

Academic Affairs

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 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 student advising. 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 assigned an advisor and are encouraged to meet with them 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 advisor prior to registering using BannerWeb. Advisors will issue an alternate PIN number for students to use in the registration process. 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 Student Affairs Department. Payment of all balances must be made by the payment deadline or the registration will be canceled.

Learning Support

Students who are provisionally accepted, requiring learning support, are not eligible to enroll in courses that require program ready admission status as a pre-requisite.

Diploma Students

English and Math:

Diploma seeking students testing below required placement scores for program level Reading, Writing, or Math must enroll in the appropriate learning support class or may enroll in the co-requisite program. All learning support students are eligible to enroll in the co-requisite program. Math students will register for MATH 0090 along with MATH 1012. English students will register for ENGL 0988 along with ENGL 1010. Students will have the option to decline the co-requisite program and enroll in just MATH 0090 or ENGL 0988. Students must maintain attendance in both courses. Students may drop the program level Math or English course and remain in the learning support course.

Degree Students

English:

Degree seeking students testing below the required placement scores for entry into program level English will be required to register for and attend an English 0988 course in addition to the program required English course. Students must maintain attendance in both courses. English degree students do not have the option of declining the co-requisite program.

Math:

Degree seeking students testing below the required placement scores for entry into program level Math must enroll in the appropriate learning support class or may enroll in the co-requisite program. Math students have the option to decline the co-requisite program and enroll in just MATH 0090. If the student chooses to enroll in the co-requisite program, the student will be required to register for and attend a Math 0090 course in addition to the program required Math course.

Students must maintain attendance in both courses. Students may drop the program level Math course and remain in the Math 0090 course if there is sufficient time left in the semester to finish the stand-alone MATH 0090 course.

Students required to take learning support Math or English may not take program level Math or English online.

Attendance Procedure

The academic programs at North Georgia Technical College prepare students for successful employment upon graduation. Business and industry expect employees to be present and on time for work each day. NGTC supports this expectation by encouraging students to attend class regularly to prepare for the workforce and achieve academic success. Students should register for classes that they can realistically expect to attend on a regular basis.

For purposes of Title IV (federal financial assistance), North Georgia Technical College is a “non-attendance taking institution.” However, instructors may develop reasonable attendance requirements appropriate to the type of course, delivery method, frequency of class meetings and in accordance with the rules of respective licensure boards and/or accrediting agencies. Instructors will communicate the requirements to students within the course syllabus and will apply the requirements fairly and consistently to all enrolled students. Students absent from class for any reason are still responsible for all work missed. Refer to course syllabus for detailed course expectations regarding make-up work.

A student who plans to miss a class, attend an approved field trip or any other authorized absence from class is responsible for advance notification of all instructors to whom he/she would normally have reported.

Students are not permitted to have friends, children, or relatives as their guest in a classroom, lab, or practicum/internship site.

No Shows

Students must attend a class session for each class they have active registration for during Drop/Add (the first four days of each semester). Online students must log in and meet participation requirements for each class they have active registration for during Drop/Add. Each day of Drop/Add, instructors will submit all “No Shows” to the Registrar’s office. The Registrar will remove class registration for each submission. If dropped from class, students will be allowed to re-register in BannerWeb during Drop/

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Add only if space is still available. No-shows can affect financial aid amounts and eligibility for the term.

Drop/Add Period

Through the end of the fourth instructional day of the semester, a student may add courses to their schedule based on availability or drop courses from an existing schedule. Students may change their schedules without academic penalty during the drop/add period each term by utilizing their secure BannerWeb account. Dropping or adding a class during this period may affect financial aid awards and student account balances. Every student is encouraged to check with their Financial Aid advisor before completing the drop/add process. A 100 percent refund is issued for classes dropped during the drop/add period of the term.

Withdrawal Procedure**Official Withdrawal from a Course**

A student may withdraw from classes until the last day of class as published on the academic calendar as the Last Day to Withdraw. Students who want or need to withdraw from classes for any reason must do so through the form found on the NGTC website. The date of submission of the electronic withdrawal form will be considered the student's official last date of attendance. It is the student's responsibility to officially withdraw from classes; instructors and college administrators will not initiate the withdrawal process. Withdrawal from a class, or classes, may have a negative effect on academic standing, satisfactory academic progress (SAP), financial aid, program progression, and the student's account balance. Students are advised to speak with academic and financial aid advisors prior to making a withdrawal decision and form submission.

Unofficial Withdrawal from a Course

A student who earns all Fs in a given term or a combination of Fs, Ws, and WFs may be considered an "unofficial withdrawal." Unofficial withdrawals are those who cease attending class (es). Faculty must enter a last date of attendance for students who earn a grade of F for the class. Unofficial withdrawals may be required to return funds to North Georgia Technical College and/or the U.S. Department of Education. If a student is totally withdrawn from the college through unofficial withdrawal, the midpoint of the semester may be used as the effective withdrawal date. Students who earned Fs that were not due to ceasing attendance are not considered to have withdrawn and aid will not be recalculated.

Dual Enrollment

Dual Enrollment students will be expected to contact their high school counselor and their North Georgia Technical College High School Coordinator prior to submitting a course withdrawal form. Dual Enrollment students will not be withdrawn without confirmation from the high school counselor.

Withdrawals and Course Grades

Students who drop a course after the add/drop period but on or before the withdrawal deadline will receive a grade of W. Students who withdraw from a course after the withdrawal deadline will be assigned a grade of WF. Ws and WFs could affect financial aid eligibility. See "Financial Aid" section for details. WFs are calculated the same as Fs for students' GPA. Students who neglect to withdraw from a course will receive their calculated grade, incorporating zeros for all missing assignments.

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Withdrawal from the College

When a student withdraws from all courses, the student is considered to be withdrawn from the College. Students who are contemplating withdrawal should confer with their academic and financial aid advisors. Student- initiated course withdrawal policies are also applicable to school withdrawals. Any student receiving federal student aid who completely withdraws from all classes during a given period of enrollment and completes less than 60 percent of the term (based on determination of last class attendance) may be required to return funds to North Georgia Technical College and/or the U.S. Department of Education.

Hardship Withdrawal Appeal

Students have the right to appeal for a Hardship Withdrawal with the Academic Affairs Office. Consideration of a Hardship Withdrawal is limited to certain criteria which may include, but is not limited to, hospitalization of the student, the death of an immediate family member during the semester of the withdrawal, the student being assigned to active military duty or jury duty for more than three consecutive days during the term. The student must have withdrawn from, or failed, all courses in the affected term for the appeal to be considered. The appeal must be submitted in writing to the Academic Affairs Office no later than Day 4 into the following term. All decisions on appeals of hardship withdrawals rendered by the Academic Affairs Office shall be final.

Grading Scale and Symbols

The following grades are used to specify levels of performance in credit course work:

A	4.0	90-100	Exceptional
B	3.0	80-89	Above Average
C	2.0	70-79	Average
D	1.0	60-69	Below Average
F	0.0	0-59	Failure

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).

A*	4.0	90-100	Exceptional
B*	3.0	80-89	Above Average
C*	2.0	70-79	Average
D*	1.0	60-69	Below Average
F*	0.0	0-59	Failure

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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-transferable, 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 withdrawal from a course before deadline for withdrawal without academic penalty.

WF – Withdrawal failing. Indicates withdrawal from a course after deadline for withdrawal without academic penalty.

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 that have

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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:

<u>GRADE</u>	<u>POINTS</u>
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0
WF	0.0

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 that 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 that 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

The purpose of this procedure is to provide a fair and consistent process for students to appeal a final course grade in cases where they believe an error or inconsistency may have occurred. This procedure applies to all students who are enrolled in credit-bearing courses at North Georgia Technical College and have received a final course grade.

Procedures for Appeal:

Step 1: Informal Resolution—Before initiating a formal grade appeal, the student is encouraged to attempt to resolve the issue informally by discussing the grade with the instructor who assigned the grade. If the issue is resolved at this stage, no further action is needed. The instructor may submit a grade change request to the Registrar's Office if necessary.

Step 2: Formal Appeal—If the issue is not resolved through informal discussions, the student may initiate a formal appeal by submitting a written appeal to the appropriate Academic Dean. The appeal must be submitted **no later than the end of drop/add period of the following term**. The written appeal form is available through the Academic Affairs Office (706-754-7771).

Step 3: Departmental Review—Upon receipt of the written appeal, the Dean of the Department will convene a review panel to examine the appeal. The panel will consist of three/staff faculty members

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who have not previously been involved in the course. The panel will review the student's appeal and any relevant documentation, as well as any information provided by the instructor. The panel may request additional information or clarification from the student, the instructor, or other relevant parties. The panel may also meet with the student and the instructor separately or together.

Step 4: Decision—The panel will make a decision based on the evidence presented. The decision will be communicated in writing to the student and the instructor within ten business days of the conclusion of the review. The decision may result in no change to the grade, a grade change, or other appropriate resolution.

Step 5: Appeal to the Vice President of Academic Affairs--If the student is not satisfied with the decision of the department review panel, they may appeal to the Vice President of Academic Affairs within ten business days of the decision. The Vice President of Academic Affairs will review the appeal and make a final decision. The decision of the Vice President of Academic Affairs is final and not subject to further appeal.

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 who wishes to exceed 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.

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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 of Student Affairs. A student will be on Academic Probation for the semester following Academic Suspension.

Safety Infraction Policy

The purpose of the North Georgia Technical College Procedure for Program Safety Infractions is to ensure the safety of all individuals who use or work in the lab, including students, instructors, and staff. This procedure outlines the necessary precautions and actions that must be followed to minimize the risk of accidents, injuries, or other hazards when handling all equipment and material. If a student is unable to follow the industry standards outlined by their instructor for their program, a three-step process will be followed to determine if a student can remain in the program. Failure to comply with industry safety standards will result in the permanent administrative withdrawal from the NGTC program. Safety incidents can be classified in two categories. Level II safety incidents do not follow industry safety standards and place the individual student at risk of minor injury. Level II incidents will follow the three-step process listed below. A Level I safety incidents do not follow industry safety standards and place the individual or others at risk of major injury to include, but not limited to, life, limb, or eyesight. A Level I Incident will result in the student being sent home from the program area immediately, and the student will proceed directly to Step 3: Administrative Hearing and Ruling. Any incident pertaining to the NGTC Procedure for Program Safety Infractions may result in academic and/or disciplinary consequences.

Step 1: Verbal Warning

Step 2: Written Warning

Step 3: Administrative Hearing and Ruling

To appeal an Administrative Hearing, the student must put his/her request in writing to the Vice President of Academic Affairs within five (5) days of receiving the ruling. The Vice President of Academic Affairs will make a decision after reviewing the request and relevant documentation that was submitted during the appeal process. The Vice President of Academic Affairs will send written notification of the decision to the student within ten (10) business days. The decision from the Vice President of Academic Affairs is final.

Reinstatement to a Course

If a student wishes to be reinstated to a course, the student is required to contact the instructor for the course. The instructor is to complete the reinstatement form and submit it 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

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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.

Student Success Centers

The success of every student is the primary focus at North Georgia Technical College. A key to that focus is the Student Success Centers located at every campus where NGTC students receive free tutoring from professional and peer tutors. Tutoring is available for currently enrolled NGTC students in English, math, science and other requested subject areas as available. Assistance is also offered for other services including test proctoring and navigating student accounts such as email, BannerWeb, and Blackboard.

Tutoring

Tutoring is available on a first-come, first served basis when classes are in session. Appointments are strongly encouraged and can be made in person at each success center or from the NGTC website on the Student Success Center web page.

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. 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.

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*A minimum grade of “C” is required in courses that 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 certain academic programs may be required to 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 and North Georgia Technical College’s website.

General Education Program

General education is an area of study that 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 technical preparation for North Georgia Technical College’s students.

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 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.

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

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of the Vice President of 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 ensure 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.

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. Should any agency refuse to place a student based on the outcome of a criminal background check and/or drug screen, the college shall have no responsibility for arranging an alternate OBI experience.

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.

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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:

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

Drug Screen Procedure**Health Science**

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 of 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.

Commercial Truck Driving and Electrical Lineworker

Students enrolled in the Commercial Truck Driving and Electrical Lineworker programs are required to adhere to the United States Department of Transportation (US DOT) drug and alcohol testing procedures included in 49 Code of Federal Regulations (CFR) Part 40 published by the US DOT Office

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of Drug and Alcohol Policy and Compliance (ODAPC). These procedures include enrollment in the Federal Motor Carriers Safety Administration (FMCSA) Drug and Alcohol Clearinghouse, pre-enrollment drug testing, random drug and alcohol testing, reasonable suspicion testing and post-accident testing. Positive test results or failure to comply will result in dismissal from the Commercial Truck Driving or Electrical Lineworker program.