

## Admissions

### Application Process for Associate Degree, Diploma, and Certificate Programs

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® or HiSET Scores be mailed to the Admissions Office. (All degree and diploma programs require a high school diploma or GED® or HiSET 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, PSAT, ACT, COMPASS, ASSET, ACCUPLACER scores, or qualifying high school GPA if applicable.

North Georgia Technical College uses the ACCUPLACER placement test to identify academic skills and needs. This test includes sections on reading comprehension, writing skills and basic math. Algebra is required for some programs. In lieu of ACCUPLACER, the SAT, PSAT or ACT scores may be used if the scores meet the college programs required minimums. Postsecondary level math and/or English with a grade of C or better may be used in lieu of the placement test. A student possessing an Associate's degree or higher from a regionally accredited institution shall be exempted from placement requirements. Applicants who have a disability and need special testing accommodations should contact Ms. Kay Morgan, Special Populations and Retention Coordinator at 706-754-7828.

### Definition of “Official” Documents

“Official” transcripts, GED® or HiSET test scores, or other required documents must be sent directly from the issuing school or agency to the Admissions Office. Many schools use electronic delivery services to send “Official” transcripts; electronic documents sent in this format are considered “Official” if sent directly to NGTC’s Admissions Office from the issuing school. If brought by the applicant in person, documents must be in an unopened envelope that has been officially sealed by the issuing school or agency. Submit applications, transcripts, and other admission documents to:

#### Clarkesville or Currahee Campus

Attn: Admissions Office  
P.O. Box 65  
Clarkesville, GA 30523  
Phone: 706-754-7700  
Fax: 706-754-7777

#### Blairsville Campus

Attn: Admissions Office  
121 Meeks Avenue  
Blairsville, GA 30512  
Phone: 706-439-6300  
Fax: 706-439-6301

### Evaluating the Validity of High School Diplomas

Regulation 34 CFR 668.16 (p) requires Title IV schools to develop and follow policies and procedures to evaluate the validity of a student’s high school completion in the event that the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student’s high school diploma.

In addition to receiving an official high school transcript, North Georgia Technical College may also require additional documentation from the high school in question that confirms the validity of a student’s diploma or information from a company that evaluates foreign diplomas (in the case of a foreign diploma). A

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student's self-certification is not considered adequate proof of validity. In addition to accessing information online regarding the high school in question (such as accreditation status), North Georgia Technical College may also contact the respective state Department of Education in which the high school diploma was issued to determine if the secondary school is considered a recognized school by the state educational agency. Lack of accreditation does not necessarily make a high school ineligible. North Georgia Technical College maintains a list of possible known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. The list may not necessarily be 100% accurate and may not be all-inclusive due to the volume of existing schools. Furthermore, it is also understood that the list of schools in the FAFSA drop down box online also may not be all-inclusive. North Georgia Technical College makes every reasonable effort to verify the validity of questionable high school diplomas.

### Eligible Applicants

#### Age

Any individual 16 years of age or older or dually/jointly enrolled high school students in the 9th, 10th, 11th, or 12th grades who seeks access to quality instruction at the post-secondary level are eligible for admission. See individual program requirements.

The College may waive the 16 years of age requirement for secondary students who are participating in an articulated program of study.

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##### Required Academic Criteria

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 non, 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® or HiSET).
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:
  - 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

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that the parent or legal guardian complied with the requirements of home study programs as referenced in O.C.G.A. § 20-2-690.

- 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:
      - SAT or ACT scores that meet or exceed the TCSG system and college minimum score requirements for program readiness.
      - ACCUPLACER or Compass 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 secondary students or those pursuing a high school equivalency, as described above, who are otherwise eligible to enroll in a specific program of study.

### Residency

The State Board of the Technical College System of Georgia recognizes three student residency categories: in-state, out-of-state, and international.

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.

Dependent Students – A Dependent Student meets the Georgia Residency Requirements if his or her parent has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in-state tuition, and the student graduated from an eligible high school located in the State of Georgia; or the parent claimed the student as a dependent on the parent's most recent federal income tax return; or if a United States court-appointed legal guardian has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in-state tuition, provided that the appointment was not made to avoid payment of out-of-state tuition.

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Independent Students – An Independent Student meets the Georgia Residency requirements if he or she has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in-state tuition. It is presumed that no independent student shall have gained or acquired Georgia residency, for purposes of this procedure and the related policies, while attending a TCSG college without clear evidence of having established a domicile in the state of Georgia for purposes other than attending a TCSG college.

### **Retaining Georgia Residency**

Dependent Students – If the parent or United States court-appointed legal guardian of a dependent student who was correctly determined to meet Georgia Residency requirements for the purposes of this procedure and the related policies, establishes domicile outside the state of Georgia, such student shall continue to retain his or her status as a Georgia Resident, for purposes of this procedure and the related policies, as long as such student remains continuously enrolled in a TCSG college.

Independent Students – If an Independent Student who was correctly determined to meet Georgia Residency requirements, for purposes of this procedure and the related policies, temporarily relocates outside the State of Georgia, but returns to the State of Georgia within 12 months, such student shall retain his or her status as a Georgia Resident, for purposes of in-state tuition.

### **Verification of Lawful Presence in the United States**

Any non-citizen student requesting to pay at the in-state tuition rate will be required to provide verification of their lawful presence in the United States in order to be classified as an in-state student or awarded an out-of-state tuition waiver.

TCSG Procedure 6.2.2p: “Each 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.”

### **How can a student verify lawful presence?**

- Students who file a FAFSA (Free Application for Federal Student Aid) and are eligible for federal student aid will have their lawful presence verified as part of the FAFSA process.
- A clear copy of an original or certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory, A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240). The copy must very clearly show the raised or written seal to be acceptable.
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
- A current U.S. Passport.
- Unexpired Georgia and select out of state Drivers licenses and state ID cards can be accepted under certain conditions. It must be a Real ID and not contain any of the verbiage in the chart below. If the copy received has the top portion of the card cut off the document will not satisfy lawful presence.
- A current military ID (service member only, not dependent). Documented using the Confirmation of Review of Military ID Worksheet - A photocopy is not acceptable.

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- A current, valid Permanent Resident Card (USCIS form I-151 or I-551). We require both the front & back sides of your Permanent Resident Card to be submitted. It must not expire before the first day of class of the term the student will start classes.
- Students admitted on an F, J or M Visa will have their lawful presence verified through the Student and Exchange Visitor Information System (SEVIS).
- Students admitted on any other Visa will have their lawful presence verified through the Systematic Alien Verification for Entitlements (SAVE) Program.

<b>State DL/ID</b>	<b>Requirements for Acceptance</b>
Alabama	Must NOT be marked “FN”
Alaska	Must NOT be marked “Limited Term”
California	Must NOT be marked “Limited Term.” Instruction Permits, Commercial Learner’s Permits, and temporary licenses cannot be accepted.
Delaware	Must NOT be marked “Limited Term” or “Temporary”
Florida	Must NOT be marked “Temporary”
Georgia	Must NOT be marked “Limited Term”
Idaho	Must NOT be marked “Limited Term”
Iowa	Must NOT be marked “Limited Term”
Kentucky	Must NOT be marked “Not for REAL ID purposes”
Louisiana	Must NOT be marked “Limited Term”
Maryland	Must NOT indicate “T” restriction
Missouri	Must NOT be marked “Limited Term”
Montana	Must NOT be marked “Limited Term” or “Temporary”
Nevada	Must NOT be marked “Limited Term”
North Carolina	Must NOT be marked “Limited Term”
Ohio	Must NOT indicate that it is “nonrenewable and nontransferable”
Oklahoma	Must NOT be marked “Temporary”
South Carolina	Must NOT be marked “Limited Term”
Tennessee	Must NOT be marked “Temporary”
Texas	Must NOT be marked “Limited Term” or “Temporary”
Vermont	Must NOT be marked “Limited Term”
Wisconsin	Must NOT be marked “Limited Term”

### International Students

A student who has been granted resident alien status is considered a permanent resident of the United States, and he/she may apply for financial aid. Students with diplomas from secondary and postsecondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization. Students who are not citizens or permanent residents will pay international tuition, which is four times the in-state tuition.

*Note: North Georgia Technical College does not issue the I-20 Certificate of Eligibility.*

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### Admission Categories and Requirements

#### Regular Admission

Regular admission of students to a technical certificate, diploma, or degree program is contingent upon their meeting statewide and institutional admission requirements established for that specific program and proper completion of application, assessment, and program placement procedures.

Regular admission of transfer students to a diploma or degree program is contingent upon the following requirements:

- Regular admission and good standing at a regionally or nationally accredited diploma or degree-granting institution.
- Completion of the North Georgia Technical College admission process and related procedures.

#### Provisional Admission

Applicants who do not meet regular admission requirements may be admitted to a program on a provisional basis. The applicant must complete the admission process and related procedures. Provisionally admitted students must take required learning support courses and may be allowed to take specific program 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.

Provisional admission of students to a technical certificate, diploma, or degree program for which assessment is required is based on an evaluation of assessment scores and completion of the application, assessment, and placement procedures.

*Note: Dually or Jointly enrolled students are not eligible for Provisional Admission status.*

#### Special Admission

The special admission category is for non-credential seeking students who desire credit for a specific program course.

The parameters for Special Admission are:

- The student must be classified as non-credential seeking at the time of entry by the Admissions Director.
- The student must adhere to the specific institutional prerequisite requirements when selecting courses.
- The student may receive credit for regular program course work that is satisfactorily completed.
- The student may apply for regular student status by completing the regular admission process including taking the placement test.
- The student 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.
- The student may not take courses requiring occupationally-based instruction while in this admit status, i.e., internships and clinical rotations.

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- Special admitted students are not eligible for financial aid.
- Special admitted students are enrolled in classes on a space-available basis.

*Note: A student admitted under Special Admission Status is not eligible to graduate from a certificate, diploma, or degree program.*

### **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:

- 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.
  - A letter from the high school confirming the pending completion is encouraged to be sent with the transcript.
- Applicants will be allowed to register for courses after course placement requirements have been met.
- Applicants are not eligible for federal financial aid until a final high school transcript has been received.

### **Transient Student Admission**

A student in good standing at another postsecondary institution may be permitted to enroll as a transient student on a space-available basis at a technical college in order to complete work to be transferred back to the home institution. The transient student must:

- Submit an application to the host institution (NGTC), pay the non-refundable application fee, and be designated as a transient student by North Georgia Technical College for reporting purposes.
- Present a Transient Agreement Letter from the Registrar or Academic Dean of the home institution. 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.
- Pay scheduled fees of the host institution.

### **Transfer Admission – from previously attended postsecondary institution**

- The applicant must complete the application process and related procedures.
- Students with a bachelor's degree or higher are not required to submit high school transcripts.
- Official transcripts are required from all postsecondary institutions verifying a minimum grade of "C" in all courses for which the student is seeking transfer credit to his/her program of study. Programs with competitive admissions may require a specific grade in defined courses.
- In order to obtain a degree, diploma, or technical certificate of credit from North Georgia Technical College, a student must complete at least 25% of the curriculum requirements in regular credit course work while enrolled at the institution.
- **See the "Credits Earned Outside the College" section under the Registrar heading in this catalog.**

### **AAS-Level General Education Coursework for Diploma-Level Program Majors**

Students in diploma programs who meet the test score requirements for AAS programs may choose to satisfy the diploma's general education course requirements with the corresponding AAS-level general

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education courses. For example, if ENGL 1010 is required for the diploma program, and the student meets the test score requirements for ENGL 1101, ENGL 1101 may be taken and will satisfy the ENGL 1010 requirement.

### Dual / Joint Enrollment Programs for High School Students

High school students may attend North Georgia Technical College while also attending high school. The student may receive Carnegie unit credit from a high school and postsecondary credit hours from North Georgia Technical College for the same course. North Georgia Technical College offers different programs for high school students.

- **Dual Enrollment** - High school students in grades 9-12 can enroll at the college and receive both college and high school credit for academic and occupational courses taken through the college. Eligible students may receive Dual Enrollment funding for 30 semester hours. Credit hours that are funded with Dual Enrollment funding do not count against future HOPE Grant or Scholarship maximum hours.
- Students who reach the 30 credit hour Dual Enrollment Funding Cap may self-pay or use HOPE Grant/HOPE Career Grant funding if eligible. Courses funded by the Hope Grant/Hope Career Grant will count against future HOPE maximum hours.
- Students in 11th and 12th grades may enroll in, and receive Dual Enrollment funding for, approved courses that are listed on the Dual Enrollment Course Directory.
- Students in 10th grade may enroll in, and receive Dual Enrollment funding for, courses designated as Career, Technical and Agricultural Education (CTAE) on the Course Directory. Tenth grade students with a minimum SAT score of 1200 from a single test administration or a minimum ACT composite score of 26 from a single test administration may receive Dual Enrollment funding for any approved course listed on the Dual Enrollment Course Directory.
- Students in the 9th grade are not eligible for Dual Enrollment funding.
- **Joint Enrollment** - The Joint Enrollment program is designed for secondary and adult education students who want to begin their college career but do not need or want additional high school Carnegie units or are ineligible for Dual Enrollment program funding. **Joint Enrollment students receive college credit only, and hours count against future HOPE maximum hours.**
- **High School Graduation Option B** - Students who complete 10th grade required courses (two English, Math, Science, Social Studies; one Health and PE and required tests) may enroll full-time at NGTC while completing an Associate Degree, Technical Diploma or two Technical Certificate programs in a career pathway. Once the program is complete, students may graduate with a high school diploma and a college credential. The Dual Enrollment Funding Cap described above applies to students pursuing the High School Graduation Option B path.

### Dual and Joint Enrollment Process

- Dual Enrollment applicants may complete the Dual Enrollment application for admission. Joint Enrollment applicants may complete a regular application for admissions.
- Meet with high school counselor (Dual) or adult education instructor (GED® or HiSET/Joint) to obtain signed approval on the application form.
- Provide an official copy of high school transcript.

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- Take the placement test or submit valid SAT, PSAT, ACT, or ACCUPLACER scores and meet or exceed state recommended scores for regular program admission.
- Submit applicable financial aid documents – Dual Enrollment funding application (Dual) or HOPE Grant (Joint).

### Change of Program

A current student who is changing his/her program for the upcoming semester will be eligible to register for classes through BannerWeb during his/her designated registration period. Students are strongly advised to discuss a change of program plan with a financial aid advisor prior to submitting the application as financial aid awards may be severely impacted. The deadline for submitting a Change of Program Form is the same date as the admissions application deadline.

### Audit

Students who wish to audit a course must complete an application and pay the \$25 non-refundable application fee. If not already enrolled, students are admitted as special admissions students. Students are permitted to audit a course and attend class without completing the admission process and do not receive credit for the course. Students are not permitted to change from audit to credit or credit to audit after the drop/add period at the beginning of each term. Audit students pay regular tuition and fees. Note: The student must adhere to the specific institution prerequisite requirements when selecting courses.

### Learning Support

Learning support instruction is available to students of credit programs at North Georgia Technical College in the areas of reading, mathematics, and language skills. The instruction is designed to help students who need to improve skills in one or more of these areas. These courses earn institutional credit only. There are additional options for students scoring within the learning support level (See “Learning Support under Academic Affairs).

### Course Numbering

Learning support courses are numbered 0090 or 0988. Basic skills courses numbered 1000 through 1099 are certificate and diploma courses. General education courses numbered 1100 through 2999 are associate degree courses. Occupational courses may be numbered 1000 through 2999 at the certificate, diploma, or associate degree levels.

### Assessment and Testing

North Georgia Technical College must utilize ACCUPLACER, the TCSG-approved assessment instrument, when evaluating students for program readiness. However, in the place of ACCUPLACER, North Georgia Technical College may accept a student’s official SAT, PSAT or ACT scores if they meet the college program’s required minimums. If a student’s SAT, PSAT or ACT scores do not meet the college’s program minimums for regular admission, a student must be assessed using ACCUPLACER if the student has not already started learning support classes. Postsecondary level math and/or English with a grade of “C” or better may be used in lieu of the placement test. A student possessing an Associate’s degree or higher from a regionally accredited institution shall be exempted from placement requirements. North Georgia Technical College may also accept a student’s official entrance score on the following validated

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assessment instruction if the scores meet the minimum requirements: General Education Development (GED®), on English or Math; Georgia Milestones Literature and Composition or Georgia Milestones American Literature and Composition (English admission requirement only); and HOPE GPA after completion of 10th grade of 2.6 or higher.

Prior to taking the placement test at North Georgia Technical College, 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.

A student with disabilities who needs special assistance or accommodations for taking the placement test must submit a request for disability services form and appropriate documentation of disability before registering for the test.

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 ACCUPLACER 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 retest fee will be assessed. Students may contact Student Affairs at 706-754-7700 to schedule a retest on ACCUPLACER.

In order to help students study, ACCUPLACER has a FREE study app for your computer, tablet, or smartphone.

- To get the free Web-based app, visit [-accuplacerpractice.collegeboard.org/login](https://accuplacerpractice.collegeboard.org/login)
- To learn more about ACCUPLACER visit [accuplacer.collegeboard.org](https://accuplacer.collegeboard.org)

### Appeal Procedure for Admission Decision

To appeal an admission decision, the prospective or current student must put his/her request in writing to the Vice President of student affairs (VPSA). The VPSA or his/her designee will make a decision after reviewing the request and relevant documentation that was submitted during the application process. The VPSA or his/her designee will send written notification of the decision to the student within ten (10) business days. The decision from the Vice President of student affairs or his/her designee is final.

### Readmission Procedure

Students who withdraw voluntarily or take two semesters off must complete a returning student application. Students may return on a space-available basis in the program desired.

Students who are dismissed for academic or disciplinary reasons or who voluntarily withdraw while not in good standing must make a request for reinstatement in writing to the Vice President of student affairs.

## Registrar

The Registrar's Office provides assistance with:

- Change of name or address
- Course registration
- Course registration outside a program of study
- DegreeWorks audits
- Exemption examination registration
- Good student discount forms
- Graduation applications
- Loan deferment requests
- Requests for official NGTC transcripts at <https://northgatech.edu/registrar/>
- Requests for transient status at another institution
- Transfer of credit from other institutions
- Verification of enrollment

It is the student's final responsibility to ensure requirements for a chosen program of study are met. A student must carefully review the Programs of Study section of this catalog and discuss with his or her Academic Advisor. Each student's assigned Academic Advisor's name and contact information is listed in the student's original acceptance letter and is available in BannerWeb.

For further information, please visit the North Georgia Technical College website, email registrar@northgatech.edu or call 706.754.7768.

### Credits Earned Outside the College

Students must complete at least 25 percent of coursework towards a particular program of study at North Georgia Technical College in order to be eligible for graduation from the college.

### Transfer Credit

- Official transcripts are required from all postsecondary institutions verifying a minimum grade of "C" (2.0) in all courses for which the student is seeking transfer credit to his/her program of study.
- Programs with competitive admissions may require a specific grade in defined courses.
- Credit is awarded only in areas offered within the current curriculum of North Georgia Technical College.
- A course accepted for credit has essentially the same content and is taught at a comparable or higher level as the course at North Georgia Technical College.
- Transfer credit is not awarded for PSNG, RNSG, or WELD courses.
- Transfer credit may be awarded for Learning Support coursework taken at other Technical College System of Georgia institutions. Credit granted for this coursework will not count toward completion or GPA hours, but may allow the student to enter the college with "program ready" status or reduce the number of Learning Support courses required.
- All transferred courses must have the equivalent or higher number of credit hours.
- All transferred courses will be transferred in at the highest level regardless of the level of the student's chosen course of study. There are time limits on validity of some coursework. (See below.)

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- The Registrar is responsible for final transfer credit approval.
- 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.
- For coursework meeting the above conditions but taken at non-regionally accredited institutions, the student should complete 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. In cases where course equivalency is questioned, credit must be validated by examination.
- If a course cannot be evaluated on course prefix and title, students have the right to submit course descriptions from the transferring institution's college catalog from the year the course was taken to the North Georgia Technical College Registrar.
- A student who presents credit for evaluation and transfer must be aware that the awarding of credit by North Georgia Technical College does not guarantee that institutions subsequently attended by the student will also accept those credits.
- The applicant may be awarded credit for courses previously earned within the institution as applicable.
- North Georgia Technical College reserves the right to rescind previously awarded transfer and exemption credit as warranted.

### Time Limits on Transferability of Courses

- 2 years – all COSM courses and Learning Support courses from TCSG institutions only.
- 4 years – all ACCT, ALHS, CIST, CLBT, COMP, NAST, EMSP, MAST, and PHAR courses.
- 7 years – all BUSN courses.
- 10 years – BIOL courses and all occupational courses not listed above. However, if course content and competencies have changed significantly within the 10-year period, faculty may request that students validate skills or repeat a course.
- No expiration – all general education/basic skills courses (ARTS, CHEM, COLL, ECON, EMPL, ENGL, HIST, MATH, MUSC, PHYS, POLS, PSYC, SOCI, SPCH); and courses used to satisfy elective credit requirements.

These rules apply for transfer students and returning North Georgia Technical College students who have had a break in enrollment greater than one term. Exceptions to the established time limits will be determined at the program level. The student must contact the advisor to request the exception. The student will be required to complete an assessment of skills and competencies to validate proficiency in the defined area. Approval for courses must be sent in writing from the advisor to the Registrar before the end of the student's first term of admittance/re-admittance.

### Advanced Placement Examinations

Students who receive a score of three (3) or higher on the College Board Advanced Placement (AP) test will be awarded credit for the corresponding NGTC course. Official test scores must be mailed

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directly from the College Board to the Office of the Registrar at NGTC. Score reports are ordered from <https://apstudent.collegeboard.org/home>.

### College-Level Examination Program (CLEP)

College-Level Examination Program (CLEP) credit will be awarded to students in subject areas with an equivalent NGTC course who meet the College Board's and American Council on Education's current Credit-Granting Recommendations. Official test scores must be mailed directly from the College Board to the Office of the Registrar at NGTC. Scores are ordered from <http://clep.collegeboard.org/> and must be at the 50th percentile or greater. Credit will not be granted for the general exam.

### Exemption Credit

Credit awarded to a student for a course based on successful performance by examination to demonstrate prior achievement of course competencies in occupational or diploma- or certificate-level general core courses. Email notification of the schedule for exemption tests is sent each term or is scheduled by the instructor. A student may not take an exemption test if he or she is enrolled in the course, if he or she has previously been enrolled in the course, or if he or she has previously attempted the exemption test. The application for exemption credit is available on the North Georgia Technical College website and in the Registrar's Office. The fee for exemption credit is 25% of the course tuition, is non-refundable, and the test may be taken only once. Successfully exempted courses will be counted to satisfy requirements for graduation but will not be used to determine academic standing or to calculate grade point average (GPA) and are not generally transferrable to other institutions.

### International Baccalaureate (IB) Credit

Credit will be awarded to students who have taken appropriate high school courses determined equivalent to courses offered at NGTC and achieved a score of three or higher on the International Baccalaureate Examination. Official transcripts of grades must be mailed directly from the College Board to the Office of the Registrar at NGTC. Students may order IB transcripts from <http://www.ibo.org/>.

### Prior Learning Assessment

Exemption credit may be granted upon approval by a Dean for Academic Affairs. A student may not apply for PLA credit if he or she is currently enrolled in the course, if he or she has previously received a failing grade or grade of D in the course, or if he or she has previously attempted the prior learning assessment or the exemption test. The application for PLA credit is available on the NGTC website and in the Registrar's Office. The fee for PLA credit is 25% of the course tuition and is non-refundable. PLA courses will be counted to satisfy requirements for graduation but will not be used to determine academic standing or to calculate grade point average (GPA) and are not generally transferrable to other institutions.

### Military Credit

Transfer credit for military service schools is awarded based on American Council of Education (ACE) recommendations as listed in the Guide to the Evaluation of Educational Experiences in the Armed Services and approval by the Registrar upon review of an official ACE transcript.

## REGISTRAR

### Transcript Notation of Transfer Credit

Transfer credit is noted by TR, TRA, TRB, or TRC\* on the NGTC transcript and is not included in semester, cumulative, or graduation grade point averages. Students may access their Unofficial Transcript in BannerWeb to view transfer credit awarded.

\*See Grading Scales and Symbols in the Academic Affairs Section for definitions.

### High Demand Course Pre-Registration Restriction

To ensure fair access to courses that routinely fill, students enrolled in a high-demand course or who withdraw from a high-demand course during a term shall not pre-register to repeat the course. If a student disregards this procedure, the pre-registration for the high-demand course will be removed. Once the term in which the student attempted the course has ended, the student may then register to repeat the course if space is available. High demand courses include but are not limited to BIOL 2113/L, BIOL 2114/L, and BIOL 2117/L.

Example: If a student takes BIOL 2113/L Spring Semester, s/he shall not pre-register to retake BIOL 2113/L in a later term until after Spring Semester ends. Additionally, if a student withdraws from BIOL 2113/L during Spring Semester, s/he shall not pre-register to retake BIOL 2113/L in a later term until after Spring Semester ends.

### Holds Preventing Release of Student Records

Holds on Student Accounts for financial or document obligations to NGTC prevent the Registrar's Office from providing any records by mail or electronic means, including but not limited to transcripts, enrollment verifications, graduation awards, and grades.

### Repeated Coursework

Students who repeat coursework for which they previously earned a passing grade will be subject to review by the Registrar's Office. If the repeated coursework does not fulfill a graduation requirement for the student's current program of study, the course may be coded as outside major and deemed ineligible for Financial Aid. See the Financial Aid section of this document for more information.