well as prosecution under federal, state, and local law.

System administrators may develop additional, more detailed guidelines as needed for any of the college’s instructional computer systems. These guidelines will cover such issues as allowable connect time and disk space, handling of irretrievable mail, responsibility for account approval, copyright issues, actions for inappropriate use, and other items related to administering the system.

**Inspection, Search, and Seizure**

Although students are guaranteed the rights of any citizen and therefore will not be subject to unreasonable search and seizure, the courts have recognized the rights of institutions to conduct reasonable inspections, search, and seizure in order to enforce college regulations. North Georgia Technical College reserves the right to conduct such inspections, searches, and seizures within the limits of the law.

The college reserves the right to conduct searches of individual rooms and lockers in a residence hall or other facility on campus if there is reason to believe an institutional regulation has been violated. Law enforcement officials may search facilities with or without authorization from the college by means of a search warrant. Except in cases involving drugs, evidence seized during a search will normally not be used in a court of law unless a search warrant has been issued authorizing the search. However, such evidence can be used in disciplinary procedures concerning the violation of institutional regulations. Property confiscated during a search will be returned to the owner unless it is an illegal item such as drugs or drug paraphernalia or illegal weapon.

**Campus Security Act**

Title II of Public Law 101-542 requires this college to keep statistics on campus crime beginning in September 1992. These statistics are available upon request. In compliance with this law, all students, staff, and faculty are requested to notify campus police immediately to report any of the following offenses occurring on campus: murder, rape, robbery, aggravated assault, burglary, theft, liquor law violations, drug abuse violations, and weapons possessions. These files are maintained in the Office of Campus Safety on the Clarkesville Campus. Local law enforcement offers information concerning registered sex offenders in the area. For more information, contact the Habersham County Sheriff’s Department at 706-754-6666. Additional information can be obtained from the Georgia Bureau of Investigation by accessing the following web site: www.ganet.org/gbi/sorsch.cgi.

**Campus Police Department**

Campus Police Department is responsible for the safety and security of campus facilities and personnel. It is also responsible for emergency response. Campus Police Department on the Clarkesville campus has two offices: one located in the Carlton Student Center and one located in Bryant Hall for evening hours. The department is staffed throughout the year and is comprised of full-time certified officers and part-time non-certified officers. It is part of the Student Affairs department of the college and officers report to the Vice President for Student Affairs.

Campus Police Department components on all NGTC campuses maintain cooperative working relationships with the local police and sheriff’s departments. Crime related information and reports are routinely exchanged on a formal and informal basis with these offices. North Georgia Technical College encourages reporting of all crimes and depends on employees and students alike to contribute to the
safety and security of the campus. During regular office hours, you may contact the Campus Police Department on the Clarkesville campus at (706) 754-7731 or the Campus Police Chief at (706)754-7868.

Adopted: July 1, 1997
Revised and Approved: September 7, 2011
Last Review: June 2018

Policy: 6.5.2. (V.G.) Student Grade Point Average

The Technical Colleges System of Georgia shall observe a uniform procedure for calculating cumulative grade point averages. Individuals who withdraw from courses after being called to military duty will not be penalized for the withdrawal with respect to the calculation of their grade point averages. The Commissioner will establish procedures for the uniform calculation of grade point averages.

Click here for complete policy and procedure.

NGTC Procedure: 6.5.2.p (V.G.1.) Student Work Ethics

North Georgia Technical College instructs and evaluates students on work ethics in all programs of study. The following ten work ethics traits are defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. The definitions for these traits have been integrated into the program standards of each program curriculum thereby allowing each program to make work ethics a relevant and meaningful part of the program curriculum. The traits listed below are assessed before the student graduates from the program.

<table>
<thead>
<tr>
<th>Appearance</th>
<th>Displays appropriate dress, grooming, and hygiene.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>Attends class; arrives/leaves on time; notifies instructor in advance of planned absences.</td>
</tr>
<tr>
<td>Attitude</td>
<td>Demonstrates a positive outlook; demonstrates mannerly behavior; follows chain of command.</td>
</tr>
<tr>
<td>Character</td>
<td>Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility.</td>
</tr>
<tr>
<td>Communication</td>
<td>Displays appropriate non-verbal, verbal, and written skills.</td>
</tr>
<tr>
<td>Cooperation</td>
<td>Handles criticism, conflicts, and complaints appropriately; works well with others.</td>
</tr>
<tr>
<td>Organizational Skills</td>
<td>Prioritizes and manages time and resources effectively; demonstrates flexibility in handling change; follows directions and procedures for the work environment.</td>
</tr>
<tr>
<td>Productivity</td>
<td>Completes tasks assigned efficiently, effectively, and timely; demonstrates problem-solving capabilities.</td>
</tr>
<tr>
<td>Respect</td>
<td>Tolerates other points of view; acknowledges and appreciates rights of others, has regard for diversity.</td>
</tr>
<tr>
<td>Teamwork</td>
<td>Works collaboratively with others toward a common goal in a respectful and cooperative manner; participates appropriately as a team member.</td>
</tr>
</tbody>
</table>
Guidelines:

- The Work Ethics traits will not be formally addressed in General Education or other core courses.
- The Work Ethics traits will be introduced in a designated entry level course in each program. Students will be told how and when they will be assessed. Modules of instruction will be included on Blackboard for that course. Instructor for the course can proceed with instruction of traits in a method that suits the design of the course.
- Program instructors will continue to incorporate the traits informally throughout the program courses.
- The Work Ethics traits will be emphasized formally again in a designated capstone course for the program. Modules of instruction will be included on Blackboard for this course and a written assessment of each student will be done before course completion.
- A Student Learning Outcome related to Work Ethics will be written for each program.
- Students will not receive a separate Work Ethics grade for any course.
- The following statement will appear in appropriate syllabi:

  The Technical College System of Georgia instructs and evaluates students on work ethics in all 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, respect, and teamwork.

Adopted: April 6, 1994
Revised and Approved: September 2011
Last Reviewed: May 2018

Procedure: 6.5.3p. (V.P.)  Student Grievances

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 the 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.

Click here for complete policy and procedure.

NGTC Procedure: 6.5.3.p1. (V.P.)  Student Grievances

The NGTC procedure is located on the website at https://northgatech.edu/about-the-college/student-grievance-policy.

It is the practice of North Georgia Technical College to maintain a grievance process available to all students that provides an open and meaningful forum for their grievances and the resolution of these
grievances. The college seeks to resolve student grievances, complaints and concerns in a time responsive and fair manner.

This procedure does not address grievances related to unlawful harassment, discrimination and/or retaliation for reporting harassment/ discrimination against students. Those complaints are handled in accordance to TCSG’s Unlawful Harassment and Discrimination of Students Policy and Procedure

**Special Note:** The Student Grievance Procedure and Form is NOT to be used for Grade Appeals, Academic Misconduct, and Harassment or Discrimination complaints. Please refer to the college’s Course Catalog and Student Handbook for details on these respective procedures.

Students with a concern or grievance should begin the process at the institution (college) level.

- To submit a student concern/grievance at the local college level, please follow North Georgia Technical College’s Student Grievance Procedure and use the Student Grievance Form.

If a resolution is not reached at the institution level, or if you believe that the nature of the complaint or its impact on the system, as a whole, warrants an immediate review by the Technical College System of Georgia (TCSG) administration, contact the TCSG Student Affairs Coordinator at studentaffairs@tcsg.edu or call (404) 679-1692.

- To submit a student grievance at the state level, follow the TCSG Student Concern/Complaint Instructions and use the Program Integrity Complaint Form.
- Students residing outside of the State of Georgia who are taking an online course may also file a complaint with an agency located in their state. Information for state regulatory agencies is here (http://www.gvtc.org/Portals/40/States/TCSG%20StudentComplaints.pd)
- If the issue is not resolved at the institution or state level, students may take their grievance to the Southern Association of Colleges and Schools Commission on Colleges.*

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

**Adopted:** May 2007
**Approved:** August 7, 2012
**Last Reviewed:** June 27, 2018

**Policy: 6.6.1. (V.K.) Student Tuition and Fees**

Technical college students will be charged tuition and related fees. Tuition for courses in curricula leading to a certificate, diploma or associate degree shall be charged on a uniform basis among all technical colleges unless specifically exempted by State Board Policy. The State Board shall annually review and establish tuition charged by all technical colleges.

The State Board delegates to the Commissioner the authority to approve college fees. Local colleges should recommend annually to the Commissioner for approval, all fees.
Only State approved tuition and Commissioner approved fees shall be charged unless exempted by TCSG policies or procedures.

The Commissioner shall develop procedures authorizing the waiver or exemption of student tuition or fees upon good cause.

Click here for complete policy and procedure.

**Policy: 6.6.2. (V. O.) Student Activity Fund**

Technical Colleges are authorized to establish a Student Activity Fund account and collect fees from students to support approved student activities. The Local Boards should approve and recommend annually to the Commissioner for approval, the amount which may be collected from students as a "Student Activity" fee.

Click here for complete policy and procedure.

**Procedure: 6.6.3p. (V. N.) Student Organization/Club Accounts**

The purpose of student organizations should be to promote the general welfare, education, and morale of the students and to finance the normal, legitimate activities of the student body organizations. Funds associated with student organizations should be used to support activities that are based in the student organizations. Students should not only participate in the activities of the organization, but also be involved in managing and directing the organization's activities.

It is the purpose of this policy to establish financial controls for the administration of the normal, extracurricular activities of the student organizations which promote the general welfare, education, and morale of all students.

Each student organization must be approved by the technical college President or designee. The faculty or staff member assigned to the student organization/club must be identified by the organization/club annually in writing to the President of the technical college.

All club funds shall be accounted for by the college business office and recorded in the financial records of the college unless prohibited by the guidelines established by the National or State Association associated with the club.

Exceptions must be approved by the Commissioner or his designee. The college must submit appropriate documentation with their exception request. This documentation may include but is not limited to, the organization's mission, financial responsibilities, bylaws etc.

Click here for complete policy and procedure.
Policy: 6.6.4. (V. F.) Satisfactory Academic Progress

Every student shall be made aware of the specific institutional requirements of their technical college for achieving and maintaining satisfactory academic progress.

Each technical college shall develop a local Satisfactory Academic Progress Procedure that is consistent with Title IV of the Higher Education Act.

Click here for complete policy and procedure.

NGTC Procedure: 6.6.4.p (V.F.) Satisfactory Academic Progress

In compliance with federal and state regulations, North Georgia Technical College has a Satisfactory Academic Progress (SAP) policy that measures how students are performing academically in their program of study to remain eligible for financial aid assistance. This is located in the NGTC Catalog / Student Handbook on the website.

Satisfactory Academic Progress (SAP) for Financial Aid All students receiving financial aid must maintain satisfactory qualitative (cumulative GPA) and quantitative (maximum time frame) progress in accordance with the statements listed below. Progress will be reviewed each semester. Students must declare a major and be working toward the completion of that major in order to receive financial aid.

Notes: The SAP policy applies to all students regardless of whether he/she has previously received aid. SAP is checked at the end of each semester. Standards for the Title IV students are the same or stricter than non-Title IV students enrolled in the same educational program.

Qualitative:
- Students must maintain a cumulative Grade Point Average (GPA) of at least 2.0. The GPA is computed by the Registrar’s Office on a scale of 4.0.
- Successful completion of learning support classes requires a C* or better.
- Students enrolled in a program of study of more than two academic years must have a GPA of at least 2.0.

Quantitative:
- Students must successfully complete two-thirds (67%) of all hours attempted.
  Example: Cumulative hours attempted (hours at NGTC as well as any hours transferred in as credit) =25 x 67%= 16.75 (must round up to next whole number). In this example, you must successfully complete at least 17 hours to be making satisfactory progress. See unsuccessful grades below.


SAP is calculated at the end of each term. Failure to maintain satisfactory academic progress will result in the loss of financial aid including Pell, state grants, and scholarships (HOPE/Zell), and private student loans. The SAP policy applies to all students, regardless of whether they have previously received aid.
• **Financial Aid Warning:** To maintain satisfactory progress for financial aid, a student must successfully complete at least 67% of all courses attempted at North Georgia Technical College and maintain at least a 2.0 cumulative GPA. If a student fails to complete 67% of the credit hours attempted and/or maintain a 2.0 cumulative GPA, he/she will be placed on financial aid warning for the following semester. Students may receive aid while on financial aid warning. If the 67% completion rate and the 2.0 cumulative GPA is achieved the following semester, the student is placed in good standing.

• **Financial Aid Probation:** If the 67% completion rate and/or cumulative 2.0 GPA are not achieved, the student will be placed on financial aid probation, and be ineligible to receive aid until the student’s completion rate is at least 67% and/or the student has raised their cumulative GPA to at least a 2.0.

**Financial Aid Maximum Time Frame:**

• Students must complete their educational objective within a maximum time of 150% for full-time enrollment. Enrollment of less than full-time will be prorated accordingly. This means that a student will be ineligible for financial aid once he/she has attempted one and a half times the minimum number of credit hours necessary for completing program requirements. For example, a student in a program requiring a total of 50 semester credit hours will receive financial aid up to 75 semester credit hours for that program. Transfer credits accepted by NGTC will be counted in the maximum time frame. Maximum time frame criteria will be checked at the end of each term.

Grades of W and WP are not used in calculating a student’s GPA but are counted as credit hours attempted. WF is counted as an F. If a course is repeated, all hours attempted will be counted for purposes of the 67% completion rate and maximum time frame requirements; and all grades except for IP will be used in calculating the minimum GPA of 2.0. The IP will be considered the next semester when a grade is inserted. Satisfactory Academic Progress for the previous term will be reevaluated once the grade of IP has been finalized.

Satisfactory academic progress for transfer students for the first semester enrolled at North Georgia Technical College will be assessed based on previous transcripts. After the first semester, only the student’s academic record at the current school will be evaluated. However, transfer records are considered when measuring the maximum time of 150%.

A student will be notified in writing by the Financial Aid Office if he/she is in violation of the standards of satisfactory progress and of the termination of the Title IV funds and/or state funds.

**Special Considerations Affecting SAP Criteria**

• **Learning Support Classes**
  o Learning support classes are counted in the quantitative measures affecting SAP (both completion rate and 150% maximum timeframe). Successful completion of all learning support coursework is required to meet qualitative progress. This is defined as completing all learning support coursework with a grade of A*, B*, or C*.

• **Dropped and Repeat Coursework**
  o All coursework taken at North Georgia Technical College will be included in the qualitative and quantitative measures for SAP. This includes courses that are withdrawals or repeated. Courses that are dropped during the drop/add period or courses in which a student is a no show are not counted. Successful grades include A, A*, B, B*, C, C*, and D. Unsuccessful grades include D*, F, F*, W, WP, WF, and WF*. Grades IP are treated as unsuccessful and SAP will be reevaluated once a final grade is posted.
• Transfer Credits
  o Credits that are transferred from other institutions (including courses taken as a transient) will count in a student quantitative SAP measure (pass rate and 150% maximum time frame) but will not count in the qualitative (GPA measure).

How to Reestablish Financial Aid Eligibility
Students may regain financial aid eligibility after being placed on probation by either:
• Meeting the cumulative SAP standards described in this policy in their course of study at a future evaluation (end of semester)
• Successfully appealing as described in this policy and being placed on Warning.

This DOE satisfactory academic progress policy became effective beginning the 2016-2017 academic year and supersedes any previous regulation.

Repeated Coursework
Students who repeat coursework in which they have previously earned a passing grade will be subject to review by the Financial Aid Department. Depending on the student’s particular program of study and other various factors, financial aid may not be applicable to pay the repeated coursework.

Financial Aid Appeal Procedures
Students have the right to appeal the denial of financial aid eligibility if they feel that they have extenuating circumstances which prevent them from making satisfactory progress. This appeal must be made in writing to the Financial Aid Appeal Committee. A Satisfactory Academic Progress Appeal must be submitted explaining the extenuating circumstances, how these circumstances have changed, and their plan to maintain satisfactory academic progress if the appeal is approved. Supporting documentation is required. A decision concerning reinstatement of financial aid eligibility will be communicated to the student in writing via mail or email. The decision of the Financial Aid Appeal Committee shall be final.

Tips for Submitting the SAP Appeal:
• Please explain in detail the extenuating circumstances in your personal statement and be sure to include documentation to support your statement. An attempt should be made to explain all terms with failing grades or withdrawals since SAP uses cumulative GPA and credit hours.
  Examples of extenuating circumstances include but are not limited to:
  o Death of a relative
  o Hospitalization of immediate family members
  o Personal injury or illness
  o Unexpected work issues beyond the student’s control
• Once you have completed your appeal and the attached documents, please submit it to the Financial Aid Appeal Committee via FAappeals@northgatech.edu.

Adopted: August 28, 2001
Revised and Approved: September 9, 2011; July 2012; June 2017
Last Reviewed: June 2018
Policy: 6.7.1. (V.E.) Drug-Free Schools and Communities Act

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 quarter 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.

Click here for complete policy and procedure.
Policy: 6.7.2p1. (V.D.I.) Student Discipline

The administration reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of technical college officials, a student's conduct disrupts or threatens to disrupt the technical college community, appropriate disciplinary action will be taken to restore and protect the atmosphere of collegiality and mutual respect on campus. This procedure is intended to provide an orderly protocol for handling student disciplinary cases in accordance with the principles of due process and justice.

Click here for complete policy and procedure.

NGTC Procedure: 6.7.1.p (V.E.) Drug-Free Schools and Communities Act

North Georgia Technical College is a responsible segment of the society in which it exists, and as an educational institution, neither permits nor condones illegal drugs and narcotics. The College stands behind the laws of federal, state and local governments concerning drugs and narcotics.

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, distribution, dispensing, possession, or use of illicit drugs and/or alcohol on North Georgia Technical College property or at any event or activity sponsored by the College.

Any student found manufacturing; distributing, dispensing, possessing, or using controlled substances will be subject to immediate expulsion from North Georgia Tech and may be turned over to local authorities for legal action. 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 receive 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 quarter and forfeit all academic credit for that period.

North Georgia 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, North Georgia 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.

Any student who voluntarily seeks counseling for abuse of controlled substances, or who may be deemed by College officials to need treatment may secure information regarding approved drug assistance or rehabilitation programs from the College or the office of the Vice President for Student Affairs. If a student is dismissed for violation of an institutional regulation of controlled substances, he/she must have a professional evaluation. If the evaluation indicates a treatment of counseling program is necessary, the student must complete such a program before there can be any consideration for re-admission. After completion of treatment or counseling program, the student may appeal for re-admission upon the recommendation of the counselor. Such an appeal must be directed to the Vice President for Student Affairs.

The use, possession, or distribution of alcoholic beverages by North Georgia Technical College students is strictly forbidden on campus and at any off-campus activity that is sponsored by or in the name of any institutional organization, department or group. Any student who returns to the campus under the influence of alcohol or drugs shall be subject to full disciplinary action.

Adopted: July 1, 1997
Revised and Approved: September 7, 2011
Last Reviewed: June 2018

Procedure: 6.7.2p2 (V. D. II.) Model Student Conduct Codes

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, on the campus, other college sites, and in the 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 by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of the community. 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.

By the same token, 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 presence of the student on campus is considered a possible threat to persons or property, or if that person’s presence may disrupt the educational process of the college. However, when a student's violation of the law also adversely affects the college's recognized educational objectives, or violates the college's Student Code of Conduct, the college will enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law.
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 opportunities for intellectual, emotional, social, and physical growth. Technical college students assume an obligation to act in a manner compatible with the fulfillment of the mission. The technical college community recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, the TCSG establishes this Student Code of Conduct.

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.

Click here for complete policy and procedure.

NGTC Procedure: 6.7.2p (V. D. II.) Academic and Non-Academic Misconduct

Any student found to have committed any types of misconduct is subject to the disciplinary sanctions outlined in the NGTC College Catalog.

Adopted: June 3, 2003
Revised and Approved: August 5, 2003; December 2011
Last Reviewed: June 2018

Policy: 6.8.1 (V. I.) Field Trips

Field Trips can be an important component of a student's educational experience and the use of such out-of-classroom experiences by the technical colleges is encouraged when appropriate. College sponsored field trips shall be education-related and conducted with a focus on the safety of students and staff, fiscal responsibility and academic responsibility. The Commissioner will develop procedures as necessary to implement this policy.

Click here for complete policy and procedure.

NGTC Procedure: 6.8.1p (V. I.) Field Trips

Field trips can be an integral part of classroom instruction or course content. Field trips may also be related to participation in an organization or group approved by the college. Participation in field trip activities is optional. Students who cannot or choose not to participate in a field trip must be given the option of completing an alternative, supervised activity in lieu of the field trip. The Field Trip Request form, use for curricular and co-curricular trips, shall be completed and signed by the instructor requesting approval of field trip. The Field Trip Request and Release-Waiver of Liability Forms can be found on the college’s intranet under Internal Forms.
The Dean for Academic Affairs shall approve field trips related to academic or instructional activities. Requests shall be submitted to the Dean for Academic Affairs two weeks prior to the field trip.

The Vice President for Student Affairs shall approve co-curricular field trips related to student activities such as student organizations and athletic activities. The field trip request form must be signed by faculty or staff responsible for student activities. Requests shall be submitted to the Vice President for Student Affairs two weeks prior to the field trip.

Students participating in an approved field trip shall be accompanied by an instructor or other North Georgia Technical College staff member as may be appointed by the supervising authority. Students will be subject to the supervision and authority of the faculty and/or person(s) in charge who have sole authority to make decisions regarding students' continued participation in the field trip.

Students are responsible for informing instructors whose classes they miss of their participation in a field trip. Students are to schedule makeup work at the discretion of, and at the convenience of, the affected instructor.

North Georgia Technical College does not assume responsibility for health, accident, or illness needs of students. It is the responsibility of the student to provide proper insurance coverage. Each student shall verify that he/she has adequate insurance by signing the waiver form. *

Requests for the use of college vehicles for an approved field trip shall be made by the instructor or staff member requesting the field trip. Absent extraordinary circumstances, no personal vehicles shall be used by any North Georgia Technical College personnel for the transporting of students on field trips. Students shall be discouraged from transporting other students on field trips and shall be prohibited from doing so if travel is a component of the field trip. Absent extraordinary circumstances, field trip transportation offered by North Georgia Technical College shall be conducted by fully insured, properly licensed professional drivers using either licensed livery vehicles or State of Georgia vehicles that meet all appropriate safety standards.

*Students participating in a field trip shall be required to sign a waiver releasing the college from accident responsibility during any field trip. Parents shall be required to sign the waiver for students under the age of 18.

Adopted: August 5, 1992
Revised and Approved: August 5, 2003; December 2011
Last Reviewed: March 2019

Policy: 6.8.2. (V. M.) Student Accident Insurance

The Technical Colleges System of Georgia [TCSG] shall coordinate a student health and accident insurance program that will be available to all technical college students. The Commissioner in consultation with the Presidents shall determine from time to time the appropriate levels of coverage.

As a precondition of enrollment in any on-campus technical college program, all students must enroll in the technical college-sponsored student-accident insurance program. Students enrolled in Allied Health or cosmetology clinical classes shall also purchase professional liability insurance.
Students who are enrolled only in off-campus distance learning programs and who otherwise do not utilize campus facilities may be exempted from the student-accident insurance program.

Click here for complete policy and procedure.

Policy: 6.8.3. (V.S.) Student Athletics

Effective November 7, 2013, all colleges associated with the Technical College System of Georgia must have all new athletic programs or colleges with existing athletic programs for which a change in conference or competition level will require significant program or resource expansion reviewed and approved by the State Board prior to engaging in recruitment, practice or competition, with the exception of intramural sports. For purposes of this Policy, intramural sports is defined as programs only involving students currently enrolled at the same college. Athletic programs which are in the start-up phase shall be submitted for review and approval to the Board for review within 6 months of the effective date of this policy. The Commissioner shall establish a process by which all colleges shall submit athletic programs for review and approval to the Board.

Colleges with athletic programs currently in operation will not be required to seek approval from the board; however, colleges will be required to register all currently operational athletic programs with the System Office within six-months of the effective date of this policy.

Click here for complete policy and procedure.

NGTC Procedure: 6.8.3.p (V.S.) Student Athletics

A program of intramural sports is provided for all students wishing to participate. Students may join a team for flag football, softball, basketball, soccer, volleyball, disc golf and other teams as interest dictates.

Adopted: November 6, 2013
Revised and Approved: November 2013
Last Reviewed: June 2018