Academic Affairs

North Georgia Technical College strives to provide a quality education and to assist students in making progress toward graduation and employment in their chosen professions. Every effort is made by the faculty and staff to provide the academic support and information necessary to that end.

The academic policies outlined in this catalog/handbook are guidelines to keep students informed about their progress at North Georgia Technical College. The faculty is responsible for maintaining records and assigning grades reflecting a student’s quality of work. These grades are entered in the student information system (Banner) at the end of each term, where they will be maintained permanently.

Every attempt is made to keep the student accurately and adequately informed as to his/her academic standing. If a student has a grievance, the grievance and due process procedure will be followed.

Academic Advisement and Registration

No single activity at North Georgia Technical College requires more time or is given higher priority than advising and career exploration. It is the responsibility of North Georgia Technical College to inform students about existing academic options and to assist them in making decisions about how they can best use the college to facilitate their growth and development. Students are encouraged to meet with their advisors as often as needed. Students should consult posted schedules of faculty office hours and make appointments when possible.

Advisors will assist students with the selection of courses. However, it is the responsibility of the student to follow the correct course of study to ensure qualification for the diploma or other credentials sought. All enrolled students who plan to return the following term must meet with their advisors prior to registering using BannerWeb. Returning students who do not pre-register may find sections of courses filled and unavailable. Current students who choose not to register before the end of the term are required to pay the late registration fee for the upcoming term. New student advisement days are held prior to the beginning of each term. New students may also register with a Career Planner in the Career Center in the Student Affairs Department. Payment of all balances must be made by the payment deadline or the registration will be cancelled.

Class Schedule

The academic calendar for credit programs is divided into three terms. Classes begin at 7:45 a.m. and continue until 10:00 p.m. Monday-Thursday. Students may enroll in certain programs on a part-time basis, both day and evening, and earn credit. Part-time evening courses for credit are normally offered Monday through Thursday from 5:30 p.m. to 10:00 p.m. A student must register for a minimum of 12 credit hours in order to be a full-time student.
Attendance Procedure

All students are expected to punctually attend all classes, labs, and exams as scheduled. The student is responsible for all material covered in classes missed. Classwork or exams missed may be made up at the discretion of the instructor and/or the Dean for Academic Affairs. Instructors will review these attendance procedures with all students at the beginning of each term.

The days absent for a warning and withdrawal for a semester are as follows:

<table>
<thead>
<tr>
<th>CLASS MEETING PER WEEK</th>
<th>ABSENCES BEFORE WARNING</th>
<th>ABSENCES BEFORE WITHDRAWAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
<td>4</td>
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<tr>
<td>2</td>
<td>1</td>
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<tr>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Online</td>
<td>Course not accessed in 8 days</td>
<td>Course not accessed in 14 days</td>
</tr>
</tbody>
</table>

The days absent for a warning and withdrawal for a minimester semester are as follows:

<table>
<thead>
<tr>
<th>CLASS MEETING PER WEEK</th>
<th>ABSENCES BEFORE WARNING</th>
<th>ABSENCES BEFORE WITHDRAWAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>3</td>
<td>3</td>
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<td>3</td>
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<tr>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Online</td>
<td>Course not accessed in 4 days</td>
<td>Course not accessed in 8 days</td>
</tr>
</tbody>
</table>

The student will receive a written warning before termination for nonattendance. This warning will be sent via email to the student’s email account established by the college. A student with attendance problems may be referred to the Special Population and Retention Coordinator in Student Affairs for consultation or to the office of the Vice President for Academic Affairs before or after a warning. Three tardies or early departures are counted as one absence. The instructor will request termination of a student from a course(s) after reaching the required absences according to the schedule above by completing an Administrative Drop form and sending it to the office of the Vice President for Academic Affairs. A student shall be dropped when absent for three consecutive class days without notification to the college. No written warning will be issued to the student when the student has been absent for three consecutive class days without notification. Students will be required to access online classes on a regular basis, and those who fail to log in to an online class as instructed will be considered non-participative. Students taking online classes will be warned and/or withdrawn according to lack of course access as established above.

Students seeking reinstatement to a class must follow the procedures established by Academic Affairs. The course instructor is the first point of contact for the student.

A student who is going on an approved field trip or plans any other authorized absence from classes is responsible for advance notification of all instructors to whom he/she would normally have reported. A student can withdraw from a class during drop/add without penalty. Students are not withdrawn during the last week of the term.
No Shows
Students must attend all classes during Drop/Add (the first four days of each semester). Online students must log in/participate daily during Drop/Add. Students who do not attend or log in as required are considered “No Shows”. Each day of Drop/Add, instructors will drop all “No Shows” from their class roster. If dropped from class, students will be allowed to re-register in BannerWeb during Drop/Add only if space is still available.

Cell Phone Usage
Cell phone usage in the classroom is prohibited. Students found using cell phones in the classroom will be considered a disruption to the class. Students may be asked to leave the classroom which will result in an absence for the class.

Withdrawal Procedure
During the drop/add period each semester, a student can withdraw from one or all courses via BannerWeb. After the drop/add period ends, the student must contact the instructor for each course or their advisor to withdraw from the course. Prior to withdrawing from the course(s), the student is strongly encouraged to communicate their decision for withdrawal with their program advisor. It is also recommended that the student consult with his or her Financial Aid advisor to determine what financial consequences may apply prior to withdrawing from the course. No student who has attended or participated in class during the last week of the semester may be withdrawn.

Administrative Withdrawal
A student who does not meet the attendance procedure established for the course will be administratively withdrawn from the course. The instructor for the course will initiate the request to the Academic Dean. The request will include the date of last attendance for the class. If the last date of attendance is after the withdrawal deadline, the instructor will also indicate if the student is passing or failing. The Dean shall render a decision within two business days of receiving the request. Students who stop attending or whose last date of attendance falls during the last week of the term will receive a grade for the course.

Grading Scale and Symbols
The following grades are used to specify levels of performance in credit course work:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>0.0</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>0.0</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>0.0</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>0.0</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>0-59</td>
</tr>
</tbody>
</table>

The following grades are used to specify levels of performance in learning support course work. These grades are not included in the calculation of any academic Grade Point Average (GPA).

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A*</td>
<td>4.0</td>
<td>90-100</td>
</tr>
<tr>
<td>B*</td>
<td>3.0</td>
<td>80-89</td>
</tr>
<tr>
<td>C*</td>
<td>2.0</td>
<td>70-79</td>
</tr>
<tr>
<td>D*</td>
<td>1.0</td>
<td>60-69</td>
</tr>
<tr>
<td>F*</td>
<td>0.0</td>
<td>0-59</td>
</tr>
</tbody>
</table>
AC – Articulated Credit. Course credit awarded for courses completed in the High School Initiatives program.

AU – Audit. By registering as an auditor, a student is permitted to audit a course and attend classes without meeting all admission requirements for the course and without receiving credit. Students are not permitted to change from audit to credit or from credit to audit after drop/add period at the beginning of each term. An auditor may enroll as a special admissions student for the purpose of auditing a course. This symbol may also be used to indicate that students took courses through the state warranty program.

EXE – Exemption by Examination Credit. Credit awarded to a student for a course based on successful performance by examination to demonstrate prior achievement of course competencies.

EXP – Exemption by Prior Learning Assessment. Non-transferrable, exclusive from GPA credit awarded upon Dean’s approval.

IP – In Progress. Used to indicate that the student is doing satisfactory work but has not completed all requirements/assignments for the course by the end of the term. Satisfactory work is defined as having completed 90% of the assignments with a course average of 70 or better. Exceptions to this rule must be approved by the Vice President for Academic Affairs. A student who receives an IP designation must complete the remainder of the requirements/assignments within 10 instructional days after the beginning of the next full term or the grade will convert to a final grade of F. If the student wishes to participate in commencement, the IP must be completed during the drop/add period of the next full term.

Exceptions to extension of time will be made only in the case of extreme extenuating circumstances and upon the agreement of the faculty member and Vice President for Academic Affairs. All IP’s must be approved by the Department Chair or the Dean for Academic Affairs.

TR, TRA, TRB, TRC – Transfer Credit. The third letter indicates the grade earned in the course; however, this grade will not be counted in the cumulative Grade Point Average (GPA). Course credit may be awarded for courses completed with a “C” or better (unless otherwise noted in this Course Catalog/Student Handbook) from an accredited college, university, or other postsecondary institution if certain conditions are met as outlined in North Georgia Technical College’s Transfer Admission Procedure. Transfer credit is not allowed for learning support courses. Requests for course credit from an institution that is not regionally-accredited may be made by completing the Request for Transfer Credit from a Non-Regionally Accredited Institution form on the North Georgia Technical College website or in the Registrar’s Office. The Office of the Registrar and the Academic Affairs division determine on a case-by-case basis the transferability of courses based on the course curriculum standards and the qualifications of the faculty members who taught those courses.

W – Withdrawal. Indicates official withdrawal from a course before withdrawal deadline.

WF – Withdrawal Failing. Indicates official withdrawal from a course after withdrawal deadline while failing.

WP – Withdrawal Passing. Indicates official withdrawal from a course after withdrawal deadline while passing.
Semester Grade Point Average
Determination of scholastic standing is generally based upon a semester grade point average (GPA) that appears in the student’s academic history record. The semester GPA is that average calculated based on all credit courses taken each term. This average is computed by (1) multiplying the credits for each course by the quality points associated with the grade earned, (2) totaling the points earned for all courses, and (3) dividing the total points by the total number of credits attempted. Grades which have an asterisk are learning support courses and are not included in the calculation of any academic Grade Point Average (GPA). The semester GPA is calculated using the following quality points:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>WF</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Graduation Grade Point Average
The graduation grade point average is the average grade of courses required for graduation. When a course is taken more than once, the highest unexpired grade will be used in calculating the GPA for graduation. A 2.0 graduation GPA is required for graduation. Grades which have an asterisk are learning support courses and are not included in the calculation of any academic Grade Point Average (GPA).

Cumulative Grade Point Average
The cumulative grade point average is not affected by program of study, changes in program of study, or student classification. The cumulative GPA is that GPA calculated on all attempts of all credit courses taken at North Georgia Technical College. Grades which have an asterisk are learning support courses and are not included in the calculation of any academic Grade Point Average (GPA).

Grade Reports
A report of grades is available to the student at the end of each term by accessing his/her student record through BannerWeb. A student may appeal a final grade or other academic decision by requesting an appeal in writing with the appropriate personnel as outlined in the procedure below.

Academic Grievance Procedure
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 the following steps:

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.

**Full-Time Status**

Students must register for 12 or more credit hours to be considered full-time.

**Maximum Hours Allowed per Semester**

The maximum number of hours a student will be allowed to register for each semester is 19. Any student whose registration exceeds 19 hours must obtain written approval from the appropriate Dean for Academic Affairs.

**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 are assessed before the student graduates from the program.

**Satisfactory Progress**

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. (See the Financial Aid section for more detailed information.)

**Academic Standing**

A student not on Academic Probation or Academic Suspension is classified as Satisfactory Academic Standing.
Academic Warning
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.

Academic Probation
While on Academic Warning, a student who does not earn a semester GPA of 2.0 will be placed on Academic Probation. A student will be on Academic Warning for the semester following Academic Probation.

Academic Suspension
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. In order to be considered for re-admittance, a request must be submitted in writing to the Vice President for Student Affairs. A student will be on Academic Probation for the semester following Academic Suspension.

Reinstatement to a Course
If a student wishes to be reinstated to a course due to a violation of the attendance procedure, the student is required to contact the instructor for the course. The instructor is to complete the reinstatement form and submit to the appropriate Dean for Academic Affairs.

Repeated Courses
Any course in which a student enrolls more than once is considered a repeated course. To improve his/her background in a subject matter area, a student may repeat a course in which he/she has previously been enrolled. Both the original course grade and all repeated grades are entered in the student’s academic history. In addition, the grade points earned from each repeated grade are included in the cumulative GPA. In providing credit toward graduation, the credit hours assigned to the course will be counted only once; and the highest unexpired grade will be used in calculating the GPA for graduation. A student who makes a grade of F or WF twice in the same course must make a request in writing to his/her instructor or advisor for consideration in taking the course again. If the instructor/advisor recommends that the student take the course again, the instructor/advisor will complete the Request to Repeat Course form and submit the form to the Office of Academic Affairs to be reviewed by the appropriate Dean for Academic Affairs.

Students who do not successfully complete an online General Education course (Art Appreciation, Economics, English, Mathematics, Music Appreciation, Psychology and Sociology) on the first attempt, will be required to meet with their advisor. Future attempts must be taken in a traditional classroom environment.

Academic Achievement Recognition
Students who maintain a high grade point average are recognized by being named to either the President’s List or the Honor Roll. The President’s List recognizes full-time students with a 4.0 GPA in all courses. The Honor Roll recognizes any full-time student with a 3.5 GPA. For Honor Roll and Presidents’ List purposes, a full-time student is defined as one taking at least 12 credit hours with no learning support courses. Diploma and degree students who maintain a 3.5 or better GPA for the entire program will be considered Honor Graduates and will receive special recognition at the graduation ceremony.
Requirements for Graduation/Commencement

Students who have satisfactorily completed all requirements for their program of study with a minimum GPA of 2.0* and who have met the regular admissions criteria for their program of study are eligible for graduation. Degrees, diplomas, and certificates are awarded and mailed at the end of each semester to students who have applied for graduation, met their financial obligations, and completed the program requirements listed above.

To receive earned credentials or be eligible for commencement, students must submit a graduation application. The application is available online at the North Georgia Technical College website. Applications should be submitted during the first two weeks of the term in which the student plans to graduate. The Registrar reviews and performs the final audit of graduation applications. Late applications will be accepted but due to time constraints, late applicants who wish to participate in commencement may be required to wait until the succeeding commencement ceremony.

Commencement ceremonies for degree and diploma program students are held twice a year in January and June. Certificate program students do not participate in commencement.

A nonrefundable graduation processing fee is charged to degree and diploma program students upon application. This fee includes the diploma as well as the cost of the cap and gown for the commencement ceremony.

NGTC retains the right to award any earned credentials upon program completion.

*A minimum grade of “C” is required in courses which are prerequisites for higher level courses. Some programs may require a minimum grade of “C” in all courses for graduation. These requirements are in keeping with licensure and/or industry requirements. Degree-level general core courses require a minimum grade of “C” to have the potential to transfer.

Licensure Examination

Students enrolled in Nursing, Practical Nursing, Medical Assisting, Clinical Laboratory Technology, EMS Professions, Paramedicine, Pharmacy Technology, Medical Coding, Emergency Medical Technician, and Advanced Emergency Medical Technician must earn a grade of “C” or above in all courses within the program of study before eligibility for state or national examinations can be certified. For students who do not earn the required grades, faculty in these programs will complete referral forms indicating that certification of eligibility for state or national examination is being withheld because requirements are not being met. The referral form will be placed in the student’s permanent record file and will remain there until requirements are met. General information about licensure exams may be obtained from the appropriate faculty at North Georgia Technical College.
General Education Program

General education is an area of study which is consistent with the philosophy and workforce development purpose of the college. It forms an integral part of the associate degree technical or occupational education, thereby preparing students to succeed in the workforce as well as encouraging development of the whole individual by promoting intellectual, personal, and social awareness. The general education curriculum forms the basis of North Georgia Technical College’s students’ technical preparation.

The general education courses provide academic foundations in social/behavioral sciences, natural sciences/mathematics, language arts/communication, and humanities/fine arts appropriate for programs at the associate degree level. The development of general education courses is based on the premise that successful employees require basic communications, mathematics, science, socio-economic, and interpersonal skills and knowledge that support occupational/technical activities.

Through its general education curriculum, North Georgia Technical College equips students for success in two ways. It provides students with a basic academic foundation that prepares them for careers in their chosen fields: and it also fosters intellectual habits that encourage students to become thinking, inquiring, self-fulfilled citizens.

North Georgia Technical College has identified the following broad-based general education core competencies that reflect the college’s foundation for general education:

- Demonstrate proficiency with written communication skills.
- Apply the use of mathematics to solve common problems.
- Demonstrate basic understanding of people, cultures, and global issues.
- Demonstrate basic understanding of the ideas and values of the arts or various literary works.

These core competencies are addressed in the curriculum of each associate degree program, and all associate degree students are provided exposure to them. These core competencies are assessed, and the assessment results are reviewed to determine the extent to which students have attained them.

Internships

The following statements reflect the minimum requirements, stipulations, and procedures for establishing student internships:

- Credit toward a diploma/degree for completion of internships will be provided.
- The student must be in good standing with no academic or unresolved disciplinary action pending and must complete proper paperwork. The student may stay in the residence hall with permission of the Vice President for Student Affairs.
- The student must meet the college’s requirements of satisfactory progress and must have completed all academic requirements necessary to participate in the internship or receive special approval from the Office of the Vice President for Academic Affairs.
- The faculty must give his/her approval before a student is eligible to participate in the internship training. The faculty will insure that the student completes all the necessary forms on file in his/her department.
- The student will pay registration fees such as tuition and student activity for the semester he/she is participating in the internship.
- The student must be employed/trained in the occupational field in which he/she is enrolled.
- Students must register for the internship and complete hours according to the stated standards. (FOR EXAMPLE: a 5-credit hour internship would be 5 hrs/day x 3 days or 3 hrs/day x 5 days = 15 hrs/wk x 15 wks = 225 hrs for the semester.)
Occupational-Based Instruction (OBI) for Specific Programs

OBI is defined as a clinical affiliation, fieldwork, laboratory experience, practicum, clinical internship or business or industry internship. Specific programs include a significant portion of the program that is occupationally-based instruction. To ensure the safety and well-being of others, the college must be certain that each student participating in an OBI experience possesses minimum skill, knowledge, personal maturity, and judgment by the program’s technical standards.

Prior to a student participating in an OBI experience or during the OBI experience, situations may occur that would not be considered academic or disciplinary in nature but which may actually or potentially jeopardize the safety and well-being of others. These situations may arise from unethical behavior, immaturity, emotional instability, or other conditions. If it is determined that such behavior cannot be identified as either academic or disciplinary in nature, the program director may submit a recommendation in writing, along with the justification, to the Dean for Academic Affairs that the student not initiate or continue in the OBI experience. The Dean will consult with the Vice President for Academic Affairs, and the recommendation will either be approved or an alternative approach will be suggested. The student will be notified in writing of the decision.

For specific programs, students participating in an OBI experience will be required to undergo a criminal background check and may also be required to submit to a random drug screen. An updated criminal background check and drug screen will be required for each change of program.

A student’s placement in an OBI experience is the sole responsibility of North Georgia Technical College. **Students are prohibited from contacting a site concerning placement, continuance, or reinstatement at an OBI site. Failure to comply with this requirement will result in the student forfeiting placement in an OBI experience.**

Criminal Background Check Procedure

For specific programs, a criminal background check will be required prior to a student’s participation in occupational-based instruction (OBI) or clinical internship. Failure to undergo a criminal background check prior to an assigned OBI experience will result in the inability of the student to progress in the program. Should an agency refuse to place a student based on the outcome of the background check, the college/program shall have no responsibility for arranging an alternate clinical, fieldwork or practicum placement.

Students will be given the information to acquire the criminal background check through the designated background check provider. Students have the ability to see their background check and are encouraged to review their background check. The student may appeal the criminal background check to the provider and be given the opportunity to present information to dispute the background check. Students should be aware that the OBI agency makes the final determination as to whether a student is accepted or denied placement based on the contents of the background check. To participate in the OBI, the student must provide authorization for all results to be available to the program and/or the agencies associated with the program and the OBI. Cost for the criminal background check is the responsibility of the student.
The following programs require a criminal background check prior to placement in occupational-based instructional experience:

- Associate of Science Nursing
- Advanced Emergency Medical Technician
- Clinical Laboratory Technology
- Criminal Justice Technology
- Early Childhood Care and Education
- Emergency Medical Technician
- EMS Professions
- Health Care Assistant
- Medical Assisting
- Nurse Aide
- Paramedicine
- Pharmacy Technology
- Phlebotomy Technician
- Practical Nursing

**Drug Screen Procedure**

To participate in a health science OBI experience, the student is required to have a negative drug screen within three to six months of placement in a clinical facility. If a student does not remain continuously enrolled in his/her program of study or changes the program of study, a more recent drug screen test will be required before participation in the clinical component of the program is approved.

If a student has a positive drug screen and wishes to provide evidence that the positive result stems from a prescription drug, the student will make that evidence available to the drug screening provider. The student cannot return to the OBI while the drug screen results and documentation are under review. Failure to provide the prescription and supporting documentation to the drug screening provider within four business days will be considered a violation of the Technical College System of Georgia drug free campus policy, and the student will be removed from all occupational classes and their program of study by the instructor. A student withdrawn from an OBI will be referred to the Vice President for Student Affairs for violation of the Student Code of Conduct.

Any student taking prescription medications that have the potential to alter mood or judgment are required to undergo an evaluation by a physician to determine if the therapeutic medication compromises the student’s judgment or ability to function in a healthcare setting. Documentation of this evaluation is to be submitted with the health and physical examination documents or as soon as practical following the initiation of the therapeutic regimen.

Students will be subject to random drug and alcohol screening as required by the clinical affiliation agreement between North Georgia Technical College and the clinical affiliates.