

# Student Handbook

## Admissions Information

### Admissions Overview

The admissions policy and procedures of the State Board of the Technical College System of Georgia and the admissions procedure of Coastal Pines Technical College assure the citizens of Georgia equal access to the opportunity to develop the knowledge, skills, and attitudes necessary for them to secure personally satisfying and socially productive employment. By design and implementation, the policy and procedures will:

- Be nondiscriminatory to any eligible applicant regardless of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).
- Increase the prospective student's opportunities
- Guide the implementation of all activities related to admission to Coastal Pines Technical College and its programs, to student financial aid, and to the recruitment, placement, and retention of students
- Complement the instructional programs of Coastal Pines Technical College

### Admissions Process

Admission to CPTC is a multi-step process which consists of evaluation of prior academic experience and assessment for postsecondary readiness of eligible applicants.

Eligible Applicants Individuals 16 years of age or older or dually/jointly enrolled high school students in 9th, 10th, 11th, or 12th grades who seek access to quality instruction at the post-secondary level are eligible for admissions.

### Required Academic Criteria

To be admitted by Coastal Pines Technical College, applicants must satisfy one of the six academic readiness paths below:

1. High school graduates must submit an official high school transcript (including graduation date) that reflects the student has met the attendance, academic, and/or assessment requirements for the state's board of education or equivalent agency.
  - Secondary schools must be accredited by an agency included on the TCSG approved accreditation agency list.
  - Applicants with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization.
  - High school Certificates of Attendance or other certificates, credentials or documents where the student did not complete all required coursework or testing required for a high school diploma in that state are not recognized for admission purposes.
2. Submission of an official transcript reflecting the student has passed an examination the state recognizes as the equivalent of a high school diploma (e.g. GED).
3. The only exception to requirements 1 or 2 is for those students seeking enrollment into an approved basic workforce certificate that does not require a high school diploma or GED for admission.

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

5. Applicants who were home schooled in the state of Georgia and did not attend a recognized accredited program must submit:

- Certificate of Attendance form from the local superintendent's office or a Declaration of Intent to utilize a Home Study Program from the Georgia Department of Education verifying that the parent or legal guardian complied with the requirements of home study programs as referenced in O.C.G.A. § 20-2-690.
- Annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years (the final progress report or transcript must include the graduation date).

6. Applicants who were home schooled outside the state of Georgia and did not attend a recognized accredited program must submit:

- annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years (the final progress report or transcript must include the graduation date); and one of the following:
- SAT or ACT scores that meet or exceed the TCSG system and college minimum score requirements for program readiness.
- ACCUPLACER placement scores that meet or exceed the TCSG system and college minimum score requirements for program readiness.

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

The President of Coastal Pines Technical College may waive the high school diploma/high school equivalency, as described above, requirement for those pursuing a high school equivalency, as described above, who are otherwise eligible to enroll in a specific program of study.

Coastal Pines Technical College must evaluate students' readiness for degree, diploma, and certificate programs. Technical colleges may accept a student's official entrance score on the following validated assessment instruments if the scores meet the required minimums.

- SAT
- ACT
- PSAT
- General Education Development [GED®] scores of 145+ on English or Math
- Georgia Milestones Literature & Composition or Georgia Milestones American Literature & Composition (English admission requirement only)
- HOPE GPA after completion of 10th grade of 2.6 or high school GPA of 2.0 for approved entry level workforce certificates
- Accuplacer/Companion
- Compass/Asset

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

Official transcripts from an accredited institution approved by the United States Secretary of Education documenting equivalent program-level English and math coursework successfully completed at other postsecondary institutions may be used to document a student's basic education skills and eliminate the need to complete that portion of the assessment instrument.

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

# Admission Categories

Minimum admissions requirements for each diploma/degree program are established in accordance with the Technical College System of Georgia standards.

Students shall be admitted to Coastal Pines Technical College in one of the following categories: Regular, Provisional, Pending Admit, Special, or Transient.

## Regular Status

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

## Provisional Status

Students who do not meet all requirements for regular admission into a selected program are granted provisional admission status. Provisionally admitted students may take learning support classes, and certain specified occupational courses as long as class pre- and co- requisites are satisfied.

All certificate, diploma, and associate degree program students initially admitted on a provisional basis must have satisfactorily completed the necessary prerequisite and learning support course work in order to progress through the State Standard Curriculum.

Dual Enrollment students are not eligible for Provisional Admission status.

## Special Admit Status (Non-credential seeking)

Applicants who wish to take credit coursework, but are not seeking a certificate, diploma, or associate degree are granted Special Admit status. The following specifics define the parameters of this status:

- 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.
- May enroll in classes only on a space-available basis.
- Must adhere to the specific institutional prerequisite requirements when selecting courses.
- Will not be eligible for any financial aid.

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

## Transient Status

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

## Readmission to the College

Students who have not attended CPTC in the past calendar year or who have enrolled at another institution must complete a new CPTC admission application. Applicants must provide transcripts from each institution attended since last being enrolled at CPTC. Applicants who are not in good academic standing at their former institution will be accepted on academic probation.

Students dismissed or suspended from CPTC for academic reasons may apply to re-enter after completing the designated absence. Consideration of the application for readmission will be made by the Vice President for Academic Affairs. Reapplying does not guarantee acceptance.

Upon re-entry to the college, regardless of the reason, all students must follow standards, policies, and regulations that are in effect at the time of re-entry. A change of program is considered a re-admission and application to change a program must be made through the Office of Admissions.

## Georgia Residency Requirements

CPTC is responsible for the verification of the lawful presence of every successfully admitted student as required by state and federal immigration laws. Legal residence in the state of Georgia requires the establishment of a domicile in the State of Georgia with the intent to remain indefinitely. Coastal Pines Technical College has the responsibility of evaluating each application, while the student has the responsibility of conveying current and accurate residency information. This information is used in determining the appropriate tuition rate to be paid by each student. In accordance with the policy of the Technical College System of Georgia, CPTC recognizes three student residency categories: Georgia Resident, Out-of-State Student, and Non-Citizen Student. The rate of tuition charged is based on a student's status on the first day of the term.

Students applying for in state tuition must submit at least one secure and verifiable document defined in Georgia Code Section 50-36-1. The Georgia Code Sections can be found at [www.georgia.gov](http://www.georgia.gov).

## Georgia Student

To be classified as a Georgia Resident for tuition purposes, an independent student must show that he/she has established and maintained a domicile in Georgia for a period of at least 12 consecutive months immediately preceding the first day of classes for the term. 'Independent student' means an individual who is not claimed as

a dependent on the federal or state income tax returns of a parent or United States court-appointed legal guardian and whose parent or guardian has ceased to provide support and right to that individual's care, custody, and earnings.

If an independent student classified as a Georgia Resident for tuition purposes relocates out of state temporarily but returns to Georgia within 12 months of the relocation, such student shall be entitled to retain his or her Georgia Resident tuition classification.

A dependent student shall be classified as a Georgia Resident for tuition purposes if the dependent student's parent or United States court-appointed legal guardian has established and maintained domicile in Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term and:

- The student has graduated from a Georgia high school; or
- The parent claimed the student as a dependent on the parent's most recent federal or state income tax return.

'Dependent student' means an individual under the age of 24 who receives financial support from a parent or United States court-appointed legal guardian whose federal or state tax return lists the individual as a 'dependent'.

If the parent or United States court-appointed guardian of a dependent student currently classified as a Georgia Resident for tuition purposes establishes domicile outside of Georgia after having established and maintained domicile in Georgia, such student may retain his or her Georgia Resident tuition classification so long as such student remains continuously enrolled in a public postsecondary educational institution in Georgia, regardless of the domicile of such student's parent or United States court-appointed legal guardian.

In the absence of documentation that the individual has established legal residence in Georgia, no person shall gain Georgia Resident status while attending any educational institution in this state.

## Non-Resident

A student who is a lawful resident of the United States but who has not established a physical domicile in the State of Georgia for a period of at least 12 months prior to the first day of the term for which they seek enrollment. Students classified as Out-of-State Students will be assessed tuition at the rate twice that of a Georgia Student.

## Exceptions

Students in the following classifications are eligible for Out of State Tuition Exemption. These exemptions do not affect the student's eligibility for the HOPE Scholarship or Grant, except for exemptions for military personnel and their dependents and Move on When Ready students as provided for in the GSFC regulations.

Employees and their children who move to Georgia for employment with a new or expanding industry as defined in Georgia Code 20-4-40;

Full-time employees of the Technical College System of Georgia, their spouses, and dependent children;

Full-time teachers in a public school, a military base, or a public postsecondary college, their spouses, and dependent children;

United States military personnel stationed in Georgia and on active duty and their dependents living in Georgia;

United States military personnel, spouses and dependent children reassigned outside Georgia, who remain continuously enrolled and on active military status;

United States military personnel and their dependents that are Domiciled in Georgia, but are stationed outside the State;

Students who are Domiciled in out-of-state counties bordering on Georgia counties and who are enrolled in a Technical College with a local reciprocity agreement;

Career consular officers and their dependents that are citizens of the foreign nations which their consular office represents, and who are living in Georgia under orders of their respective governments. This waiver shall apply only to those consular officers whose nations operate on the principle of educational reciprocity with the United States.

Members of a uniformed military service of the United States who, within thirty-six (36) months of separation from such service, enroll in an academic program and demonstrate an intent to become domiciled in Georgia. This -exemption may also be granted to their spouses and dependent children. This exemption also applies to individuals eligible for transferred GI Bill benefits who within thirty-six (36) months of the transferor's separation from the uniformed military service of the United States enroll in an academic program and demonstrate an intent to become domiciled in Georgia. An individual or former service member so described retains the exemption if enrolled at the expiration of the thirty-six month window and remains continuously enrolled (other than during regularly scheduled breaks) and uses educational benefits, even if the student enrolls in multiple programs.

Students using transferred GI Bill while the transferor is on active duty who demonstrate an intent to become domiciled in Georgia and students using the Marine Gunnery John David Fry Scholarship who demonstrate an intent to become domiciled in Georgia

Students who are described as covered individuals in 38 U.S.C 3679(c)

Students who are dually enrolled and participating in Move on When Ready.

Notwithstanding any exception outlined above, no person who is unlawfully present in the United States shall be eligible for any exemption of the tuition differential.

## Non-Citizen

Any student not a legal citizen of the United States shall be classified as a Non-Citizen Student. A Non-Citizen Student lawfully present may be classified as a Georgia Student if there is evidence to warrant such classification. In the absence of such classification, a Non-Citizen Student is to be charged a rate of tuition four times the rate of a Georgia Student.

Coastal Pines Technical College is not authorized by the Office of Immigration and Naturalization Services (INS) to issue I-20's or student visas. It is the student's responsibility to comply with all appropriate INS regulations.

## Exceptions

Students in the following classifications are eligible for Out of State Tuition Exemption. These exemptions do not affect the student's eligibility for the HOPE Scholarship or Grant, except for exemptions for military personnel and their dependents and Move on When Ready students as provided for in the GSFC regulations.

Employees and their children who move to Georgia for employment with a new or expanding industry as defined in Georgia Code 20-4-40;

Full-time employees of the Technical College System of Georgia, their spouses, and dependent children;

Full-time teachers in a public school, a military base, or a public postsecondary college, their spouses, and dependent children;

United States military personnel stationed in Georgia and on active duty and their dependents living in Georgia;

United States military personnel, spouses and dependent children reassigned outside Georgia, who remain continuously enrolled and on active military status;

United States military personnel and their dependents that are Domiciled in Georgia, but are stationed outside the State;

Students who are Domiciled in out-of-state counties bordering on Georgia counties and who are enrolled in a Technical College with a local reciprocity agreement;

Career consular officers and their dependents that are citizens of the foreign nations which their consular office represents, and who are living in Georgia under orders of their respective governments. This waiver shall apply only to those consular officers whose nations operate on the principle of educational reciprocity with the United States.

Members of a uniformed military service of the United States who, within thirty-six (36) months of separation from such service, enroll in an academic program and demonstrate an intent to become domiciled in Georgia. This -exemption may also be granted to their spouses and dependent children. This exemption also applies to individuals eligible for transferred GI Bill benefits who within thirty-six (36) months of the transferor's separation from the uniformed military service of the United States enroll in an academic program and demonstrate an intent to become domiciled in Georgia. An individual or former service member so described retains the exemption if enrolled at the expiration of the thirty-six month window and remains continuously enrolled (other than during regularly scheduled breaks) and uses educational benefits, even if the student enrolls in multiple programs.

Students using transferred GI Bill while the transferor is on active duty who demonstrate an intent to become domiciled in Georgia and students using the Marine Gunnery John David Fry Scholarship who demonstrate an intent to become domiciled in Georgia

Students who are described as covered individuals in 38 U.S.C 3679(c)

Students who are dually enrolled and participating in Move on When Ready.

Notwithstanding any exception outlined above, no person who is unlawfully present in the United States shall be eligible for any exemption of the tuition differential.

## Verification of Lawful Presence

Effective January 1, 2012, all students applying for in-state tuition must provide validation of lawful presence in the United States. The following documents will serve as proof of lawful presence in the United States and documentation will be required before a student is eligible for consideration of in-state tuition:

- A current Driver's License issued by the State of Georgia after January 1, 2008
- A current ID issued by the State of Georgia after January 1, 2008
- A current Driver's License or ID issued by a state that verifies immigration status and only issued to persons lawfully present in the United States

The Technical College System of Georgia (TCSG) will accept the following:

- Alabama: Issued after August 1, 2000
- Florida: Issued after January 1, 2010 AND have a gold star in the upper right hand corner
- South Carolina: Issued after November 1, 2008
- Tennessee: Issued after May 29, 2004
- A certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory (A photocopy is not acceptable.)
- An approved completed FAFSA for the current financial aid year
- A current, valid Permanent Resident Card (USCIS form 1-151 or 1-551)
- A current, valid military identification card for active duty soldiers or veterans
- A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240)

- A current U.S. Passport
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561)
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570)

Any student who cannot be verified as lawfully present in the United States is not eligible to be considered for in-state tuition, regardless of how long he or she has lived in Georgia. In addition to being lawfully present in the United States, students must meet the in-state tuition requirements as outlined in TCSG Board Policy and Procedure 6.2.2 to warrant an in-state classification. Students that are initially classified as out-of-state and successfully petition to have their residency changed to in-state also have to meet the verification requirement.

# Placement Testing

Coastal Pines Technical College (CPTC) believes that a student must have the basic educational skills necessary to be successful. The assessment provides CPTC the opportunity to serve the students better through quality placement. The official placement exam approved for use by Coastal Pines Technical College and sanctioned by the Technical College System of Georgia is the ACCUPLACER exam. However, in the place of ACCUPLACER, CPTC may accept a student's official entrance score on any TCSG validated assessment instrument. This placement exam evaluates reading, writing, math, and algebra skills.

Applicants must show a photo I.D. to gain entrance to the testing session. Students who do not possess a photo I.D. may notify the Admissions Office in advance of testing and prove identification through a combination of birth certificate, social security card and other forms of identification. An applicant who does not possess photo identification at the time of testing and who has not made prior arrangements will not be allowed to test.

[What is the Accuplacer Test?](#)

[Accuplacer Study App](#)

[Accuplacer Study App Login Info](#)

[Accuplacer Reading Preparation](#)

[Video 1](#)

[Video 2](#)

[Accuplacer Sentence Skills Preparation](#)

[Video 1](#)

[Video 2 \(Part 1\)](#)

[Video 3 \(Part 2\)](#)

[Accuplacer Arithmetic Preparation](#)

[Video 1](#)

[Video 2](#)

[Accuplacer Elementary Algebra Preparation](#)

[Video 1 \(Part 1\)](#)

[Video 2 \(Part 2\)](#)

[Video 3 \(Part 3\)](#)

Applicants will be admitted with regular status to an **associate degree program** with the following scores:

Test	Reading	Writing	Numerical	Algebra
NEXT GENERATION ACCUPLACER	236	249		245
CLASSIC ACCUPLACER	64	70		57
ASSET	41	40		42
COMPASS	79	62		37



SAT*	17	17	21
PSAT (after March 2016)	17	17	21
ACT/PACT	16	14	17
GA Milestones ELA	525	525	
GED (2014 and after)	145		145
HOPE GPA (after 10th grade)	2.6		

If an applicant has earned an AAS/AS or higher, they are eligible for degree level courses.

Applicants will be admitted with regular status to a **diploma or certificate program** (with the exception of Commercial Truck Driving, Nurse Aid, and Business & Customer Service Technician) with the following scores:

Test	Reading	Writing	Numerical	Algebra
NEXT GENERATION ACCUPLACER	224	236	229	
CLASSIC ACCUPLACER	55	60	34	
ASSET	38	37	32	
COMPASS	70	32	26	
SAT*	16	15	18	
ACT/PACT	14	13	14	
PSAT (after March 2016)	16	15	18	
GAHSGT	235	235		
GA Milestones ELA	525	525		
GED (2014 and after)	145		145	
HOPE GPA (after 10th grade)	2.6			

If an applicant has earned an AAS/AS or higher, they are eligible for diploma level courses.

The following programs are Entry Level Workforce Certificates.

Administrative Support Assistant (AS21), Advanced Shielded Metal Arc Welder (OSM1), Advanced Emergency Medical Technician (AEMT), Air Conditioning Electrical Tech (ACK1), Air Conditioning Tech. Assistant (AZ31), Auto/Electrical/Electronics Systems Technician (AE41), Automotive Chassis Tech. Specialist (ASG1), Automotive Climate Control Tech. (AH21), Automotive Collision Repair Assist. I (AB51), Automotive Collision Repair Assist. II (AZ51), Automotive Engine Performance Tech. (AE51), Automotive Engine Repair Tech. (AE61), Automotive Refinishing Assist. II (AP71), Automotive Transmission/Transaxle Tech Specialist (AA71), Basic Shielded Metal Arc Welder (FS31), Basic Timber Harvesting (BT41), Certified Construction Worker (CCW1), Child Development Specialist (CD61), CNC Specialist (CS51), Commercial Wiring (CW31), CompTIA A+ Certified Preparation (CA61), CompTIA A+ Certified Technician Preparation (CA71), Crime Scene Fundamentals (CZ31), Diesel Electrical & Electronic Systems Technician (DE11), Diesel Engine Service Technician (DE21), Drafter's Assistant (DA31), Early Childhood Care & Education Basics (EC31), Electrical Lineworker (EL11), Emergency Medical Technician (EMJ1), Garden Center Technician (GC31), Gas Metal Arc Welder (GM31), Gas Tungsten Arc Welder (GTA1), Heavy Diesel Service Technician (HS31), Help Desk Specialist (HD41), Industrial Fluid Power Technician (IF11), Introduction to Criminal Justice (IT51), Landscape Specialist (LS11), Manufacturing Maintenance Fundamentals (MM11), Microsoft Office App. Professional (MF41), Microsoft Office App. Specialist (MF51), Microsoft Word App. Professional (MWA1), Mobile Electronics Technician (ME61), Office Accounting Specialist (OA31), \*\*Prep Cook (PC51), Programmable Control Technician (PC81), \*\*Shampoo Technician (ST11), Small Business Marketing Manager (SB51), Timber Harvesting Operations (THO1)

\*\* Dual Enrollment Only

Applicants will be admitted to these programs if they have met regular diploma or certificate level score requirements or have met the requirements listed below:

Test	Reading	Writing	Numerical	Algebra
NEXT GENERATION ACCUPLACER	218	222	223	
CLASSIC ACCUPLACER	36	30	23	
ASSET	29	32	29	
COMPASS	46	15	17	
High School GPA	2.0			
TABE 9-10 (Levels M, D, or A)	461		442	
TABE 11-12 (Levels M & D)	501		496	

\*The SAT was redesigned on March 1, 2016. The scores in the table above reflect scores from SATs taken after that date. For SAT scores before that date, a SAT Math score of 380 or higher for degree programs and 310 or higher for diploma programs exempts placement testing. For SAT Critical Reading scores before March 1, 2016, a score of 290 for degree programs and 270 for diploma programs exempts placement testing.

**The following programs do not require a high school diploma:**

Business & Customer Service Technician, Commercial Truck Driver, and Nurse Aid

General Reminders

- Bring a picture ID for entry into the testing lab
- Do NOT bring cell phones or children with you to the test
- Allow two to three hours to take test

## Competitive Admissions Program

Some allied health diploma and degree programs have competitive entry processes that vary among programs. Contact the appropriate program director for specific information.

Competitive entry requirements for each program may be found on the CPTC Allied Health Program web page at <http://www.coastalpines.edu/programs/allied-health/> or contact the Admissions Office.

## Special Considerations for Clinical/ Externship/Internship Programs

- Some clinical site facilities require a criminal background check for the purpose of clinical placements. Clinical placements are required components of the allied health program of study. All fees and expenses associated with a criminal background check are the responsibility of the student and are non-refundable.
- Some clinical site facilities require a drug screen for the purpose of clinical placements. Clinical placements are required components of the allied health program of study. All fees and expenses associated with a drug screen are the responsibility of the student and are non-refundable.
- Coastal Pines Technical College will not be responsible if, as a result of findings from a criminal background check, allied health students are not allowed at a clinical site or are not allowed to sit for the certification exam in their field or fail to secure employment.
- Coastal Pines Technical College will not be responsible if, as a result of findings from a drug screen, allied health students are not allowed at a clinical site or are not allowed to sit for the certification exam in their field or fail to secure employment.
- Any student who must take a prescription or over-the-counter medication that significantly alters his/her behavior or ability must notify the instructor and should not attend any clinical facility while under this medication.
- Any student suspected by the instructor or clinical personnel to be under the influence of alcohol or drugs while at a clinical facility may be requested to take a blood alcohol test or drug screen at the student's expense. The student will not be allowed to enter the clinical facility until favorable test results are available. A report indicating the use of alcohol or drugs/medications capable of altering behavior or ability may result in the student being permanently removed from the clinical facility, which may prevent completion of the program.

## Major Changes

A student who desires to change from diploma status to degree status should consult his/her program advisor. The student must meet degree admissions requirements and complete the Major Change portion of the Student Information Change Form. Changes must be made prior to the effective term. Changing programs or award types may change HOPE/Pell eligibility. Students should always consult with the Financial Aid Office prior to this type of transfer.

## Dual Majors

Coastal Pines Technical College students enrolled in a diploma program who desire to add an additional (dual) major may do so in a second diploma or technical certificate of credit program if all of the following criteria are met:

- the second program is in a related field
- regular admission status is achieved
- 50% or more of the primary diploma program has been completed
- program minimum grade point average (GPA) of 2.50
- The primary or secondary programs are not HOPE Career Grant eligible programs

## Program Transfer

Students who want to transfer from one program to another within the college must follow these procedures:

- Receive career counseling from an advisor prior to program transfer
- Complete the Major Change portion of the Student Information Change Form

## Financial Aid Information

### Financial Aid Procedures

It is recommended that anyone desiring financial aid apply six to eight weeks prior to the time the aid will be needed. Applications and information, including assistance in completion of forms, are available in the Financial Aid Office on the Waycross, Jesup, Golden Isles or Baxley campus and by appointment at all locations. The Financial Aid Office phone numbers for the following locations are: Waycross (912) 287-6584; Jesup (912) 427-5800; Baxley (912) 367-1700; Alma (912) 632-0951; Hazlehurst (912) 379-0041, Golden Isles (912) 262-4999; Camden (912) 522-4510.

Coastal Pines has several types of financial assistance to help qualifying applicants pay for their education. Funds are available through Federal and State aid as well as other scholarship and grant programs. Grant and scholarship programs operate on an award year basis beginning July 1 and ending June 30. Students must apply or re-apply each year in order to receive or continue receiving financial aid.

Basic eligibility requirements include but are not limited to the following:

- be enrolled as a regular or provisional student in an eligible certificate, diploma, or associate degree program
- be a U.S. citizen or eligible non-citizen
- have earned a high school diploma or equivalent

- be registered with Selective Service, if required
- not be in default on a Federal Title IV or State of Georgia educational loan or owe a refund due to over-award on a previously received grant
- agree to use any funds received only for educationally related purposes
- maintain satisfactory academic progress in accordance with Coastal Pines Technical College procedure
- certify that they will not engage in the unlawful manufacture, distribution, possession, or use of a controlled substance while receiving financial aid
- must not be recently convicted on felony drug related charges
- meet other program requirements

## Eligibility Requirements

Basic eligibility requirements may include but are not limited to the following:

- be enrolled as a regular or provisional student in an eligible certificate, diploma, or associate degree program
- be a U.S. citizen or eligible non-citizen
- have earned a high school diploma or equivalent, or demonstrated the ability to benefit from the course of study
- be registered with Selective Service, if required
- not be in default on a Federal Title IV or State of GA educational loan or owe a refund due to an over-award on any previously received grant
- agree to use any funds received only for educationally related purposes
- maintain satisfactory academic progress in accordance with Coastal Pines Technical College procedure
- certify that they will not engage in the unlawful manufacture, distribution, possession, or use of a controlled substance while receiving financial aid
- must not be recently convicted on felony drug related charges
- meet other program requirements

## Application Procedures for Pell Eligible Programs

Students who will be enrolled in a Federal Pell eligible program must complete the Free Application for Federal Student Aid (FAFSA). All students must use their legal name as it appears on their social security card. Using anything other than their legal name will result in major delays during processing. **Coastal Pines Technical College's Title IV Institution Code is 005511.** Students can electronically access FAFSA on the Web at [www.studentaid.gov](http://www.studentaid.gov) or complete either the paper application (requests for paper application must be made by calling (800) 4-FEDAID) and mail the paper application in the envelope provided to the Department of Education for processing. Either of these methods will allow the Financial Aid Office to receive your application information electronically. Other Coastal Pines Technical College forms need to be completed and returned to the Financial Aid Office.

If the FAFSA application is mailed, the student can expect to receive a Student Aid Report (SAR) from the processing center in four to six weeks. All pages of the SAR must be submitted to the Financial Aid Office.

If the FAFSA application is processed on-line, the student must either mail their signed signature page to the address provided or electronically sign the application as instructed. The Central Processing System will then determine eligibility for financial aid within 72 hours. A SAR will be mailed to the student.

If a FAFSA has been submitted and processed, there is no need to submit a separate application for the HOPE Grant or Scholarship. This is due to the Federal and State processing centers sharing information. Determination of eligibility will be made once all required forms and documents are received and processed.

Please check **BannerWeb** account weekly in order to check the status of your application process.

# Application Procedure for Non-Pell Eligible Programs

Students who will be enrolled in a non-Pell eligible program must complete either a FAFSA or the HOPE Application. This form, as well as any other forms, must be completed, submitted, and processed before the determination of any eligibility can be made by the Financial Aid Office. If a student's schedule or major changes after registration, the financial aid award is subject to change.

## Financial Aid Programs

### Federal Pell Grant Program

The Federal Pell Grant Program — <http://www.studentaid.gov> - is a federally funded award to help persons who have not earned a bachelor's degree pay for their education after high school. The amount a student receives will depend on the EFC (Expected Family Contribution) shown on the SAR (Student Aid Report) or ISIR (Institutional Student Information Record), how many registered course credit hours, the cost of attendance, program eligibility and the size of the federal appropriations. Lifetime Pell eligibility is limited 600% or 18 semesters.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant (SEOG) -<http://www.studentaid.gov> - is a federal program that provides assistance for students with exceptional need. Need is determined by the EFC (Expected Family Contribution) shown on the SAR or ISIR. Awards range from \$400 to \$1000 per term. Priority is given to students who have maximum eligibility and have a higher cumulative grade point average. Students must not be receiving assistance from any other service or form of Financial Aid other than the Federal Pell Grant and HOPE to get FSEOG. Students must be receiving a Federal Pell Grant to be considered.

### Federal Work Study (FWS)

The Federal Work Study Program — <http://www.studentaid.gov> - is a federal program that provides jobs for students with financial need, allowing them to earn money to help pay educational expenses. Students must be enrolled in a Title IV eligible program to be eligible.

1. Once registered for class(es), interested students should come by the Financial Aid Office to complete an application and notify Financial Aid they are interested in Work-Study.
2. The Financial Aid Office calculates the student applicant's need according to the Federal regulations to determine eligibility for Federal Work-Study and forwards eligibility to Career Services.
3. The Career Services Office instructs eligible students to apply on the College's website and forwards eligible student's applications to hiring department.
4. Work-Study candidates will be contacted for an interview by the department hiring.
5. Departments will select those to be employed and notify the Career Services Office.

6. The Career Services Office will submit a completed background check form to Human Resources for processing. Work Study contract information will be submitted to the departmental payroll person upon clearance and approval of the background check.
7. The newly hired student will complete all required payroll paperwork and return it to the departmental payroll person.
8. Student employees will be assigned an employee ID number to clock in and out on either a biometric clock or Coastal Pines Technical College's web-based time card system. At the end of each work-week, student employees will need to verify their time on the web-based time card system. Their weekly time will then be verified by their direct supervisor and the director of the assigned department.
9. The Career Services Office receives hours worked and salary information on student employees on a monthly basis.

## HOPE Grant (Helping Outstanding Pupils Educationally)

The HOPE Grant - <http://www.GAfutures.org> - is a state funded award which will pay a percentage of tuition based on a factor rate set by the Georgia Legislature each year for all eligible students enrolled in diploma and technical certificate of credit programs. Continuing Education courses are not covered by the HOPE Grant. Georgia residency documents are required as proof to be considered for eligibility of this grant. There are two eligibility checkpoints: first when a student reaches 30 semester hours and second after 60 semester hours, based on HOPE Grant Paid Hours. To continue receiving HOPE, a student must have a 2.0 HOPE GPA at the 30th hour. Students who lose eligibility at the 30th hour can regain eligibility once at the 60th hour with a 2.0 GPA. Learning support coursework and dual enrollment coursework are excluded from the HOPE GPA calculation and checkpoints. HOPE Paid Hours prior to the implementation of the HOPE cap (prior to July 2003) do not count in HOPE Grant GPA or checkpoint calculations. Students with baccalaureate degrees cannot receive HOPE. HOPE Grant awards are limited to paying for a total of 63 semester credit hours beginning with courses taken in July 2003.

## Zell Miller Grant

The Zell Miller Grant - <http://www.GAfutures.org> - is a state funded award that will pay 100% of the approved standard tuition rate for eligible students seeking a diploma or technical certificate of credit. Students must have a Cumulative HOPE Grant GPA of 3.5. A student must be eligible for HOPE Grant. Students may receive 63 semester credits combined HOPE Grant and Zell Miller Grant Paid Hours.

## HOPE Scholarship (Helping Outstanding Pupils Educationally)

The HOPE Scholarship - <http://www.GAfutures.org> - is a state funded award that will pay a percentage of tuition based on a factor rate set by the Georgia Legislature each year for all eligible students seeking an associate degree. Georgia residency documents are required as proof to be considered for eligibility of this grant. To be eligible as a first-year student, a student must be a 1993 or later graduate of an eligible high school and earn a "B" average as determined by Georgia Student Finance Commission. A "B" average is a 3.00 cumulative grade point average on a 4.00 scale. If ineligible as a first-year student, a student may gain eligibility by maintaining a 3.00 HOPE scholarship cumulative grade point average after the school term in which 30 or 60 transferable semester hours of degree credit has been attempted. A student must not have exceeded his or her expiration of eligibility limits as describe by Georgia Student Finance Commission HOPE Scholarship Regulations found on the [GAfutures.org](http://www.GAfutures.org) website. Student may log into his or her GAfutures account to check their expiration date.

A student must not have already earned a baccalaureate degree or have attempted more than 127 semester hours of college credit.

Students must maintain a HOPE scholarship cumulative grade point average of 3.0 or better at the end of spring term (unless they are a less-than-full-time student who has taken less than 30 credits) and in the terms in which they have attempted 30, 60, and 90 credit hours. Failure to meet the cumulative GPA requirements at these check points will result in the loss of the HOPE Scholarship. A HOPE Scholarship recipient who has lost HOPE Scholarship Eligibility at two Checkpoints since Fall term 2011 cannot regain Eligibility. A student must have been receiving HOPE to be considered as having lost HOPE. More detailed information on eligibility and how a HOPE scholarship cumulative grade point average is calculated may be obtained from the Financial Aid Office.

## Zell Miller Scholarship

The Zell Miller Scholarship is a state funded award that will pay 100% of the standard tuition rate for eligible students seeking an associate degree. Students must have a Georgia High School GPA of 3.7, as determined by O.C.G.A 20-2-157, and receive a score of at least 1200 combined critical reading score and math score on a single administration of the SAT or an ACT composite scale score of at least 26, or graduated as a valedictorian or salutatorian from an eligible high school. Students must have 3.3 GPA at all checkpoints (30, 60, 90, 3-term, and End of Spring). Students who lose eligibility at a checkpoint may regain eligibility once. Students who lose eligibility for Zell Miller Scholarship but still have at least a 3.00 GPA at a 60 or 90 checkpoint may continue to receive HOPE Scholarship.

## HOPE GED Grant Program

The HOPE GED Voucher program— <http://www.GAfutures.org> - is a state grant for \$500 that is awarded to Georgia GED® test takers who pass the GED® exam after July 30, 1993. After passing the GED® Test, graduates will receive a voucher for \$500 in the mail. Graduates wishing to use their voucher need to sign it and bring it to the Financial Aid Office. Residents must enroll and attend classes in order to use their voucher.

## HOPE Career Grant (formerly Strategic Industries Workforce Development Grant (SIWDG))

The HOPE Career Grant is a state funded award for students enrolled in a Commission approved, designated diploma or certificate program of study who meets all eligibility requirements for the HOPE Grant and is receiving a HOPE Grant award for a term is also eligible for a HOPE Career Grant award for that term. High school students participating in dual credit enrollment are not eligible for the HOPE Career Grant award. HOPE Career Grant awards are based on the student's program of study and the number of hours of enrollment.

## Student Access Loans (SAL)

Student Access Loan (SAL) - <http://www.GAfutures.org> - is a state funded, low-interest student Loan program for eligible Georgia students. Applicants must complete a FAFSA application and it must be electronically received by GSFC prior to completion of the SAL application. SAL applicants will be processed on a first come, first served basis. Selections of applications will continue based on availability of funds.

# Private (Alternative) Educational Loans

Sallie Mae - <http://www.salliemae.com> - is a private loan and should be used as a last resort to pay for tuition and fees only. Applicants must complete a FAFSA application and submit any necessary verification documentation, if selected for verification. This will ensure that the student has been awarded all applicable Federal and State Aid before applying for a Private Student Educational Loan. CPTC will only certify a private educational loan for up to the amount of tuition and fees.

Please remember that private student loans have much more in common with credit card debt than Federal Student Loans and should be handled responsibly. They are NOT guaranteed by the Federal Government and have different requirements and regulations.

## Veterans Assistance

Credit programs at Coastal Pines Technical College are approved for Veterans Affairs Educational Benefits. Students eligible for Veterans Affairs Educational Benefits should contact the Financial Aid Office. Application forms and assistance in filing for education benefits are available online at [www.va.gov](http://www.va.gov).

- Veterans must attend scheduled classes and continue to show satisfactory progress. Benefit payments will not be made for courses from which the student does not continue to attend.
- Receiving Veterans Affairs Education Benefits does not prevent a student from applying or receiving other forms of financial aid

Students utilizing Chapter 31 (Vocational Rehabilitation and Employment) and Chapter 33 (Post-9/11 GI Bill):

1. Veterans using Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill benefits can attend Coastal Pines Technical College (CPTC) for a term provided the student submits a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:

- a. The date on which payment from VA is made to CPTC;
- b. 90 days after the date CPTC certifies tuition and fees following the receipt of the certificate of eligibility.

2. CPTC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, and will not require eligible veteran students to borrow additional funds because of the individual's inability to meet his or her financial obligations to CPTC due to the delayed disbursement funding from VA under Chapter 31 or 33.

3. Coastal Pines Technical College requires the following information in order to process Veterans Benefits under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill:

- a. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of the term for which benefits are being requested;
- b. Submit a written request to the CPTC School Certifying Official (SCO) to use such entitlement;
- c. Provide additional information necessary for proper certification of enrollment by the CPTC School Certifying Official (SCO).

4. Students are required to pay any balance due for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement by the established payment deadline for the term. Balances not paid by the stated deadline may be imposed additional fees.



Books and supplies for individuals covered under chapter 33 are an out-of-pocket expense. The covered student will receive a stipend from the VA and this may or may not arrive before the first of the semester. Other forms of financial aid may be used in the Bookstore at the beginning of the term.

Students covered under chapter 31 will be allowed to purchase books and supplies per the terms of their contract.

For specific questions regarding individual eligibility, call the VA Atlanta Regional Processing Office at 1-800-827-1000 or visit <http://www.gibill.va.gov>.

## Georgia HERO Scholarship (Helping Educate Reservists and their Offspring)

Georgia HERO program was created to provide educational grant assistance to members of the Georgia National Guard and U.S. Military Reservists who served in combat zones or the children of such members of the Georgia National Guard and U.S. Military Reserves. Recipients may receive up to \$2,000 per academic year. For eligibility criteria and official program regulations, please visit [www.GAfutures.org](http://www.GAfutures.org).

## Scholarship Opportunities

### CPTC FOUNDATION

A priority of the CPTC Foundation is scholarship and grant opportunities for students. Since its inception, the Foundation has awarded thousands of dollars in scholarships and grants to assist students in pursuit of higher education. CPTC graduates contribute to a pool of highly qualified workers that attract new industry and sustain existing workforce needs. Upon employment, CPTC graduates strengthen the economy of Southeast Georgia in that most live and work near their alma mater. For this reason, students and student success are and will remain a priority for the CPTC Foundation. For more information about the CPTC Foundation and the Board of Trustees – please visit our website <http://cptcfoundation.com/>

The Foundation Board of Trustees raise funds through various ways including fundraisers such as the Annual John P. Pike Golf Tournament, Annual Sporting Clays Shoot and others. We have tremendous support from our community partners in our service are who donate to the Foundation annually to help the College train their future workers. Many people and business set up scholarships and endowments in honor and memory of loved ones in our area by donating money to the Foundation to help students as well. We also have wonderful support from the CPTC staff who donate through an internal campaign right back to the College to help their own students with their own education.

The Foundation offers around 50 different scholarship opportunities for students to apply for eligibility. The scholarship application eligibility deadlines are announced prior to the upcoming semesters but generally are available for the prior 5 weeks or so before the semester begins. To see if a student qualifies for any one or more of these scholarship opportunities, the student needs to:

- Go to our website and fill out one standard application - <http://cptcfoundation.com/apply/>

(student must use their college log in and password in order to apply)

- The student must be already accepted to the College and registered for classes to the upcoming semester in order to apply for a CPTC scholarship.
- The student must fill out all financial aid paperwork in advance before filling out his or her CPTC scholarship.

Please contact Stephanie Roberts, Director of Institutional Advancement, [sroberts@coastalpines.edu](mailto:sroberts@coastalpines.edu) if you have any questions.

## Other Financial Aid Options

WIOA: The Workforce Innovation and Opportunity Act - the purpose of this act is to prepare economically disadvantaged youth and unskilled adults, or persons facing serious barriers to employment, with the training necessary for entry into the labor force. Contact the Financial Aid Office for more information, or click on the links below:

- Appling, Jeff Davis and Wayne - WorkSource Heart of Georgia (HOG)
- Bacon, Brantley, Clinch, Charlton, Pierce, and Ware - WorkSource Southern
- Camden, Glynn, Long, and McIntosh - WorkSource Coastal

Division of Rehabilitation Services: Assistance is available for qualifying handicapped students. Students should contact their local office of the Department of Human Resources, Division of Rehabilitation Services for details.

General Aid: Various civic, social, professional and other organizations provide scholarships for deserving students. In most cases, financial aid is awarded based upon academic performance, financial need and availability of funds. Contact the Financial Aid Office for more information.

## Tuition Payment Plan (NelNet)

Tuition payment plans break down the student tuition and fees balance into monthly payments.

There is no interest, payment options are flexible, setup fees are affordable, and it's easy to enroll.

## Payment Methods

Payments are processed on the 5th of each month and will continue until the balance is paid in full. If a credit/debit card is used, a convenience fee in addition to the enrollment fee will be assessed.

## Cost to Participate

- \$40 non-refundable enrollment fee per semester (Fall, Spring, and Summer) to participate, depending on the enrollment date (ACH & credit/debit card)
- \$2 enrollment fee for immediate full payment (Note: Full payments can be made directly to CPTC through BannerWeb at no additional charge.)
- \$30 returned payment fee if a payment is returned
- A convenience fee of 2.75% will be added to every payment if a credit/debit card is used.

## Steps to Enroll

- Determine total tuition and fees assessed and the approximate amount of bookstore credit needed for course materials
- Go to [www.coastalpines.edu](http://www.coastalpines.edu)
- Under the **MYCPTC** tab click on **BannerWeb** and log in
- Once logged in click on the **Financial Aid and Student Records** tab
- Click on the **Student Records** link
- Click on the **Account by Term** link

- Under **Select Term for Payment** choose the semester for the payment plan and click **Select Term**
- Scroll down to the bottom of the page and select **Pay Now**.
- Select **Pay by Payment Plan with Nelnet** and follow the Nelnet instructions.

## Financial Aid Links

[HomeFinancial Aid](#)

**FEDERAL APPLICATION FOR FEDERAL STUDENT AID (FAFSA)** | The U.S. Department of Education's office of Federal Student Aid provides more than \$150 billion in grants, loans, and work-study funds for college or career school each year. It all begins with completing FAFSA - Federal Application for Federal Student Aid. Please remember that FAFSA must be completed **each year** after submitting income tax returns in order to continue receiving financial aid. [Click here for your FSA ID.](#)

**GAFUTURES** | Helping Students, Plan, Apply and Pay for College An online resource system to help students and their families select a college, apply for Admissions, and plan to finance higher education provided by the Georgia Student Finance Commission.

**NSLDS – STUDENT ACCESS** | The National Student Loan Data System (NSLDS) is the U.S. Department of Education's (ED's) central database for student aid. NSLDS Student Access provides a centralized, integrated view of Title IV loans and grants so that recipients of Title IV Aid can access and inquire about their Title IV loans and/or grant data.

**SELECTIVE SERVICE SYSTEM** | Link provides access for males to register or verify their registration status. Males born on 01/01/1960 and after must be registered with the Selective Service in order to be eligible for Federal and State Financial Aid (this includes Scholarships, Grants, and Student Loans).

**SOCIAL SECURITY ADMINISTRATION** | Application for a Replacement Social Security Card

**DEPARTMENT OF VETERAN AFFAIRS EDUCATION BENEFITS** | Coastal Pines Technical College is approved for veteran's training under various programs. Check with the Office of Financial Aid prior to enrolling in a course to assure that a particular course meets current approval for VA Benefits.

**FASTWEB** | FastWeb is the largest and most complete scholarship search on the Internet. It provides access to a searchable database of more than 400,000 private sector scholarships, fellowships, and grants available to students.

**SCHOLARSHIP.COM** | Scholarships.com offers free scholarship and college search, reliable information about scholarships, grants & other free money, along with hundreds of pages of other helpful contact, addressing all aspects of the financial aid process and college life.

**FINAID! - THE SMARTSTUDENT GUIDE TO FINANCIAL AID** | FinAid is the most comprehensive source of student financial aid information, advice and tools -- on or off the web.

**GO BUILD GEORGIA HIGH DEMAND CAREER SCHOLARSHIPS** | Go Build Georgia High Demand Career Scholarships will be awarded to graduating high school seniors entering a TCSG institution in a field of study leading to a high demand career in the skilled trades.

**1098T FAQ** | For more information on the 1098T form and how to get your student tuition payment statement, please follow the hyperlink.

## Types of Financial Aid Forms

[Declaration of No Income Parent](#)

[Declaration of No Income Spouse](#)

[Declaration of No Income Student](#)

[Dependent Student Household Members Verification Worksheet](#)

[Dependent Student Tax and Income Verification Worksheet](#)

[FA Bachelor-Graduate Degree Form](#)

[Federal Workstudy Application Request](#)

[Financial Aid Information Form](#)

[Financial Aid Award Packet](#)

[High School Completion Verification Worksheet](#)

[HOPE Scholarship Evaluation Request Form](#)

[Identity Verification and Statement of Educational Purpose](#)

[Independent Student Household Members Verification Worksheet](#)

[Independent Student Tax and Income Verification Worksheet](#)

[Missing Signature Page](#)

[Private Educational Loan Entrance Counseling Form](#)

[Private Educational Loan Exit Counseling Form](#)

[Satisfactory Academic Progress Appeal Form](#)

[SAL Educational Loan Entrance Counseling Form](#)

[SAL Educational Loan Exit Counseling Form](#)

[Unusual Enrollment History Verification Form](#)

## **Veteran Services**

### **Educational Benefits**

Former service personnel, current military service members, and their dependents may be eligible for education benefits provided by Veterans Affairs. Coastal Pines Technical College has staff available in the Financial Aid Office to help you understand the process of receiving the benefits you've earned. For specific information about your GI Bill education benefits, visit [www.benefits.va.gov/benefits](http://www.benefits.va.gov/benefits) or call 1-888-GI-Bill (1-888-442-4551).

Chapter 33 Post 9/11

Chapter 30 Montgomery GI Bill – Active Duty (MGIB-AD)

Chapter 1606 Montgomery GI Bill – Selected Reserve (MGIB-SR)

Chapter 1607 Reserve Educational Assistance Program (REAP)

Chapter 35 Survivor's and Dependent's Educational Assistance (DEA)

### **Apply**

If this is your initial claim for educational benefits, you will need to complete an Application for Benefits (VA form

22-1990/VA Form 22-5490 for Chapter 35). The Department of Veteran Affairs has provided veterans and current military service members an online version of the application through *eBenefits*. Visit [www.ebenefits.va.gov](http://www.ebenefits.va.gov) to register for a premium account and apply for your educational benefits. The website gives you the opportunity to track your eligibility for any benefits received from VA.

You are also able to print the Application for Benefits (VA form 22-1990/VA Form 22-5490 for Chapter 35) through [www.benefits.va.gov/benefits](http://www.benefits.va.gov/benefits) or visit a local Georgia Department of Veterans Service for assistance with completing the VA form 22-1990/VA form 22-5490.

Once you have been approved by the VA Processing Center, you will receive a Certificate of Eligibility (COE). Please submit a copy of the COE to our office. We will use the certificate to certify your enrollment so you are able to begin receiving your benefits.

## Change of Program/Place of Training

If you are changing your program major, you will need to complete a Request for Change of Program or Change of Place of Training form (VA Form 22-1995/VA Form 22-5495 for Chapter 35).

If you have already been approved for VA educational benefits and decide to transfer the benefits to our institution, you will need to complete a *Request for Change of Program or Change of Place of Training* form (VA Form 22-1995/VA Form 22-5495 for Chapter 35).

To obtain a copy of the *Request for Change of Program or Change of Place of Training* form visit [www.benefits.va.gov/benefits](http://www.benefits.va.gov/benefits) to download the form. Once you have completed the form, drop it by the Financial Aid Office at CPTC.

## Certification of Enrollment

Once our office has determined your eligibility for education benefits, our School Certifying Official (SCO) will verify your enrollment at Coastal Pines Technical College and submit a certification to the VA Regional Office.

<b>Laura Walker</b> Financial Aid Technician Primary VA School Certifying Official Phone: 912-338-5252 <a href="mailto:walker@coastalpines.edu">walker@coastalpines.edu</a>	<b>Tina Manning</b> Financial Aid Director VA School Certifying Official Phone: 912-427-5814 <a href="mailto:tmanning@coastalpines.edu">tmanning@coastalpines.edu</a>
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## Enrollment Status Changes and Withdrawals

It is your responsibility, as a student, to notify CPTC School Certifying Official immediately of any changes in your enrollment status, program of study, place of training, etc. These changes may impact your eligibility for VA benefits.

## Resources

Department of Veterans Affairs	<a href="http://www.benefits.va.gov/benefits">www.benefits.va.gov/benefits</a>
Monthly Enrollment Verification of Attendance	877-823-2378
(WAVE)	<a href="http://www.gibillva.gov/wave/index.do">www.gibillva.gov/wave/index.do</a>
Veterans Crisis Line	Phone: 800-273-8255 x1 Text: 838255
Available 24 hours a day, 7 days a week	Web: <a href="http://veteranscrisisline.net">http://veteranscrisisline.net</a>
National Call Center for Homeless Veterans	877-4AID-VET Cathy Montgomery 912-427-6265 <a href="mailto:cmontgomery@coastalpines.edu">cmontgomery@coastalpines.edu</a>
Counseling / Disability Services	<a href="mailto:cmontgomery@coastalpines.edu">cmontgomery@coastalpines.edu</a>
Registrar's Office	912-287-4837

## Learn More

We're here to help, and it's easy to get started. Call, email or stop by the Financial Aid Office with any questions or needs you may have.

Contact the CPTC Financial Aid Office at (912) 338-5252, (912) 427-5814 or [finaid@coastalpines.edu](mailto:finaid@coastalpines.edu). Visit the Financial Aid Office at your local site.

[News Article: Coastal Pines Technical College named Military Friendly School](#)

# Withdrawals and Title IV Aid

## Return to Title IV Funds Policy

The Higher Education Amendments of 1998 changed the formula for calculating the amount of aid a student and school can retain when the student totally withdraws from all classes. Students who withdraw from all classes prior to completing more than 60% of an enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. For example, a student who withdraws completing only 30% of the term will have "earned" only 30% of any Title IV aid received. The remaining 70% must be returned by the school and/or the student. The Office of Financial Aid encourages you to read this policy carefully. If you are thinking about withdrawing from all classes PRIOR to completing 60% of the semester, you should contact the Office of Financial Aid to see how your withdrawal will affect your financial aid.

1. This policy shall apply to all students who withdraw or drop out from Coastal Pines Technical College, and receive financial aid from Title IV funds:
  - The term "Title IV Funds" refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes Federal Pell Grants and Federal Supplemental Educational Opportunity Grants (FSEOG).
  - A student's withdrawal date is the student's last date of attendance as reported by their instructor or the last date of documented academically related activity.
2. The percentage of Title IV aid earned shall be calculated as follows:
  - Number of days completed by student/Total number of days in term\*
  - The percent of term completed shall be the percentage of Title IV aid earned by the student.
  - Students are responsible for any portion of their institutional charges that are left outstanding after Title IV funds are returned.
  - The total number of calendar days in a term of enrollment shall exclude any scheduled breaks of more than five days.

# Satisfactory Academic Progress (SAP)

Coastal Pines Technical College has developed a local Satisfactory Academic Progress Procedure that is consistent with Title IV of the Higher Education Act.

Federal and state regulations require students meet minimum academic requirements to remain eligible for financial aid each semester. In order to maintain financial aid eligibility at Coastal Pines Technical College, students must meet minimum cumulative Grade Point Average (GPA) requirements as well as successfully

complete, within a maximum timeframe, all coursework required for completion of the chosen program of study. CPTC requires that all financial aid recipients earn a cumulative GPA of 2.0 and successfully complete, with a grade of "C" or better, at least two-thirds or 66.67% of all credit hours attempted.

Satisfactory Academic Progress is evaluated after grades are issued each semester. Grades of "A", "B", "C", and "S" are considered successfully completed while grades of "D", "F", and "WF" will negatively affect the grade point average. Grades of "U", "W", "WP", "WF", "D", and "F" are not considered satisfactory grades and are included in the total credit hours attempted. Grades of "I", "TR", "IP", "EX", "AU", repeated courses, and Learning Support courses are included in the total hours attempted and applied towards the maximum timeframe when computing Satisfactory Academic Progress. Learning Support grades are not included in the GPA calculation for financial aid purposes.

Transfer credits from other schools accepted by CPTC will be counted toward completion as both hours attempted and hours successfully completed. A transfer student is considered to be making satisfactory academic progress during the first semester of enrollment at the institution. After the first semester, the student will be responsible for meeting all Satisfactory Academic Progress requirements.

Students are expected to know and understand the SAP procedure. The Financial Aid Office will notify students of their status via their student e-mail address or other means necessary. Students that do not receive notification because they did not check their student email are not excused from financial aid probation (suspension) nor are exempt from appealing in a timely manner. Students may log into BANNER Web at any time to check their academic status.

## Maximum Time Frame (150% Standard):

Students must complete their program of study within 1.5 (150%) times the normal length of a program of study. This includes all credit hours attempted whether they are completed or passed. For example, if a program of study is 80 credit hours, the maximum timeframe to complete the program and receive financial aid is 120 attempted credit hours. The maximum timeframe will vary depending upon the length of the program of study. Students required to enroll in Learning Support courses may receive federal aid for up to a maximum of 30 attempted semester credits of Learning Support courses.

## Tuition and Fees

Students attending Coastal Pines Technical College (CPTC) shall normally be charged tuition and related fees, unless otherwise exempted.

Tuition for courses in curriculum leading to a certificate, diploma, or associate degree shall be charged on a uniform basis.

## Tuition Fees

### Georgia Student Tuition

Students who are classified as Georgia Students under TCSG's residence policies and procedures will be charged the rate of tuition set for in-state students by TCSG.

### Out-of-State Tuition

Students who are classified as Out of State students under TCSG's residence policies and procedures will be charged a rate of tuition twice that charged for students who are classified as Georgia Students.

# Non-Citizen Tuition

Non-Citizen Students shall not be classified as Georgia Students for tuition purposes unless lawfully present in this state and there is evidence to warrant consideration of that classification. They are to be charged a rate of tuition four times that charged for students who are classified as Georgia Students.

Lawful permanent residents, refugees, asylees, or other Eligible Non-Citizens as defined by federal regulations may be extended the same consideration as citizens of the United States in determining whether they qualify as Georgia Students. Students who reside in the United States under nonimmigrant status conditioned at least in part upon intent not to abandon a foreign domicile are NOT eligible to qualify as Georgia Students for tuition purposes.

All fees, other than tuition, shall be at the same rate for all students.

# Tuition Exemption

## Senior Citizen Exemption

Upon request, Georgia residents over sixty-two (62) years of age may attend technical colleges, for credit courses only, without charge or payment of the standard tuition rate on a space available basis.

### **Verification of Lawful Presence**

Effective January 1, 2012, all students applying for in-state tuition must provide validation of lawful presence in the United States. The following documents will serve as proof of lawful presence in the United States and documentation will be required before a student is eligible for consideration of in-state tuition:

- A current Driver's License issued by the State of Georgia after January 1, 2008
- A current ID issued by the State of Georgia after January 1, 2008
- A current Driver's License or ID issued by a state that verifies immigration status and only issued to persons lawfully present in the United States

The Technical College System of Georgia (TCSG) will accept the following:

- Alabama: Issued after August 1, 2000
- Florida: Issued after January 1, 2010 AND have a gold star in the upper right hand corner
- South Carolina: Issued after November 1, 2008
- Tennessee: Issued after May 29, 2004
- A certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory (A photocopy is not acceptable.)
- An approved completed FAFSA for the current financial aid year
- A current, valid Permanent Resident Card (USCIS form 1-151 or 1-551)
- A current, valid military identification card for active duty soldiers or veterans
- A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240)
- A current U.S. Passport
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561)
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570)

Any student who cannot be verified as lawfully present in the United States is not eligible to be considered for in-state tuition, regardless of how long he or she has lived in Georgia. In addition to being lawfully present in the United States, students must meet the in-state tuition requirements as outlined in TCSG Board Policy and Procedure 6.2.2 to warrant an in-state classification. Students that are initially classified as out-of-state and successfully petition to have their residency changed to in-state also have to meet the verification requirement.



# Registration Related Fees and Expenses

## **Special Instructional Fee**

The Special Instructional Fee is assessed credit students each term to assist with instructional costs.

## **Instructional Technology Fee**

The Instructional Technology fee is assessed each term to all credit students to assist in providing instructional resources and technology.

## **Registration Fee**

The registration fee is assessed to credit students each term at the time of registration.

## **Parking and Facilities Fee**

All motor vehicles parked on Coastal Pines Technical College property by students, faculty and staff must be registered and must have a parking decal. Students are required to pay the non-refundable Parking and Facilities Fee each semester.

## **Student Activity Fee**

A student activity fee is charged each term to each student taking credit courses at CPTC. Activity fees are used to promote the interests of college organizations and activities. Students taking courses entirely online are not required to pay this fee.

## **Campus Security Fee**

A campus security fee is assessed each term to credit students to assist with campus security costs.

## **Student Liability Insurance Fee**

Some allied health and service program students are required to obtain malpractice insurance for coverage in the internship and clinical education.

## **Program Fees**

Students in certain programs or courses that have higher operational costs are subject to additional fees.

The Program Fee is assessed to students in the following majors:

Allied Health Programs:

- Paramedicine, EMT, EMS Professions, AEMT, EMS Pre-Hospital
- Medical Assisting
- Neuromuscular Massage Therapy
- Nursing
- Practical Nursing
- Radiology Technology
- Respiratory Therapy
- Surgical Technology
- Health Care Assistant
- Health Care Science Phlebotomy

Professional Services:

- Engineering Technology
- Paralegal

Technical and Industrial Programs:

- Machine Tool
- CNC Specialist,
- Welding and Joining

- Basic Shielded Metal Arc Welder
- Gas Metal Arc Welder
- Gas Tungsten Arc Welder
- Advanced Shielded Metal Arc Welder,
- Naval Maintenance

### Late Registration Fee

Late registration will be allowed for students accepted prior to the beginning of the term who do not register and pay fees prior to the close of Open Registration on a space-available basis. An additional fee may be charged for late registration. Late registration begins at the close of Open Registration and continues through the first three business days of the term.

### Textbooks, Supplies and Uniforms

Students may be required to have books, tools, uniforms, safety gear and other equipment appropriate to the program of study. All required books and many of the students' other needs may be purchased at the CPTC College stores.

## Tuition and Program Fees

### TUITION AND FEES

INSTRUCTIONAL TECHNOLOGY FEE	\$105.00
SPECIAL INSTRUCTIONAL FEE	\$55.00
REGISTRATION FEE	\$60.00
STUDENT ACTIVITY FEE	\$35.00
ACCIDENT INSURANCE FEE	\$6.00
CAMPUS SECURITY FEE	\$25.00
PARKING & FACILITIES FEE	\$25.00
<b>TOTAL FEES</b>	<b>\$311.00</b>
*PROGRAM FEE	\$45.00

Some programs may have additional program specific fees, please see programs fee schedule for all program fees.

\*The following programs are assessed an additional Program Fee:

#### ALLIED HEALTH PROGRAMS

*ADVANCED EMERGENCY MEDICAL TECHNICIAN, EMS PRE-HOSPITAL OPERATIONS, EMS PROFESSIONS, EMERGENCY MEDICAL TECHNICIAN, HEALTH CARE ASSISTANT, HEALTH CARE SCIENCE, MEDICAL ASSISTING, NEUROMUSCULAR MASSAGE THERAPY, PARAMEDICINE, PHLEBOTOMY, PRACTICAL NURSING, RADIOLOGIC TECHNOLOGY, RESPIRATORY CARE, SURGICAL TECHNOLOGY*

#### BUSINESS AND COMPUTER

*ENGINEERING TECHNOLOGY, PARALEGAL*

#### TECHNICAL AND INDUSTRIAL

*MACHINE TOOL TECHNOLOGY, METALS TECHNICIAN, CNC SPECIALIST, NAVAL MAINTENANCE APPRENTICE, WELDING AND JOINING TECHNOLOGY INCLUDING: BASIC SHIELDED METAL ARC WELDER, ADV. SHIELDED METAL ARC WELDER, GAS METAL ARC WELDER, GAS TUNGSTEN ARC WELDER*

CREDIT HOURS	TUITION	IN-STATE	OUT-OF-STATE	FOREIGN
		TUITION AND FEES	TUITION AND FEES	TUITION AND FEES
1	\$100.00	\$411.00	\$511.00	\$711.00
2	\$200.00	\$511.00	\$711.00	\$1111.00
3	\$300.00	\$611.00	\$911.00	\$1511.00
4	\$400.00	\$711.00	\$1111.00	\$1911.00
5	\$500.00	\$811.00	\$1311.00	\$2311.00
6	\$600.00	\$911.00	\$1511.00	\$2711.00
7	\$700.00	\$1011.00	\$1711.00	\$3111.00
8	\$800.00	\$1111.00	\$1911.00	\$3511.00
9	\$900.00	\$1211.00	\$2111.00	\$3911.00
10	\$1,000.00	\$1311.00	\$2311.00	\$4311.00
11	\$1,100.00	\$1411.00	\$2511.00	\$4711.00

12	\$1,200.00	\$1511.00	\$2711.00	\$5111.00
13	\$1300.00	\$1611.00	\$2911.00	\$5511.00
14	\$1400.00	\$1711.00	\$3111.00	\$5911.00
15	\$1500.00	\$1811.00	\$3311.00	\$6311.00

# Program Specific Fees

## ALLIED HEALTH PROGRAMS

### Associate of Science, Nursing

Program Fee \$510.00 per semester, combination of the ASN Technology fee and lab fee  
 Malpractice Insurance \$3.18 per semester, while in clinical classes as identified by program advisor  
 HESI fee \$51.00 per RNSG class

### Practical Nursing, Health Care Science, Health Care Assistant

Program Fee \$45.00 per semester, while enrolled in occupational courses  
 Malpractice Liability Insurance \$3.18 per semester, while in clinical classes as identified by program advisor  
 CPR Card \$10.00 Students enrolled in NAST 1100, ALHS 1040, PNSG 2030  
 ATI dues (*Practical Nursing*) \$567.00 1st, 2nd, and 3rd semester

### Nurse Aide

Malpractice Liability Insurance \$3.18 per semester, while in clinical classes as identified by program advisor  
 CPR Card \$10.00 Students enrolled in NAST 1100, ALHS 1040

### Paramedicine, EMS Professions, Pre-Hospital Operations, Emergency Medical Technician, Adv. Emergency Medical Technician

Program Fee \$45.00 per semester, while enrolled in occupational courses  
 Malpractice Liability Insurance \$13.25 per semester, while in clinical classes as identified by program advisor

### Medical Assisting

Program Fee \$45.00 per semester, while enrolled in occupational courses  
 Edmentum Subscription Fee \$50.00 Students enrolled in MAST 1180

### Surgical Technology

Program Fee \$45.00 per semester, while enrolled in occupational courses  
 AST dues \$45.00 Students enrolled in SURG 2240  
 Certification Exam Fee \$190.00 Students enrolled in SURG 2240  
 Edmentum Subscription Fee \$36.66 Students enrolled in SURG 1010  
 Dosimeter \$40.00 Students enrolled in SURG 1120

### Radiologic Technology

Program Fee \$45.00 per semester, while enrolled in occupational courses  
 Dosimeter \$40.00 Students enrolled in RADT 1320, RADT 1330, RADT 2340, RADT 2360

Malpractice Liability Insurance \$3.18 per semester, while in clinical classes as identified by program advisor  
CPR Card \$10.00 Students enrolled in RADT 1010

## Respiratory Care

Program Fee	\$45.00	per semester, while enrolled in occupational courses
Trajecsys	\$100.00	Students enrolled in RESP 2090
Edmentum Subscription Fee	\$55.55	Students enrolled in RESP 1120
SAE Respiratory Test Fee (3 Exams - \$40, \$40, \$60)	\$140.00	Students enrolled in RESP 2170
State Board Licensure Fee	\$150.00	Students enrolled in RESP 2170
Kettering Seminar	\$325.00	Students enrolled in RESP 2130
Classmate	\$85.00	Students enrolled in RESP 2100
CPR Card	\$10.00	Students enrolled in RESP 1130
Malpractice Liability Insurance	\$3.18	Per semester, while in clinical classes as identified by program advisor

## Phlebotomy

Program Fee \$45.00 per semester, while enrolled in occupational courses

## Neuromuscular Massage Therapy

Program Fee \$45.00 per semester, while enrolled in occupational courses

## TECHNICAL AND INDUSTRIAL PROGRAMS

### Welding and Joining Technology, Basic Shielded Metal Arc Welder, Gas Metal Arc Welder, Gas Tungsten Arc Welder, Advanced Shielded Metal Arc Welder

Program Fee \$55.00 per semester, while enrolled in occupational courses

### Machine Tool Technology, CNC Specialist, Metals Technician

Program Fee \$45.00 per semester, while enrolled in occupational courses

### Naval Maintenance Apprentice

Program Fee \$45.00 per semester, while enrolled in occupational courses

### Air Conditioning Technology

HVAC Excellence Exam Fee \$20.00 Students enrolled in AIRC 1030, AIRC 1080

### Timber Harvesting Operations

Malpractice Liability Insurance \$3.18 Students enrolled in THOP 1105, THOP 1106

### Commercial Truck Driving

CDL Fuel Fee \$185.00 per semester  
Random Drug Testing Fee Increased from \$115.00 to \$141 (Effective Summer) per semester

Instructional Technology Fee	\$105.00
Special Instructional Fee	\$55.00
Registration Fee	\$60.00
Student Activity Fee	\$35.00
Accident Insurance Fee	\$6.00
Campus Security Fee	\$25.00
Parking and Facilities Fee	\$25.00
Fuel Fee	\$185.00
Random Drug Testing Fee	\$115.00
TOTAL FEES	\$611.00

CREDIT HOURS	TUITION	TUITION AND FEES	OUT-OF-STATE TUITION AND FEES
9	\$132.00	\$1799.00	\$2987.00

## Electrical Lineworker Apprenticeship

Random Drug Testing Fee Increased from \$115.00 to \$141.00 (Summer Semester) per semester

*Engineering Technology*

Program Fee \$45.00 per semester, while enrolled in occupational courses

## BUSINESS AND COMPUTER

### Paralegal

Program Fee \$45.00 per semester, while enrolled in occupational courses

## PROFESSIONAL SERVICES

### Cosmetology

Program Fee \$45.00 per semester, while enrolled in occupational courses

### Early Childhood Care and Education

Malpractice Liability Insurance Fee \$9.52 Students enrolled in ECCE 2245, 2246

Fees are subject to change without notice.

## Other Fees and Expenses

Application Fee	\$25.00	one time, non-refundable
Exemption Exam Fee	25% of tuition	Cannot be paid by financial aid
ID Replacement Fee	\$5.00	each
Parking Decal Replacement Fee	\$2.00	each
Placement Exam Retest Fee	\$15.00	each
Graduation Participation Fee	\$40.00	per ceremony (non-refundable)
Award Replacement/Reprint Fee	\$25.00	each
Transcript Fee	\$7.50	each
Express Transcript Fee	\$15.00	each
Return Check Fee	\$30.00	per occurrence
Nelnet Default Administrative Fee	\$40.00	per occurrence

# Fee Payment

Payments may be made to the cashiers during regular business hours or online via BannerWeb.

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

Students shall be notified by mail of a dishonored check and the Business Office shall place an "administrative hold" on the students' accounts and records. Until the "administrative hold" is cleared, the student shall not be issued grade reports, transcripts, or any other student records, or allowed to register, graduate or receive college services. If the dishonored check was for tuition, the college may also administratively drop or withdraw the student from class(es).

Due diligence in collection activities will be practiced by the College, up to and including referral to court and/or collection agencies, as deemed appropriate.

# Refund Guidelines

The following guidelines apply to refunds of tuition and fees:

## Credit Courses

- All tuition and fees, excluding the application fee, shall be refunded if a student does not commence class attendance.
- Students who attend class but formally withdraw from a course by the end of the third instructional/business day of the term will receive no grade for the course and will receive 100% refund of applicable tuition and fees. Financial Aid Awards will be adjusted accordingly.\* Exceptions may be allowed for customized courses that do not follow the CPTC standard academic calendar.
- Students who have commenced class attendance and withdraw from a course after the end of the third instructional/business day of the term shall receive a grade of 'W', 'WP' or 'WF' and shall receive no refund of tuition and fees.

## Return to Title IV Funds Policy

Students who are receiving federal financial aid, Federal Pell Grant or Federal Supplemental Education Opportunity Grant (FSEOG), and withdraw from all classes prior to completing more than 60 percent of the semester will have their eligibility for financial aid recalculated and may be required to repay all or a portion of any federal financial aid funds received for that semester. This policy applies to all students who withdraw, drop out, or are suspended or expelled from CPTC and who have received Title IV funds. Students are responsible for paying this debt. Students' records will be placed on hold and he/she will not be allowed to register for classes until this amount owed is paid in full.

## Non-Credit Courses

- Persons enrolled in non-credit courses that are canceled due to insufficient enrollment at the discretion of the College will receive a 100% refund of all fees.
- Persons providing written notification to the Economic Development Department at least 48 hours prior to the beginning of a course will receive a 100% refund of all fees.

- No refunds will be made after the course begins without written approval of the Vice President for Economic Development.

## Bookstore

- No refund shall be made for expendable supplies and equipment (i.e., cosmetology kits, diskettes, tools, book bags and totes, clothing, etc.) Exchanges may be allowed for a limited time.
- Refunds shall be made for books that are returned in new, resalable condition and accompanied by the original receipt in accordance with the book refund procedure. The book refund procedure shall be prominently posted in the College Store.

## National Emergencies

- All tuition and fees will be refunded to any student who is required to withdraw from courses as a result of being called into active duty.
- All tuition and fees will be refunded to any student required to relocate in response to a national emergency.

## Special Conditions

- No refund of tuition and fees shall be made to any student who has commenced attendance and does not formally withdraw, is suspended for disciplinary reasons, or leaves the college as a result of disciplinary action.
- No refund of tuition and fees shall be made for reducing course load after the first three instructional/business days of the term unless the institution is at fault.

## Disbursement

- Refunds shall be made without requiring a request from the student.
- Refunds shall be made within 30 days of the last day of attendance if written notification of withdrawal has been provided to the College by the student or within 30 days of the date the institution was made aware of an unofficial withdrawal.

## Financial Obligations - Holds

Students who are delinquent in the payment of any financial obligation(s) will be placed on "Hold" and will not be allowed to register until all delinquent fees are paid. In addition, students will not be allowed to access grade reports, transcripts, or other student records until all delinquent fees are paid. Students may incur additional fees if debt is turned over to a collection agency.

## **Dual Enrollment — High School Students**

## Financial Aid for High School Students

Eligible high school students can apply to receive funding from Georgia Student Finance Commission by completing the GAFutures application for Dual Enrollment.

Dual Enrollment requirements can be found at [www.GAfutures.org](http://www.GAfutures.org).

For more information, contact a CPTC High School Coordinator or contact a high school counselor.

## Articulated Credit

Articulated credit may be awarded for course work completed under articulation agreements when established competencies have been achieved. Credits earned in specific secondary school courses are eligible to be articulated for high school graduates as referenced by Technical College System of Georgia policy.

The following guidelines apply to CPTC articulated credit for high school graduates:

- An official high school transcript must be on file
- Student must enroll within two years of graduation
- A minimum grade of 70 must be earned in comparable secondary technical courses
- For each course to be articulated, a student must pass the respective Competency exam
- No fee shall be charged for validation of articulated credit
- Articulated credit must be defined in state agreements.

## Distance Education

### Online Classes

The purpose of distance education at Coastal Pines Technical College (CPTC) is to provide our students the opportunity to access quality instruction anytime, anywhere. Distance education is defined as providing access to learning when students are not physically present in a traditional classroom setting. CPTC desires to create and provide access to learning when the source of information and the learners are separated by time and/or distance.

### Distance Education Participation

Coastal Pines Technical College (CPTC) is committed to providing students the opportunity to access quality instruction anytime, anywhere. Establishing a consistent and acceptable pattern of logging in and submitting work is considered an integral part of the total educational process. Employers who hire Technical College System of Georgia graduates consistently stress the importance of good punctuality record. Students are receiving an education for direct entry into the workforce. CPTC has the responsibility of attempting to instill in each student the importance of a good attendance and punctuality record. Because of this importance, an evaluation of participation is done in each course.

Students in distance education classes must contact the course instructor via CPTC email within the first three (3) calendar days of the academic term. Students who fail to contact their instructor within three days will be considered a "No Show". Students enrolled in distance education classes should actively participate in class assignments. Students who fail to participate in a distance education course any seven (7) consecutive calendar days of the academic term, may be withdrawn from the course. Participation includes the submission of academic assignments as prescribed by the course syllabus and/or instructor.



# Proctoring of Distance Education Credit Courses

In order to comply with accreditation requirements for the validation of student identity for all online courses, all students enrolled in online courses are required to have at least one proctored event (a major exam or assignment).

The Coastal Pines Technical College (CPTC) Office of Distance Education will provide exam proctoring services for students who are taking online courses during the examination period. Also, CPTC will proctor exams or other assignments for any student of any Technical College System of Georgia (TCSG) college during the examination period.

Students choosing to utilize an alternative proctoring solution are responsible for finding a qualified proctor to administer each event, and for submitting the required approval form for each event. Qualified proctors must meet with the requirements of Coastal Pines Technical College.

Students must complete the proctoring event no later than the date specified by the instructor in the course syllabus or provided by the instructor in a subsequent communication. Students who do not complete the proctored event as scheduled must comply with the specifications as explained in the course syllabus or participate in remote proctoring as arranged by the course instructor and the Office of Distance Education.

## Fee

CPTC does not charge a fee to proctor examinations to students. Also, Technical College System of Georgia (TCSG) colleges do not charge a proctoring fee to administer examinations to students of other TCSG colleges. However, students who choose to have an examination proctored outside of the TCSG system are responsible for any fees that could be incurred by the proctoring institution.

## Proctoring Methods

### On Campus

Students who live within reasonable commute distance (50 miles) of a CPTC campus where the exam or assignment is scheduled must attend the scheduled event as announced in the course syllabus.

### Off Campus

Students who live outside of reasonable commute distance (more than 50 miles) from the CPTC campus where the exam or assignment is scheduled and cannot attend the on-campus proctored event and a remote proctoring solution cannot be arranged with the online course instructor then you must submit a Proctored Examination Request Form to schedule the proctored event with a qualified proctor. The Coordinator of Distance Education will contact the identified proctor as well as the course instructor. The instructor in turn will supply the required detailed instructions via college e-mail to the e-mail address on file for the facility per the proctored event communication below.

The Coordinator of Distance Education will verify the validity of the proctor as well as the requested location. Notification will be forwarded via e-mail to the instructor and the student regarding the validity of the proctor. If

the proctor is not a valid proctor, the student will be asked to select a proctor. Once the proctor is approved, the course instructor is required to send proctored event communication via e-mail to the address provided on the approval form for the proctor.

## Proctoring Approval Form Submission

It is the student's responsibility to arrange to participate in a proctoring solution provided through CPTC or to find a qualified proctor with whom they can arrange a date, time, and location to complete their proctored event requirement. Once a proctor is selected, the student must complete and submit a Proctored Examination Request Form for each event.

Completed forms must be submitted via email to the Coordinator of Distance Education. Forms must be submitted no later than 14 days prior to the requested event date. Students who do not submit the required forms within the time period will be subject to the Instructor's make-up examination policy as described in the course syllabus. Students, instructors, and proctors will receive an e-mail confirmation upon receipt of the form. If confirmation is not received within two business days of the scheduled exam, students should send e-mail to the Coordinator of Distance Education for assistance.

## Qualified Proctors

Qualified proctors will meet the following criteria:

Contracted by CPTC for the purposes of proctoring or be employed full-time as a:

- Teacher
- Professor
- Librarian
- Administrator at a public secondary school, university, library or testing center
- Military active duty commissioned officer whose rank is higher than the student's own. (Approved for students in the military only)

## Proctored Event Communication

The course instructor is required to provide the following information to the event proctor:

1. CPTC Proctor Event Information Sheet
2. Student name
3. Student ID number
4. Course Reference Number (CRN)
5. Instructor's name
6. Requested event date and time
7. Student CPTC (college) e-mail address
8. Student's primary phone number
9. Detailed Proctor Instructions will include the following:
  - a link to the online materials
  - login instructions
  - whether or not the event is to be timed, and if so, the amount of time to be allotted
  - whether or not the student is allowed to use any notes or other reference materials during the event, and if so, a list of what materials are allowed
  - any additional detailed instructions the instructor deems appropriate for the event

# Transfer Credit

Coastal Pines Technical College (CPTC) assumes responsibility for the academic quality of any academic credit recorded on its transcripts and ensures all academic credit is at the collegiate level and is comparable to CPTC's credit programs. Advanced placement allows a student to receive course credit based on previous experience, formal or informal, and results in advanced standing within a degree/diploma/certificate program.

Advanced placement includes the following:

- Transfer Credit
- Secondary School Articulation Credit
- Standardized Exam Credit
- Military Training Credit
- Prior Learning Assessment (PLA)
- Institutional Exemption Examination

## Residence Requirements for Completion of Degree/Diploma/Certificate

A student must complete at least 25% of his or her credit hours of a particular program of study at Coastal Pines Technical College in order to be awarded a technical certificate of credit, diploma or degree from Coastal Pines Technical College. Residence requirements of programs in some fields leading to licensure may exceed 25%.

## Transfer Credit

As part of the admissions process, all official transcripts submitted by applicants to the college are evaluated for credit transfer. Credit for courses at a college, university, or other postsecondary institution accredited by a national or regional accrediting agency recognized by the U.S. Department of Education and the Technical College System of Georgia and whose curriculum is equivalent to or greater than that of CPTC will be considered for award of transfer credit.

Students who have completed all or part of their secondary or postsecondary education outside of the United States are required to have their foreign educational credentials evaluated and approved by an independent evaluation agency.

Collegiate credit awarded by colleges, universities, or other postsecondary institutions not fully accredited nor in candidacy status for accreditation from a regional accrediting association will be considered for transfer credit following the verification of instructor credentials and approval by the Vice President for Academic Affairs or his/her designated authority.

CPTC will honor any academic sanctions imposed on applicants by the last postsecondary institution attended.

Awarding of transfer credit by CPTC does not guarantee that institutions subsequently attended by the student will accept the credit.

The following guidelines apply to the evaluation of transfer credit:

- An official transcript is on file from all post-secondary institutions attended. Credits from one former institution appearing on the transcript of another institution can neither be evaluated nor accepted for credit without an official transcript from the institution of origin
- A desktop review (evaluation of courses for transfer credit) is required

- A grade of "C" or higher has been earned for each course transferred
- Occupationally related technical course work should have been completed within 7 years prior to enrollment at CPTC. Credit competency Exams are available for consideration of credit for technical courses that are more than 7 years old.
- No time limits exist on transferability of general education coursework
- The course is essentially the same in content as the course at CPTC
- Maximum credit hours awarded for a transfer course will not exceed the credit hours assigned to equivalent course at CPTC
- Course descriptions, syllabi, and pertinent catalog information will be reviewed to assure course compatibility with those of CPTC. Students are responsible for obtaining appropriate course descriptions and additional documentation if needed
- Decisions regarding the transfer of academic credit are made by the Registrar

## Articulated Credit

Articulated credit may be awarded for course work completed under articulation agreements when established competencies have been achieved. Credits earned in specific secondary school courses are eligible to be articulated for high school graduates as referenced by Technical College System of Georgia policy.

The following guidelines apply to CPTC articulated credit for high school graduates:

- An official high school transcript must be on file
- Student must enroll within two years of graduation
- A minimum grade of 70 must be earned in comparable secondary technical courses
- For each course to be articulated, a student must pass the respective Competency exam
- No fee shall be charged for validation of articulated credit
- Articulated credit must be defined in state agreements.

## Military Training Credit

Credit may be awarded for training received in the Armed Forces. Students requesting credit should submit an official training certificate/transcript to the Admissions Office.

The following guidelines apply to military training credit for transfer:

- The training must be certified by the Guide to the Evaluation of Education Experiences in the Armed Forces published by the American Council on Education or by the official catalog of the Community College of the Air Force.
- Time limits for transfer will be the same as those for traditional transfer credit. Credit Competency Exams are available for consideration of credit for technical courses or experiences that are more than 7 years old.
- Training experience meets required competencies of courses offered at the College.
- Advanced standing credit may be awarded for military training or successful completion of a Credit Competency Exam. Training experience and Competency Exam scores must meet competency requirements for the equivalent CPTC course.
- Military training credit is recorded as "TRM" on the transcript and is not calculated in the grade point average

## Standardized Exam Credit

CPTC may award credit for a limited number of college level subject exams available through several nationally recognized examination boards. Credit may be awarded for approved Advanced Placement (AP) Examinations, College Level Examination Program (CLEP), and International Baccalaureate Credit pending review by the

Registrar and appropriate faculty. Advanced Placement Examinations are offered by the College Entrance Exam Board. Exams administered for CLEP subject matter are awarded according to the American Council on Education's College Board. International Baccalaureate Credit examinations are offered by the International Baccalaureate Examination Board.

The following guidelines apply to College Board examination credit:

- Students must receive a score of 3 or higher on the Advanced Placement (AP) exam
- Students must score at the 50th percentile or above on the CLEP test
- Official test scores must be sent directly from the College Board to CPTC's Office of Admissions
- Students must receive a score of 3 or higher on the International Baccalaureate Examination
- Standardized exam credit is recorded as "EXE" on the transcript and is not included in the calculation of grade point average.

## Institutional Exemption Exam

For students with previous knowledge and skill acquired through experience or other means, credit may be obtained for certain specified courses by demonstrating mastery of the subject through written and/or performance exams. A student may receive course credit by passing an institutional exemption exam. The exam validates competencies and skills the student would obtain through enrollment in the course.

The following conditions govern credit by exemption exam:

- Student may not be currently enrolled in the class for which exemption is attempted
- An exemption exam may not be attempted during the same term for which student withdrew from the course he/she is attempting to exempt
- Credit by exam is prohibited for any course in which a grade of "D" or "F" has been earned by the student
- An exemption exam can be taken only once
- No more than 23 semester credit hours may be earned by institutional credit exam
- Payment of applicable exemption exam fee must be made prior to taking the exemption exam (25% of course tuition). Charges for the exam are nonrefundable and are not covered by financial aid
- No fee shall be charged to students taking an exam to validate competency following completion of required modules in a learning support class

## Prior Learning Assessment (PLA)

A student seeking credit for non-credit coursework, such as on the job learning, corporate training, experiential learning or professional or industry certification, may request a Credit Competency Exam or evaluation of work experiences. Student requests for the evaluation of licensure, certifications, and/or work experience for course credit are handled on a case by case basis. Documentation is required. Appropriate faculty members, Deans and the Registrar collaborate on an evaluation of the documentation portfolio. The process ensures all course work and outcomes are at the appropriate collegiate level. A grade of "EXP" is entered to indicate successful completion of the CPTC Credit Competency exam or approval of credentials evaluation and is not included in the calculation of grade point average.

## Designation of Credit

- Transfer credit is recorded as TR (A, B, or C) on the transcript and does not require the payment of course fees. The credit is not included in the calculation of the student's grade point average except for consideration of program admission into competitive admission programs
- Military training credit is recorded as "TRM" on the transcript and is not calculated in the grade point average

- Articulation credit is recorded as "AC" (A, B, or C) on the transcript. This credit is not included in the calculation of the student's grade point average except for consideration of program admission into competitive admission programs
- Exemption Credit is recorded as "EXE (Exam) or EXP (Portfolio)" on the transcript and is not included in the calculation of grade point average

# Residence Requirements for Completion of Degree/Diploma/Certificate

A student must complete at least 25% of his or her credit hours of a particular program of study at Coastal Pines Technical College in order to be awarded a technical certificate of credit, diploma or degree from Coastal Pines Technical College. Residence requirements of programs in some fields leading to licensure may exceed 25%.

## Registration and Records

### Advisement and Registration

Full-time faculty members are responsible for advising and registering newly admitted students, students who are currently enrolled in Coastal Pines Technical College (CPTC) courses, and students who are returning to CPTC after not enrolling in classes for two or more academic terms.

The Academic Affairs Dean for Secondary Initiatives and High School Coordinators/Recruiters are responsible for coordinating advising and registration of high school dually enrolled students for their individual high schools. All other new, current and returning students are assigned to advisors based on the student's academic program. Advisors focus on assisting students in completing their required program curriculum in a timely manner and earning their academic award.

1. Current Student Registration. Faculty/Advisors are responsible for advising and registering currently enrolled students prior to the end of each academic term. The academic calendar shows the starting days of registration for currently enrolled students.
2. New Student Registration. Faculty/Advisors will advise and register new students in accordance with the academic calendar.
3. Late Registration. Late Registration is the first five days of the term. Students who have completed the Admissions process may be registered into classes on a space available basis. These students should contact their Advisor for assistance.
4. Payment of tuition and fees confirms registration and reserves the student's schedule.
  - All tuition and fees are due before the first day of the term for ALL credit students. This requirement holds true even if class is scheduled to begin on a different day.

## GVTC

### Transient Students

CPTC students desiring to take a course or courses from another accredited institution must have prior approval from the CPTC registrar's Office and be in good standing. It is the student's responsibility to apply to the

institution he or she wishes to attend as a transient student and have a transcript sent to CPTC at the end of the semester in order for the grade to be issued as a transfer grade. Only grades of "C" or better are accepted as transfer grades.

If the transient status is not approved, courses will NOT be eligible for transfer to a CPTC program of study.

A student must complete at least 25% of his or her credit hours of a particular program of study at Coastal Pines Technical College in order to be awarded a technical certificate of credit, diploma, or degree from Coastal Pines Technical College.

## Academic Load (Full-time Status)

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

## Enrollment Verification

Coastal Pines Technical College has authorized the National Student Clearinghouse (NSC) to provide enrollment verification certifications for students through NSC Student Self Service. NSC Student Self Service enables CPTC students to print official enrollment verification certifications on demand via our secure student portal, BannerWeb, at no charge.

## Matriculation

Enrollment for the term is not complete until the student has properly completed registration and paid all fees due. Students who receive any type of financial aid may visit the financial aid office each term or review their BannerWeb account to ensure that financial aid support is adequate to cover that term's fees. The payment deadline is the first day of the Semester, even if you class starts on a different date during the term.

## Schedule Changes

The official drop period is the first five business days of the term. Courses dropped during this period will not appear on the student's academic record.

The official add period is the first five calendar days of the semester.

## Release of Educational Record Information

Policies relating to the establishment, utilization, availability, and retention of student records are in accordance with the provisions of the Family Education Rights and Privacy Act (FERPA) of 1974 as amended and the policies of Coastal Pines Technical College. With certain exceptions, a student has the right of access to his/her records which are maintained by an educational institution or by a party authorized to keep records for the institution. The U.S. Department of Education enforces the Family Education Rights and Privacy Act. This U.S. Department of Education receives and reviews complaints and forwards those that are not resolved to a review board that can recommend to the Department of Education Secretary sanctions including withdrawal of federal funds.

# Notification of Student Rights to Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational record. These rights include:

- The right to inspect and review student's educational records. Students must submit a "Student Request to Inspect and Review Educational Record" form that specifies the record(s) they wish to inspect. This written request must be submitted to the Vice President for Student Affairs. The inspection will be within 45 days of the receipt of the student's written request.
- The right to request the amendment of the student's educational record that they believe is inaccurate. Students may ask Coastal Pines Technical College to amend a record that they believe is inaccurate. They should write the Vice President for Student Affairs, clearly identify the part of the record they want changed and specify why it is inaccurate. If it is decided that the record will not be amended as requested by the student, CPTC will advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Coastal Pines Technical College to comply with the requirements of FERPA.

Contact information for the federal office that administers FERPA is as follows:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## FERPA

The Family Educational Rights and Privacy Act ("FERPA"), a Federal law, requires that TCSG and its technical colleges, with certain exceptions, obtain a student's written consent prior to the disclosure of personally identifiable information from that student's education records.

However, TCSG or its technical colleges may disclose appropriately designated "directory information" without written consent unless the student has advised TCSG or the technical college to the contrary. Public Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without the student's prior written consent.

If a student does not want TCSG or the technical college to disclose directory information from his or her student education records without prior written consent, the student must notify TCSG or the technical college where he or she is enrolled, in writing, by the first day of the semester at the registrar's office at his or her technical college. A student need only file this notification once during his or her enrollment. However, if there is a break in enrollment or transfer to another TCSG technical college, a new notification must be filed.

Even if a student elects to prohibit the release of directory information, TCSG or the technical college may still implement policies requiring the student to wear or present a student ID badge.

See Directory Information for Coastal Pines Technical College's definition of "public directory information" and "non-public directory information".



# Public and Non-Public Directory Information

The Federal Privacy Act stipulates that an institution has the right to declare one or more categories of information as public or directory information that may be released to the public at the discretion of the institution. Coastal Pines Technical College considers the following as directory information:

- The Technical College System of Georgia and its technical colleges define "public directory information" as follows:
  - Full name of the student
  - Major and field(s) of study
  - Enrollment Status (full time, part-time, etc.)
  - Degrees and awards and date received
  - Dates of attendance
  - Participation in official sports and activities
  - Height and weight of athletic team members
  
- The Technical College System of Georgia and its technical colleges define "non-public directory information" as follows:
  - Address
  - Email address
  - Telephone Number
  - Non-public directory information is not available to the public but is available to any college official. If the student has indicated to restrict their data, then college officials can only access the information when it is needed for educational purposes.

Additionally, certain state and federal laws require the release of certain student information without prior notification to the student.

Contact the Registrar's Office for more information.

## Solomon Amendment

A federal law known as the Solomon Amendment requires Coastal Pines Technical College to release student recruitment information to military recruiters. Student recruitment information is defined as name, address, telephone number, age, major, date(s) of attendance, and degree awarded.

## FERPA/Solomon Amendment Objection

Any adult student or minor student's parent who objects to the release of this directory information under the Family and Educational Rights and Privacy Act should file an objection in writing clearly stating what directory information should not be released to third parties. Forms are available in the Registrar's Office for filing a FERPA Objection.

## Disciplinary Records

Disciplinary records are considered confidential information to be released only to faculty and administration officers who have responsibility related to the educational mission of the Institution and/or its disciplinary

process. Release of information from this record to employers and prospective employers will occur upon a written release from the student or graduate. Information will be released to law enforcement officials upon court order, upon written release from the student or graduate or when there is a reason to believe this information is pertinent to the investigation or prevention of a crime.

## Withdrawal from College

Formal withdrawal is accomplished by completion and submission of a Withdrawal form. This form is available to students via BannerWeb, CPTC website or in Student Affairs.

Students who withdraw from a course after the end of the fifth business day of the term shall receive a grade of 'W' and shall receive no refund of tuition and fees.

In order to receive a 100% refund, the student must notify their instructor OR a withdrawal form must be completed BY THE STUDENT and submitted to Student Affairs by closing time on the fifth business day of the term.

## Grades

Grades are awarded according to the following system:

Credit Courses:	Grade	Numeric Score	Quality Points
	A	90 - 100	4
	B	80 - 89	3
	C	70 - 79	2
	D	60 - 69	1
	F	0 - 59	0
	W	Withdrawn	Not Computed
	WP	Withdrawn Passing	Not Computed
	WF	Withdrawn Failing	0
	Z	COVID-19 Withdrawal	Not Computed
	I	Incomplete	Not Computed
	IP	In Progress	Not Computed
	AC (A, B, C)	Articulated Credit	Not Computed
	AU	Audit	Not Computed
	TR (A, B, C, M)	Transfer Credit	Not Computed
	EXE, EXP	Exemption Credit	Not Computed
<b>Learning Support:</b>			
	A*	90 - 100	Not Computed
	B*	80 - 89	Not Computed
	C*	70 - 79	Not Computed
	D*	60 - 69	Not Computed
	F*	0 - 59	Not Computed
	W*	Withdrawn Failing	Not Computed
<b>Non-Credit:</b>			
	S	Satisfactory	Not Computed
	U	Unsatisfactory	Not Computed

**W** – This grade signifies that a student withdrew from a course on or before the last day of the semester, whether the work is passing or failing. No credit is given and no grade points are calculated. A grade of "W" is not included in calculating the grade point average but is counted as coursework attempted.

**WP** – Effective January 1, 2020, this grade is no longer issued, but may appear on transcripts for courses taken prior to this date. This grade signifies that a student withdrew from a course after the 60% mark of the term, had a passing average at the time of withdrawal, and was making satisfactory progress. A grade of "WP" is not included in calculating the grade point average but is counted as coursework attempted.

**WF** – Effective January 1, 2020, this grade is no longer issued, but may appear on transcripts for courses taken prior to this date. This grade signifies that a student withdrew from a course after the 60% mark of the term, had a failing average at the time of withdrawal, and was not making satisfactory progress at the time of withdrawal. A grade of “WF” is calculated in the grade point average as an “F” and is counted as coursework attempted.

**Z** – Effective for spring semester 2020, this grade represents withdrawal from a course prior to completion due to the COVID-19 emergency. This grade does not have numerical equivalents and will not be calculated in the GPA. This grade is unacceptable credit in a course.

**I** – This grade signifies that a student has satisfactorily completed 80% of the class days of the required coursework, but for non-academic reasons beyond the student's control, has not been able to complete the course. The incomplete is assigned only after the student has made arrangements with the instructor for fulfilling the course requirements and received approval from the Vice President for Academic Affairs or designated representative. Grade of “I” not cleared by the end of the following term will be converted to an “F”.

**IP** – This grade signifies that for administrative reasons the course continues beyond the end of the term. Grades of “IP” not cleared by the end of the following term will be converted to an “F”.

**AC (A, B, C)** – Articulated credit may be awarded for coursework completed under formal articulation agreements when established competencies have been achieved. A grade of AC will be given for the course(s). The third letter indicates the grade earned in the course.

**AU** – A student may choose to audit a class rather than take it for credit. By auditing a class the student is allowed to attend class in accordance with the following guidelines: (1) meet established admissions requirements of Coastal Pines Technical College, (2) have the approval of the instructor and follow regular registration procedures, (3) obtain prior approval from the Vice President for Academic Affairs for any changes from audit to credit or credit to audit status, and (4) pay the appropriate fee for auditing the course. Anyone auditing must attend class and observe normal attendance requirements. The audit period of a class must conform to the same time period allowed for credit, with no extension of time. An audit grade may not be later changed to a credit grade. A student who is auditing a course is eligible to receive all materials available to credit students except for tests. The instructor may provide “practice tests” for the audit student. Students auditing a class are not eligible for financial aid for that course.

**TR (A, B, C, M)** – A grade of “TR” indicates that the student has successfully completed the course at another postsecondary institution or earned military credit. The third letter indicates the grade earned in the course and the M represents Military credit; however, this grade will not count in the cumulative Grade Point Average (GPA). The student will however, receive comparable credit hours at CPTC for the credit hours received at the former institution.

**EXE** – A grade of “EXE” indicates that a student has exempted a course through examination. Credit is given but grade points are not calculated.

**EXP** – A grade of “EXP” indicates that a student has exempted a course through portfolio presentation. Credit is given but grade points are not calculated.

**S** – A grade of “S” indicates that the student has successfully mastered all of the course competencies. A grade of “S” carries no quality points, but institutional credit hours for that course will be awarded to the student.

**U** – A grade of “U” indicates that the student did not master of the course competencies. A grade of “U” carries no quality points.

## Grade Point Average (GPA) Calculation and Definitions

The GRADE POINT AVERAGE (GPA) is calculated by multiplying the credits for each course by the quality points associated with the grade earned, totaling the points earned for all courses, and dividing the total points by the total number of credit attempts.

All grades will be assigned based upon a 4.0 grading scale.

Quality Points are assigned to each letter grade.

- A = 4.0 quality points
- B = 3.0 quality points
- C = 2.0 quality points
- D = 1 quality point
- F = 0 quality points

The assigned values for the grades are A = 4, B = 3, C = 2, D = 1, and F = 0. (D & F are unacceptable credit in a course; therefore, those grades do not satisfy the graduation requirements)

<b>Class Code</b>	<b>Course Title</b>	<b>Hours Attempted</b>	<b>Grade</b>	<b>Grade Value</b>	<b>Quality Points</b>
MATH 1013	Algebra Concepts	3	A	4	12
ENGL 1010	English	3	B	3	9
ACCT 1100	Financial Accounting	4	F	0	0
EMPL 1000	Interpersonal Relations & Professional Development 2		C	2	4

*For example, 25.0 Total Quality Points divided by 12.0 Hours Attempted equals a GPA of 2.08*

## Cumulative GPA

The cumulative grade point average (CGPA) is calculated using all courses attempted/earned at Coastal Pines Technical College (CPTC) Learning Support courses are not calculated in the cumulative grade point average. The CGPA is an attempt to reflect the total credit instructional activity of the student. It is recalculated after each semester to include the current semester's grade(s). The CGPA is not affected by program of study, changes in program of study, or student classification.

## Program GPA (Graduation GPA)

The Program GPA is calculated using only courses that are required for graduation. The Program GPA is used to determine eligibility for Honor Graduates. When a course is taken more than once, both grades will be used in calculating the grade point average for graduation. A minimum 2.0 grade point average is needed for graduation. The program GPA is used to determine eligibility for Honor recognition at graduation.

## Semester GPA

The semester grade point average is calculated based on all credit courses taken each semester at CPTC.

## Transfer GPA

The Transfer GPA is calculated using credit accepted from other institutions. Credits transferred count toward the requirements for graduation, but are not included in the Institutional GPA. The Transfer GPA is not used to determine Academic Standing. The Transfer GPA is used for consideration of program admission into competitive entry programs.

# Grades and Other Academic Appeals

A student may appeal a final grade or other academic decision in accordance with CPTC procedure. A student may appeal by submitting a typed letter of appeal to the instructor who awarded the grade or made the academic decision within ten (10) business days from the date the student learned or reasonably should have learned of the final grade or other academic decision.

If the appeal to the instructor does not satisfactorily resolve the student's concern, he or she may further appeal to the appropriate Dean for Academic Affairs by submitting a typed letter of appeal and the results of the appeal to the instructor within twenty (20) business days from the date the student learned or reasonably should have learned of the final grade or other academic decision.

If the student is not satisfied with the decision of the Dean, the student may appeal to the Vice President for Academic Affairs by submitting a typed letter of appeal and the results of appeals to the instructor and dean within thirty (30) business days from the date the student learned or reasonably should have learned of the final grade or other academic decision. The decision of the Vice President for Academic Affairs shall be final.

## Work Ethics

Coastal Pines Technical College, a unit of the Technical College System of Georgia, instructs and evaluates students on work ethics in all programs of study. Ten work ethic traits have been identified and defined as essential students success; students will be graded on work ethic traits in each occupational course (excluding general education, basic skills and learning support courses):

- Attendance
- Productivity
- Organizational Skills
- Attitude
- Communication
- Appearance
- Cooperation
- Teamwork
- Respect
- Character

A work ethic grade will be assigned at the end of each academic term. It will be recorded on each student's transcript but will not be calculated in the GPA. The grades assigned for work ethics are as follows:

- Exceeds expectations = 3
- Meets expectations = 2
- Needs improvement = 1
- Unacceptable = 0

## **Student Support Services**

# Special Populations/Non-Traditional Programs

Coastal Pines Technical College provides support services for students who are in special population categories including:

- Individual with disabilities (documentation will be requested) - a physical or mental impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, or learning.
- Single Parent- students who have the primary or joint custody for a dependent child. (Can be divorced, widowed, legally separated, never married, or a person who is single and pregnant.)
- Out-of-workforce Individual – students who have been unemployed or underemployed to care for a home and/or family and for that reason have had difficulty in obtaining or upgrading employment.
- Individual preparing for non-traditional field – students are enrolled in a program of study that will lead to an occupation that is dominated by persons of the opposite sex. (Example: a female in welding or drafting or a male in a healthcare program).
- English Learner- students have a limited ability to write or understand English due to a language other than English as their primary language.
- Individual from economically disadvantaged families- students who are currently homeless, a youth who is in, or have aged out of, the foster care system, receive Pell Grant or federal assistance, including Food Stamps and/or Medicaid, a youth with a parent who is on active duty armed forces.

For information or questions, please contact Libby Cole, Special Populations Coordinator, [ecole@coastalpines.edu](mailto:ecole@coastalpines.edu).

## **Student Organizations and Opportunities**

### Phi Beta Lambda (PBL)

Phi Beta Lambda is a national student organization for students interested in business careers. PBL provides the students with opportunities to develop occupational competencies for business occupations and promotes a sense of civic and personal responsibility. Local, state and national competitions are open to students in this organization.

### National Technical Honor Society (NTHS)

The National Technical Honor Society is an organization that recognizes students who excel both academically and professionally. Members are nominated by their program instructors and must have a 3.50 or higher average (for a minimum of 30 semester hours) and no less than a 2.0 work ethics grade in every course. Graduates are recognized during the graduation ceremony by the honorary regalia. Membership fees are the responsibility of the student.

# Student Government Association (SGA)

The Student Government Association offers opportunities for leadership development, fellowship, and volunteer activities. Each campus/site elects student representatives to serve as Delegates to the SGA. SGA plans activities and sponsors school and civic improvement projects. Activity fees are administered through the Student Activity Fund Council and Student Government Association.

## SkillsUSA

SkillsUSA® is a professional organization that recognizes outstanding students in secondary and postsecondary education. SkillsUSA® members participate in chapter meetings, competitions, leadership conferences, and activities. Members conduct community service projects. They can also interact with local business people in their field of study. Through the SkillsUSA® Championships program, members can earn recognition, industry tools and prizes, and college scholarships by competing in local, state, and national competitions.

## Lambda Nu (LN)

Lambda Nu (LN) is affiliated with the National office of the Lambda Nu National Honors Society for Radiologic and Imaging Sciences. Membership in the organization is open to all students enrolled in Radiologic Technology Program or Imaging Sciences Program at Coastal Pines Technical College. Student must have and maintain a 3.0 G.P.A. to be a member. Lambda Nu meets on the Waycross Campus only.

## Georgia Occupational Award of Leadership (GOAL)

The GOAL program is held annually. Outstanding students are nominated by instructors, and finalists are selected on the basis of performance in their respective programs of study and in interviews with a panel of judges. The finalist represents CPTC in the statewide competition for major prizes and awards.

## Student Navigator/Retention

### Student Navigator

The Student Navigator provides students with the necessary referrals and services that will assist them in the completion of their educational objectives and retention in college.

### The Student Navigator assists:

- students who are experiencing academic difficulties in class
- students who have excessive attendance issues
- students who are experiencing other personal hardships or challenges that may affect their success

## The Student Navigator assists with:

- study tips
- test taking strategies
- test anxiety tips
- motivation
- stress management
- time management
- referrals to tutoring
- additional tools for Student Success

Contact the CPTC Student Navigator at 912-285-6361 for additional information.

## Career Counseling

Career counseling is available to any potential or current student unsure of a program choice. Career inventories and/or assessments are available. Program options and requirements may be discussed during the counseling session.

## Counseling and Special Services

Coastal Pines Technical College (CPTC) offers a number of services to help students with disabilities find success in the academic and technical components of their program of study. A disability is described as a condition that impairs or restricts one or more major life activities. Disabilities may be deemed temporary or permanent impairments.

Special services are extended to students who have:

- Impaired vision or hearing
- Learning disabilities
- Physical disabilities
- Medical disabilities
- Psychological impairments

### **Request Initiation of Services:**

It is the student's responsibility to notify Counseling and Special Services of any special needs or disabilities the student may have that requires accommodations in the classroom. During New Student Orientation, students complete a self-disclosure form which identifies any special need or disability that may require accommodations (which are reasonable) in the classroom setting(s), or a disability that may interfere or impede their academic success. Counseling and Special Services has a full-time staff member dedicated to assisting students with disabilities, learning disorders, and any other special physical or psychologically medically identified need.

To request and make arrangements for services, the student must meet with Counseling and Special Services Director to create a plan for classroom adjustments or accommodations. Contact Counseling and Special Services Director at 912-262-9995.

## Student Responsibilities

- Provide appropriate documentation:
- Request classroom adjustments or accommodations every term.



- Return classroom accommodation forms after they are signed and reviewed by the instructor(s) to Special Services.
- Understand that other student services (Financial Aid, Admissions, Career, etc.) are the responsibility of the student.
- Adhere to the Student Code of Conduct.

## Voter Registration

Voter Registration Students in Georgia can register to vote online by visiting the Secretary of State's My Voter Page. Students who wish to register to vote on paper may pick up a voter registration card by contacting Coastal Pines Technical College's Student Activities Coordinator at [lcisco@coastalpines.edu](mailto:lcisco@coastalpines.edu). Once the form is returned and completed, the Student Activities Coordinator will forward the form to the Secretary of State for processing. CPTC Student Government Association also sponsors a voter registration campaign in the Fall.

For information or questions, please contact Lindy Cisco, Student Activities Coordinator, [lcisco@coastalpines.edu](mailto:lcisco@coastalpines.edu).

## Attendance Requirements

Establishing a consistent and acceptable pattern of attendance is considered an integral part of the total educational process. Coastal Pines Technical College (CPTC) stresses the importance of attending classes as scheduled, and each instructor shall evaluate student attendance and punctuality for each course.

## Student Responsibility

Some academic programs have specific attendance policies. These policies will be located in the course syllabus and addressed by instructors during course introductions. It is the student's responsibility to properly withdraw from a class if required attendance cannot be maintained.

## Attendance Withdrawal/Reinstatement

Because attendance is a critical factor in meeting academic criteria for successful completion of a course, a student will be withdrawn from a course by the instructor after missing ten percent (10%) of the scheduled hours of the course.

A student who does not attend class the first three days of the term will be considered a "No-Show". This procedure applies to all traditional (face-to-face) and hybrid credit courses (distance education courses will be addressed separately in this procedure).

Students who have been withdrawn from a course for violating the College's Attendance Procedure may appeal for reinstatement through the Attendance Appeal Process.

## Class Tardiness

Class tardiness procedures will vary by the course and/or program of study. This information will be located in the course syllabus and addressed by instructors during course introductions.

# Make up of Work Missed

Make up work procedures will vary by the course and/or program of study. This information will be located in the course syllabus and addressed by instructors during course introductions.

# Distance Education Participation

Coastal Pines Technical College (CPTC) is committed to providing students the opportunity to access quality instruction anytime, anywhere. Establishing a consistent and acceptable pattern of logging in and submitting work is considered an integral part of the total educational process. Employers who hire Technical College System of Georgia graduates consistently stress the importance of good punctuality record. Students are receiving an education for direct entry into the workforce. CPTC has the responsibility of attempting to instill in each student the importance of a good attendance and punctuality record. Because of this importance, an evaluation of participation is done in each course.

Students in distance education classes must contact the course instructor via CPTC email within the first three (3) calendar days of the academic term. Students who fail to contact their instructor within three days will be considered a "No Show". Students enrolled in distance education classes should actively participate in class assignments. Students who fail to participate in a distance education course any seven (7) consecutive calendar days of the academic term, may be withdrawn from the course. Participation includes the submission of academic assignments as prescribed by the course syllabus and/or instructor.

# Attendance Records

The instructor's class grade book or distance education learning management system (LMS) platform or the Banner Attendance module maintained by the instructor is the College's official student record for all matters pertaining to attendance and course completion.

# Programs Resulting in Licensure

A student who is enrolled in a program that requires licensure will be required to make up clinical hours in accordance with the program's policy. Otherwise, consent document to take the licensing or certification examination will not be signed by the instructor of that program. Students are responsible for reading and complying with attendance guidelines. Attendance regulations of programs in some fields that require licensure may exceed those of CPTC.

## **Academic Standing**

# President's List

In order to recognize outstanding student academic achievement, a President's List is published each term. This list will consist of CPTC students enrolled full time who have attained a semester GPA of 4.0. A cumulative GPA of 2.0 or higher is also required. Students will be recognized for this honor in local and area newspapers.

# Dean's List

In order to recognize outstanding student academic achievement, a Dean's List is published each term. This list will consist of CPTC students enrolled full time carrying 12 and more credit hours, who have attained a semester GPA of 3.75 - 3.99 out of a possible 4.0. A cumulative GPA of 2.0 or higher is also required. Students will be recognized for this honor in local and area newspapers.

# Academic Achievement

In order to recognize outstanding student academic achievement, an Academic Achievement List is published each term. This list will consist of CPTC students enrolled in 6-11 credit hours who have attained a semester GPA of 3.75 or higher out of a possible 4.0. A cumulative GPA of 2.0 or higher is also required. Students will be recognized for this honor in local and area newspapers.

# Academic Probation

The purpose of academic probation is to alert students to the fact their academic performance is not acceptable and to point out the consequences if improvements are not made during the next term of enrollment. A student who fails to maintain a minimum 2.0 semester GPA, for all work attempted in the term, shall be placed on academic probation. A student placed on academic probation (or admitted on academic probation) must attain a minimum 2.0 semester GPA during the next term of attendance to remove himself/herself from academic probationary status. Failing to attain a minimum semester GPA of 2.0 during the probationary term will result in the student being placed on academic suspension.

A student who fails to maintain the required grade point average in a particular program of study may be placed on academic probation. Failure to improve academic performance after being placed on probation shall result in suspension or dismissal from either the academic program or CPTC.

A student on academic probation is not eligible for graduation.

# Academic Suspension

A student on academic probation who fails to attain a minimum semester GPA of 2.0 during the probationary term will be placed on academic suspension. A student on academic suspension must wait one full term before readmission. The student will return on academic probation. Upon readmission from academic suspension, any subsequent violation of academic probation will result in a second academic suspension.

# Academic Dismissal

A student placed on academic suspension twice while in the same program will be permanently dismissed from that program, but may apply for admission to another program after waiting one term. After a third and any subsequent academic suspension, the student will be eligible to reapply for admission after one calendar year.

In appropriate circumstances, a student may be dismissed from an academic program or CPTC without first being placed on academic probation.

# Readmission after Academic Dismissal

After an absence from CPTC for one calendar year, students may petition the Office of the Vice President for Academic Affairs to be considered for reinstatement. Students granted readmission to the college will be placed on Academic Probation.

## Academic Appeals for Probation, Suspension and Dismissal

A student may appeal academic suspension/dismissal by submitting a letter (or email) of appeal to the Vice President for Academic Affairs (VPAA) within ten (10) business days from the date the student learned or reasonably should have learned of his or her suspension or dismissal from the College. Evidence of any extenuating circumstances should be included. If the VPAA approves, the suspension may be overturned for one term. The decision of the Vice President for Academic Affairs is final.

## Additional Conditions

### Cohort Programs

Because of the sequential nature of courses in certain programs (e.g. Practical Nursing, Cosmetology), a student will not be allowed to continue in the assigned cohort if a final grade of "D" or "F" is earned in any program course.

### Allied Health Programs

All students enrolled in allied health programs will have their clinical program evaluated orally and in writing by their instructors with input from others responsible for their learning experiences. Unsatisfactory evaluations may be considered grounds for dismissal from the program. (See individual program evaluation requirements.)

## Bookstore

Books are sold to students who are registered to take courses scheduled at CPTC.

To purchase books through the CPTC Bookstore:

- The student must be registered for his/her class(es).
- The student must bring a printed class schedule and picture ID to bookstore to ensure proper textbooks/supplies are purchased.
- Bookstore purchases made before the first business day of the term are cash, check, or credit/debit card only.
- Beginning the first business day of the term, financial aid may be used for bookstore purchases.
- Payment must be made at the time of purchase unless financial aid is available for books. No cash will be refunded to students purchasing books through financial aid arrangements.
- The student will sign the invoice showing acceptance of books purchased using financial aid.
- Students are required to attend classes to qualify to have books purchased through financial aid arrangements.
- Students purchasing books using financial aid awards who subsequently drop courses will be responsible for charges if their financial aid award is reduced.

## Graduation/Commencement

# Graduation/Commencement Requirements

Students must apply for graduation and meet all program requirements in order to receive their Award(s). The Graduation Grade Point average calculated includes only those courses required for graduation. When a course is taken more than once, the final or highest grade will be used in calculating the grade point average for graduation. A 2.0 grade point average is required for graduation and the student must be in good standing with the college. The letter grade of d (60-69) will be awarded if earned, but will carry no credit for course completion.

There is no charge to receive a degree, diploma or certificate of credit; however, you must apply in order to have your award printed.

## Commencement Ceremony Participation Fee

Students who sign up to participate in the Commencement ceremony at Coastal Pines Technical College will be charged a **\$40.00 non-refundable** participation fee to defray the expense of the ceremony. Caps and gowns are required for the ceremony and are ordered by the Student Affairs Office.

Students who do not participate in the ceremony are not charged a fee.

## Honor Graduate

Student graduating with an Associate Degree or Diploma who has a graduation grade point average (GPA) equal to or in excess of 3.5 will be named an Honor Graduate and recognized during the Commencement Ceremony.

## President's Scholar

Students graduating with an Associate Degree or Diploma who has a graduation grade point average (GPA) of 4.0 will be named a President's Scholar and recognized during the Commencement Ceremony.

## Graduation Rate

Every postsecondary education institution is required by law to disclose its graduation rates annually. The 2021 graduation rate for Coastal Pines Technical College is 80%. This graduation rate reflects only full-time, first-time postsecondary students. Approximately 80% of the students at CPTC are part time and not included in this graduation rate.

# General Student Information

## Library

The mission of the Coastal Pines Technical College Library is to provide library resource and services which support the academic, cultural, and life-long learning needs of our students, faculty, staff, and local communities. The collection of resources available include print and electronic books, audiovisuals, journals and periodicals, current newspapers, scholarly online databases, interlibrary loan and select ADA equipment. Reference assistance and library instruction/orientation is also available. Space may include areas for study and leisure reading, computer utilization including Internet access and printing, study rooms and/or conference rooms, and computer labs.

## Online Library Orientation

The Online Library Orientation can be found on the Library Services page at <http://libguides.coastalpin.es.edu/libraryservices>

## E-Mail

Coastal Pines Technical College Global e-mail is the official means of communication and is provided to CPTC students. Financial aid announcements, course announcements, online course information, student club information, emergency notifications and general CPTC student information are communicated to students through student global e-mail accounts. Students should check their e-mail daily to stay current.

## Field Trips

Field trips can be an important component of a student's educational experience and the use of such out-of-classroom experiences is encouraged when appropriate. Students who participate in field trips are required to observe all applicable rules and procedures recorded in the CPTC Student Code of Conduct. Students who intend to participate in field trips are required to submit the following documents to their advisor or instructor upon request:

- Agreement to Abide by the Code of Conduct
- Assumption of Risk
- Limited Medical Authorization
- Release of Liability

Students who do not provide the above listed documents will not be approved to participate in field trips. Field trip activities must have prior approval by the appropriate departmental CPTC Vice President at least two business days prior to the date of the field trip.

## News Releases/Publications

In promoting Coastal Pines Technical College, many times students' names and/or photos appear in news releases, videos and publications. Students who wish to restrict the use of their names/pictures should contact the Office of Public Relations.

# Food and Beverages

Food and beverages may be consumed in designated areas only. Students are not allowed to eat in classrooms or laboratories. Upon approval of the class instructor, students may drink water in classrooms or laboratories. The water must be in a properly capped container that has been approved by the instructor.

# Photo Identification

All students are required to have their student ID with them while on campus. Students must provide the ID when requested by school personnel. There is a fee for a replacement ID.

# Children on Campus

Coastal Pines Technical College has established the following procedure concerning children on any Coastal Pines Technical College instructional sites:

- Children are not allowed on Coastal Pines Technical College instructional sites unless accompanied by an adult.
- Students are not allowed to bring children into classrooms/lab areas on Coastal Pines Technical College sites.
- Children are not allowed on Coastal Pines Technical College instructional sites for an extended period of time unless they are involved in an organized special program for children.
- Children must not be left unattended in waiting automobiles, hallways, snack bars, or outside buildings.
- Children who are not clients are not allowed in the Cosmetology Departments at any time. Prospective clients seeking appointments for services will be advised that services will be refused if accompanied by children. They will be further advised that children must not be left unattended in the areas listed above.

In the event children are found in class or wandering on Coastal Pines Technical College instructional sites, faculty and/or staff should ask the accompanying student to immediately leave Coastal Pines Technical College instructional sites with the child.

# Parking Guidelines

1. Any and all vehicles driven on Coastal Pines Technical College (CPTC) property by students, faculty, and staff must have a decal (either permanent or temporary).
2. All new students must obtain a parking permit (decal) during the first week of their college semester.
3. The parking decal must be prominently displayed on the exterior of the rear windshield (driver side) of the vehicle and must be visible at all times while on College property.
4. Students driving more than one vehicle will need to purchase an additional permit for each vehicle that will be parked on CPTC property.
5. Trucks, motorcycles, and mopeds must follow the same parking rules and procedures as cars.
6. Faculty, Staff or Students may not park in the following locations:
  - Spaces reserved for Visitors
  - Space reserved for CPTC Rick Perkins Instructor of the Year

- Space reserved for CPTC GOAL Student of the Year
- Space reserved for CPTC EAGLE Student of the Year
- Spaces reserved for live work patrons such as cosmetology and automotive
- Unpaved surfaces
- Fire lanes or driveways
- Handicapped spaces without a current, state-issued disability hangtag or license plate displayed in or on the vehicle (Driver of vehicle must be the person for which the handicap permit is issued)
- Instructional outdoor classroom/lab areas

## Parking Decals

All students and employees are required to obtain and display a Coastal Pines Technical College parking decal. Parking decals can be obtained in the Student Affairs Office. Students, faculty, and staff attending or working at facilities not owned by CPTC will follow the parking procedures and rules of the host facility.

## Student Dress Code

The purpose of the Student Dress Code is to ensure that students are aware of what type of dress is considered appropriate and what is expected of them. Coastal Pines Technical College (CPTC) simulates the business/ industrial environment. CPTC invites the community to tour the facilities, and community events are held at many of its sites, with this in mind, students should dress in an appropriate manner.

All clothing and uniforms will be suitable for specific laboratory, clinical, or industry-related activities of the student's chosen occupation; meet safety and health requirements for the occupation; and conform to commonly accepted standards of modesty and privacy. Each student's dress, grooming, and personal hygiene must be appropriate in the classrooms, laboratories, shop areas, and clinical sites. The supervising administrator shall determine if the particular mode of dress results in disruptions or interference.

Students shall not dress, groom, wear, or use emblems, insignias, badges, or other symbols or lewd or vulgar words where the effect thereof is offensive to a reasonable person or otherwise causes disruption or interference with the orderly operations of the college.

Dress requirements vary in classrooms, laboratories, and shop areas. Students enrolled in internships and clinical courses are required to dress appropriately according to the requirements of the work for which they are being trained.

Definitions of appropriate attires are listed below.

- **Business Attire:** Determined by the instructors of the business programs. Students in business-related classes may be required to dress in business attire for business dress days in reference to their work ethics lesson.
- **Clinical Attire:** Uniforms consist of scrub top and pants, uniform top and pants/skirts or dress uniform and closed toe shoes.
- **Industrial/Technical Attire:** Industrial/technical attire consists of long sleeve cotton denim shirts, jeans with no tears or holes and leather work boots for welding programs. Short- or long-sleeved shirts, jeans, trousers, and tennis shoes are acceptable. Shorts are not acceptable for industrial/technical classes with labs.

The Vice President for Student Affairs of CPTC may designate the dress code that is appropriate for particular events. All CPTC students are expected to abide by the Student Dress Code standards identified. If a student has a question or needs special accommodations relating to the Dress Code, the student should discuss the request with his/her instructor or program advisor first and if further clarification is needed, with the Vice President for Student Affairs. CPTC will make every effort to provide reasonable accommodations based on the student's request. Requests for medical or religious accommodations must be made in writing by completing the Student Request for Medical or Religious Accommodation(s) Form. After a discussion with his/her program advisor, the



Vice President for Student Affairs will approve, deny or recommend a modified accommodation based on the request. The Vice President for Student Affairs or designee will respond to the request within five (5) business days. The final approval will be submitted to the program advisor.

If any student does not meet the Dress Code standards, the student will be required to leave his/her respective campus and return dressed in appropriate attire. The student will be considered absent if the student misses a scheduled class due to violating the Student Dress Code. Violation of the student dress code procedure will result in appropriate corrective measures up to and including disciplinary action and will be reflected in the work ethics grade.

## Students Acceptable and Unacceptable Dress Standards

### Acceptable Apparel

- All shirts and dresses must have sleeves.
- Shorts unless such dress violates classroom/laboratory safety and health requirements. The length of the shorts, dresses, or skirts will be no shorter than two inches above the knee.
- Low rider pants, trousers, or other clothing must be worn in a manner that does not reveal under garments or expose bare skin below waistline.

### Unacceptable Apparel

- Tank tops, tube tops, and shirts without sleeves
- Clothing that exposes areas of the stomach, side or back
- Pajama tops and /or bottoms
- Excessively tight-fitted clothing is not permitted
- Shirts/dresses that are see through, strapless, or expose cleavage (low cut) are not permitted
- Swimsuits

### Acceptable Footwear

- Shoes should meet classroom/laboratory safety and health requirements and be appropriate for the occupation for which students are training.

### Unacceptable Footwear

- Bare feet
- Bedroom slippers

### Acceptable Headwear

- Hats and baseball caps
- Religious head covering is permitted when it does not interfere with the function or purpose of required occupational headgear.

Note: Individual programs may have additional dress code requirements.

## Acceptable Computer and Internet Use

Coastal Pines Technical College, (CPTC) provides computer systems and Internet access for its students and employees. Employees utilizing College-provided Internet access are responsible for good behavior on-line just as they are in any other area of the college. This information applies to all CPTC employees, students, customers and anyone else who uses CPTC's information system and equipment, including but not limited to visitors. Any employee who violates this procedure will be subject to discipline up to and including dismissal. Violations of this procedure by other than employees or students will result in being banned from using CPTC equipment

and may be handled legally. Using a computer without permission is theft of services and is illegal under state and federal laws. Federal law prohibits misuse of computer resources. In addition, the following specific computer crimes are prohibited by state law in Georgia (O.C.G.A. § 16-9-90 et seq.):

- Computer theft (including theft of computer services, intellectual property such as copyrighted material, and any other property);
- Computer trespass (unauthorized use of computers to delete or alter data or interfere with others' usage);
- Computer invasion of privacy (unauthorized access to financial or personal data or the like);
- Computer forgery (forgery as defined by other laws, but committed on a computer rather than on paper);
- Computer password disclosure (unauthorized disclosure of a password resulting in damages exceeding \$500 - in practice, this includes any disclosure that requires a system security audit afterward); and
- Misleading transmittal of names or trademarks (falsely identifying yourself or falsely claiming to speak for a person or organization by using their name, trademark, logo, or seal).

Maximum penalties for the first four crimes in the list are a \$50,000 fine and 15 years of imprisonment, plus civil liability. The maximum penalties for computer password disclosure are a \$5,000 fine and 1 year of imprisonment, plus civil liability.

The purpose of CPTC-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the College. Access is a privilege, not a right. Users should not expect files stored on CPTC-based computers to be private. Electronic messages and files stored on CPTC-based computers shall be treated like other CPTC property that is temporarily assigned for individual use. Administrators may review files and messages in an effort to maintain system integrity and in an effort to insure that users are acting responsibly.

Moreover, CPTC officials shall cooperate with law enforcement officials who are properly authorized to search CPTC computers and computer systems.

All information created, stored or transmitted by CPTC computers or networks is subject to monitoring for compliance with applicable laws and procedures.

The following uses of Coastal Pines Technical College-provided computers, networks and Internet access are not permitted:

- To create, access or transmit sexually explicit, obscene, or pornographic material;
- To create, access or transmit material that could be considered discriminatory, offensive, threatening, harassing, intimidating, or attempts to libel or otherwise defame any person.
- To violate any local, state or federal statute;
- To vandalize, damage, or disable the property of another individual or organization;
- To access another individual's password, materials, information, or files without permission;
- To violate copyright or otherwise use the intellectual property of another individual or organization in violation of the law, including software piracy;
- To conduct private or personal for-profit activities; this includes use for private purposes such as business transactions, private advertising of products or services, and any activity meant to foster personal gain;
- To knowingly endanger the security of any CPTC computer or network;
- To willfully interfere with another's authorized computer usage;
- To connect any computer to any of the CPTC networks unless it meets technical and security standards set by the College;
- To create, install, or knowingly distribute any malware such as a computer virus, "Trojan horse," rootkit, keylogger, or other surreptitiously destructive program on any CPTC computer or network facility, regardless of whether any demonstrable harm results; and
- To modify or reconfigure the software or hardware of any agency computer or Network without proper authorization;
- To conduct unauthorized not-for-profit business activities;
- To conduct any activity or solicitation for political or religious causes;
- To perform any activity that could cause the loss, corruption of, prevention of rightful access to, or unauthorized distribution of Agency data and information; and

- To create, access, or participate in online gambling. Occasional access to information or websites of the Georgia Lottery Corporation shall not constitute nor be considered inappropriate use.
- To capture and or record network traffic without authorization.

Occasional personal use of Internet connectivity and e-mail that do not involve any inappropriate use as described above may occur, if permitted by the College. Any such use should be brief, infrequent, and shall not interfere with User's performance, duties and responsibilities. Users of CPTC computers and computer systems are subject to CPTC's procedure on the development of Intellectual Property. Any violation of this procedure and rules may result in disciplinary action against the employee or student. When and where applicable, law enforcement agencies may be involved.

CPTC makes no warranties of any kind, either express or implied, for the computers, computer systems and Internet access it provides. CPTC shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. CPTC shall not be responsible for the accuracy, nature or quality of information gathered through CPTC hard drives or servers; nor for the accuracy, nature or quality of information gathered through College-provided Internet access.

CPTC shall not be responsible for personal property used such as laptops, tablets, smartphones, etc. to access its computers or networks or for CPTC provided Internet access. CPTC shall not be responsible for unauthorized financial obligations resulting from CPTC-provided access to the Internet.

The foregoing standards are equally applicable to employees of the TCSG, wherever housed, and to employees and students of CPTC.

Penalties Violations of these procedures incur the same types of disciplinary measures as violations of other CPTC procedures or state or federal laws, including criminal prosecution.

## Software Piracy

Software piracy is illegal and grounds for disciplinary action up to and including dismissal of employees who have illegally copied software. Penalties for illegally copying software are severe. According to the Business Software Alliance website:

### *Penalties for Illegal Software*

Infringement of copyright may constitute a criminal offense, exposing individuals and companies to substantial penalties and in the case of individuals, even imprisonment.

### *Criminal Penalties*

Under the Copyright Act, making an infringing copy of software with the intention of obtaining a commercial advantage or profit and if the person knows or ought reasonably to know that the copy is infringing copyright and is now a criminal offense. Offenders may be liable for:

- Fines up to \$93,500 and /or up to five years imprisonment for individuals
- Fines up to \$467,500 and/or up to five years imprisonment for companies.

### *Civil Penalties*

Making or using illegal copies of software for your personal use or at work is a civil offense under the Copyright Act and offenders are liable for:

- Damages of an unlimited amount (determined by the Court)
- Court costs in many circumstances, which can also be substantial.

It does not make any difference who loads the software. For example, if an employee loads personal software on a CPTC computer and then the software is copied by others at the College, the College is liable even though it was unaware of the activity. Any software on CPTC-owned computers including laptops, tablets, and smartphones used at home, in a classroom or in an office for which Coastal Pines Technical College does not have a license must be removed immediately. This is an excerpt from the Business Software Alliance website.

Many businesses, both large and small, face serious legal risks because of software piracy. Under the law, a company can be held liable for its employees' actions. If an employee is installing unauthorized software copies on company computers or acquiring illegal software through the Internet, the company can be sued for copyright infringement. This is true even if the company's management was unaware of the employee's actions.

## Ownership of Intellectual Property

Coastal Pines Technical College encourages the development, writing, invention, or production of intellectual property designed to improve the productivity of the college or to enhance the teaching/learning environment. In order that the college may fully utilize all works produced for and provided for its use, an employee or student producing work for the college or its use represents and warrants that such works:

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

Intellectual property refers to creations of the mind: inventions, literary and artistic works, and symbols, names, images, and designs used in commerce. Intellectual property includes, but is not limited to, materials which may be copyrighted, patented, and/or trademarked.

### Ownership

Unless otherwise provided in a separate agreement, the college owns all rights to a copyrightable or patentable work created by the employee or student with the support of college resources. Ownership refers to a legally binding agreement specifying the names, party, or parties to whom the intellectual property belongs and who will be attributed as the owners of the intellectual property in the general public. College resources include, but are not limited to, offices, computers, standard office equipment and supplies, libraries, labs, funds, and personnel.

Ownership resides with the employee or student if all of the following criteria are met:

- The work is the result of individual initiative, not requested or required by the college;
- The work is not the product of a specific contract or assignment made as a result of employment or enrollment with the college;
- The work is not prepared within the scope of the employee's job duties or course/program requirements;
- The work is not completed using equipment or resources provided by the college.

Ownership resides with the college if any of the above criteria are not met and/or if any of the following criteria applies:

- The work is prepared within the scope of the employee's job duties or course/program requirements;
- The work is the product of a specific contract or assignment made in the course of the employee's employment or student's enrollment with the college;
- The development of the work involved facilities, time, and/or other resources of the college including, but not limited to, release time, grant funds, college personnel, salary supplement, leave with pay, equipment, or other materials or financial assistance.

Any employee or student of Coastal Pines Technical College must obtain the express written approval of the president prior to the development of intellectual property if there is any question pertaining to ownership.

## **Copyrighted Material**

Literary works, textbooks, works of art, maps, computer software, musical and dramatic works, motion pictures and sound recordings, and other original works of authorship may be copyrighted. In order to be covered by copyright laws, the work must be in some tangible form, and it must be the product of original creative authorship. Ownership of copyrightable works must be consistent with the United States Copyright Law. The burden of obtaining the copyright, patent, license, and/or trade secret rights, including cost, is that of the owner.

## **Revenue**

Revenues derived from the development and creation of college-owned intellectual property are distributed to college revenue funds as determined by the president. In the event that intellectual property is licensed to the originator, the full rights for the copyright, patent, or trademark, and any resulting royalties or profits, shall remain with the originator.

All cases, in which questions arise as to the equities, rights division of revenues, or any other intellectual property-related matter, shall be referred to the College Council for consideration, interpretation of procedure, and decision. Appeal of the decision shall be to the Vice President for Administrative Services, then to the President, and finally to the Technical College System of Georgia (TCSG). Appeals within the college must be made in writing within 30 days of written notice of a final decision. Appeals to the TCSG shall be made in accordance with State Board policy.

## **Student Code of Behavior/Grievances**

# Student Rights and Responsibilities

Enrollment as a student at Coastal Pines Technical College (CPTC) carries with it certain responsibilities as well as certain rights and privileges. CPTC promotes a climate of academic honesty, critical investigation, strong work ethic, intellectual freedom and freedom of individual thoughts and expression consistent with the rights of others.

## **Students have the following rights:**

1. To be admitted to CPTC without discrimination in any respect.
2. To be in an atmosphere that is conducive to learning and to attend CPTC 's educational programs, course offerings, and activities on campus or any activity sponsored by CPTC off campus in accordance with procedures.
3. To obtain the necessary knowledge, skills, and abilities, in order to gain initial employment, maintain advanced levels of competence or acquire new levels of competence by participating in programs, course offerings, and activities in accordance with CPTC procedures.
4. To develop intellectual, personal, and social values.
5. To see their records and, if necessary, challenge their accuracy.
6. To participate in college approved student organizations in accordance with CPTC procedures.
7. To due process procedures.
8. To pursue grievances against instructors, administrators, or fellow students.
9. To have academic and disciplinary records kept confidential subject to existing laws. No official records of students are available to unauthorized persons without the expressed written consent of the student involved except under legal compulsion.
10. To be informed of student's right-to-know information required by federal requirements.

## Students have the following responsibilities:

1. To attend class regularly and on time.
2. To be acquainted with the published CPTC procedures and comply with them as well as federal and state laws.
3. Treat others with courtesy and respect.
4. Demonstrate personal and academic integrity in dealing with others.
5. Make positive contributions to the multicultural, multiracial environment at the College.
6. Share responsibility for maintaining the integrity of the physical surroundings

## Student Code of Conduct

Coastal Pines Technical College provides opportunities for intellectual, emotional, social, and physical growth. Technical college students assume an obligation to act in a manner compatible with the fulfillment of its mission. The technical college community recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, Coastal Pines Technical College establishes this Student Code of Conduct.

*(Summary of the CPTC Procedure: Student Conduct Code. Complete Procedure may be accessed at [http://www.coastalpines.edu/assets/1/7/CPTC\\_Student\\_Conduct\\_Code\\_Procedure.pdf](http://www.coastalpines.edu/assets/1/7/CPTC_Student_Conduct_Code_Procedure.pdf)).*

## Conduct Rules and Regulations

### Proscribed Conduct

Any student found to have committed any of the following types of misconduct is subject to the disciplinary sanctions outlined in the Student Disciplinary Policy and Procedure.

## A. ACADEMIC

### Academic Misconduct Definitions

Academic Misconduct includes, but is not limited to, the following:

1. Aiding and Abetting Academic Misconduct
  - Knowingly helping, procuring, encouraging or otherwise assisting another person to engage in academic misconduct.
2. Cheating
  - Use and/or possession of unauthorized material or technology during an examination, or any other written or oral work submitted for evaluation and/or a grade, such as tape cassettes, notes, tests, calculators, computer programs, cell phones and/or smart phones, or other electronic devices.
  - Obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person's knowledge.
  - Furnishing assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade to another person.
  - Possessing, using, distributing or selling unauthorized copies of an examination, computer program, or any other written or oral work submitted for evaluation and/or a grade.

- Representing as one's own an examination or any other written or oral work submitted for evaluation and/or a grade created by another person.
  - Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.
  - Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.
  - Obtaining teacher edition text books, test banks, or other instructional materials that are only intended to be accessed by technical college officials, college administrator or faculty member.
3. Fabrication
- The falsification of any information or citation in an examination or any other written or oral work submitted for evaluation and/or a grade.
4. Plagiarism
- Submitting another's published or unpublished work in whole, in part or in paraphrase, as one's own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.
  - Submitting as one's own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.
  - Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

## B. NON-ACADEMIC MISCONDUCT

Non-Academic Misconduct includes, but is not limited to, the following:

1. Behavior
- Indecent Conduct: Disorderly, lewd or indecent conduct, including public physical or verbal actions; language commonly considered offensive (not limited to, but including profanity); or distribution of obscene or libelous written or electronic material.
  - Violence: physical abuse of any person (including dating violence, or sex violence) on technical college Premises or at technical college-sponsored or technical college-supervised functions, including physical actions which threaten or endanger the health or safety of any such persons. This includes fighting and/or other disruptive behavior, which includes any action or threat of violence which endangers the peace, safety, or orderly function of the technical college, its facilities, or persons engaged in the business of the technical college. Note: certain physical abuse may also be considered unlawful harassment.
  - Harassment: Coastal Pines Technical College prohibits unlawful conduct based on race, color, creed, national or ethnic origin, gender, religion, disability, age, genetic information, political affirmation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status addressed directly to any individual or group that has the purpose or effect of unreasonably and objectively interfering with that individual or group's: (1) performance, (2) work or educational environment or (3) ability to participate in an educational program or activity. The College also prohibits stalking, or other behavior which objectively and unreasonably interferes with another's legal rights or creates an objectively intimidating, hostile, or offensive environment. (This also includes the display of or navigation to pornography and other inappropriate websites and materials and inappropriate behavior on social media and/or networking applications.) Impermissible harassment may include verbal, non-verbal and/or physical conduct.
  - Disruption: prohibits activities not otherwise protected by law including the First Amendment to the Constitution of the United States of America, which intentionally obstruct or interrupt teaching, research, administration, disciplinary proceedings or other technical college activities, including public service functions, and other duly authorized activities on technical college Premises or at technical college-sponsored activity sites.
  - Failure to Comply: Failure to comply with lawful directions of technical college officials and/or failure to identify oneself to these persons when requested to do so.
2. Professionalism
- Personal Appearance: Students are expected to maintain proper personal appearance at all times. Attire and grooming should be appropriate for the occupational area in which the student is training. Appropriate is what one normally would wear on a job in the specific area of training. Any attire

considered unsafe or disruptive to the class will not be allowed. Students inappropriately dressed or dressed in a manner that could present a safety hazard will not be allowed to attend class. Students are expected to practice good personal hygiene. These requirements are designed to instill in each student a sense of order and respect for himself/herself, other students, and the faculty.

- Refer to Coastal Pines Technical College [Student Dress Code Procedure](#)

### 3. Use of Technical College Property

- Theft and Damage: prohibits theft of, misuse of, or harm to technical college property, or theft of or damage to property of a member of the technical college community or a campus visitor on technical college Premises or at a technical college function.
- Occupation or Seizure: illegal occupation or seizure in any manner of technical college property, a technical college Premises, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
- Presence on Technical College premises: prohibits unauthorized entry upon technical college premises; unauthorized entry into technical college premises or a portion thereof which has been restricted in use; unauthorized presence in technical college premises after closing hours; or furnishing false information to gain entry upon technical college premises.
- Assembly: prohibits participation in or conducting an unauthorized gathering that objectively threatens or causes injury to person or property or that interferes with free access to technical college facilities or that is unprotected by the First Amendment to the Constitution of the United States of America and objectively harmful, obstructive, or disruptive to the educational process or functions of the technical college.
- Fire Alarms: prohibits setting off a fire alarm or using or tampering with any fire safety equipment on technical college Premises or at technical college-sponsored activity sites, except with reasonable belief in the need for such alarm or equipment. In the event of a fire alarm sounding, students must evacuate the building unless otherwise directed by a technical college official.
- Obstruction: prohibits obstruction of the free flow of pedestrian or vehicular traffic on technical college Premises or at technical college sponsored or supervised functions.
- Refer to Coastal Pines Technical College [Parking; Procedures and Rules](#)

### 4. Drugs, Alcohol and Other Substances

Substances referred to under this policy include all illegal drugs, alcoholic beverages, and misused legal drugs (both prescription and over-the-counter).

- Alcohol: Students must comply with all state and federal laws regulating alcohol as well as TCSG Policy 3.3.6, Alcohol on Campus. Alcoholic beverages may not be served or sold at any student sponsored function. Students being in a state of intoxication on technical college Premises or at technical college-sponsored or supervised functions (including off-campus functions), internships, externships, practicum, clinical sites, cooperative or academic sponsored programs or activities or in a technical college-owned vehicle is prohibited.
- Controlled substances, illegal drugs and drug paraphernalia: The technical college prohibits possession, use, sale, or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.
- Food: The technical college prohibits eating and/or drinking in classrooms, shops, and labs or other unauthorized areas on technical college Premises, unless otherwise permitted by technical college officials.
- Smoking/Tobacco: The technical college prohibits smoking, or using other forms of electronic, alternative smoking devices or other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on technical college Premises. Refer to the CPTC Procedure: [Tobacco Free Campus](#).

### 5. Use of Technology

- Damage and Destruction: Destruction of or harm to equipment, software, or data belonging to the technical college or to others is considered unacceptable usage. This may include altering, downloading, or installing software on technical college computers, tampering with computer hardware or software configuration, improper access to the technical college's network, and disconnection of technical college computers or devices.
- Electronic Devices: Unless otherwise permitted by technical college officials, the technical college prohibits use of electronic devices in classrooms, labs, and other instructional, event, or affiliated facilities on technical college Premises. Such devices include, but are not limited to cell phones,



beepers, walkie talkies, cameras, gaming devices, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. Coastal Pines Technical College also prohibits attaching personal electronic devices to college computers under any circumstances.

- Harassment: Coastal Pines Technical College prohibits the use of computer technology objectively interfere with another's legal right to be free from harassment based on that individual's race, color, creed, genetic information, national or ethnic origin, gender, religion, disability, age, political affirmation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status.
- Unacceptable Use: Use of computing facilities to interfere with the work of another student, faculty member or technical college official. This includes the unauthorized use of another individual's identification and password.

Coastal Pines Technical College prohibits any additional violation to the CPTC Procedure: Acceptable Computer and Internet Use.

## 6. Weapons

Coastal Pines Technical College and the Technical College System of Georgia is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on college building or property shall be governed by Georgia state law. All individuals are expected to comply with the related laws. Failure to follow laws pertaining to weapons is considered a violation of the Student Code of Conduct. Relevant Georgia laws to be aware of and compliant with include but may not be limited to:

O.C.G.A. § 16-8-12(a)(6)(A)(iii)

O.C.G.A. § 16-7-80

O.C.G.A. § 16-7-81

O.C.G.A. § 16-7-85

O.C.G.A. § 16-11-121

O.C.G.A. § 16-11-125.1

O.C.G.A. § 16-11-126

O.C.G.A. § 16-11-127

O.C.G.A. § 16-11-127.1

O.C.G.A. § 16-11-129

O.C.G.A. § 16-11-130

O.C.G.A. § 16-11-133

O.C.G.A. § 16-11-135

O.C.G.A. § 16-11-137

O.C.G.A. § 43-38-10

## 7. Gambling

Coastal Pines Technical College System of Georgia prohibits the violation of federal, state or local gambling laws on technical college premises or at technical college sponsored or supervised activities.

## 8. Parking

The technical college prohibits violation of Coastal Pines Technical College regulations regarding the operation and parking of motor vehicles on or around CPTC Premises.

## 9. Financial Irresponsibility

Coastal Pines Technical College prohibits the theft or misappropriation of any technical college, student organization or other assets.

## 10. Violation of Technical College Policy

Violation of System or Technical College Policies, rules or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program, internships, externships, practicum, clinical sites, co-operative, or any academic sponsored programs or activities, student organizations or students who reside in on-campus housing.

## 11. Aiding and Abetting

Aiding, abetting, or procuring another person to do an activity which otherwise violates this Code of Conduct is prohibited.

## 12. Falsification of Documentation

Disciplinary proceedings may be instituted against a student who falsifies any documentation related to the Coastal Pines Technical College either to the Technical College or to others in the community, including, but not limited to falsification of: Technical College transcripts; transcripts or other documentation from other institutions to obtain credit from or admission to the Technical College; Technical College report cards or other grade reports; documentation related to a student's citizenship

status; tests, homework, attendance records; signature of any Technical College employee in his or her official capacity; signatures of any employee of a clinical or internship site where the student is participating in an educational program associated with the Technical College or records related to any clinical, internship or other academic activity associated with the Technical College.

13. Violation of Law
  - If a Student is convicted or pleads Nolo Contendere to an on-campus or off-campus violation of federal, state, or local law, but not has not been charged with any other violation of the Student Code of Conduct, disciplinary action may nevertheless be taken and sanctions imposed if the violation of federal, state or local law is detrimental to the technical college's vital interests and stated mission and purpose.
  - Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.
  - When a student is charged by federal, state, or local authorities with a violation of law, the technical college will not request or agree to special consideration for that individual because of his/her status as a student. The technical college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.
14. Abuse of the Student Judicial Process, including but not limited to
  - Failure to obey the notification of the Vice President for Student Affairs, Hearing Body, Appellate Board or Technical College Official.
  - Falsification, distortion, or misrepresentation of information in a judicial proceeding.
  - Disruption or interference with the orderly conduct of a disciplinary proceeding.
  - Initiating a disciplinary proceeding knowingly without cause.
  - Attempting to discourage an individual's proper participation in, or use of, the disciplinary process.
  - Attempting to influence the impartiality of a member of a Hearing Body, or Appellate Board prior to, and/or during the course of, the disciplinary proceeding.
  - Harassment (verbal or physical) and/or intimidation of a member of a Hearing Body, or Appellate Board prior to, during, and/or after a disciplinary proceeding.
  - Failure to comply with the sanction(s) imposed under the Student Code.

## Student Disciplinary Procedure

### Article IV: Judicial Policies

1. Filing a Complaint
  - Any person may file a complaint with the Vice President for Student Affairs or designee against any student for an alleged violation of the Student Code of Conduct. The individual(s) initiating the action should complete a Student Code of Conduct Complaint Form, and provide it to the Vice President for Student Affairs.
  - Academic Misconduct may be handled using this procedure or a separate Academic Misconduct Procedure at the discretion of the technical college president.
  - Investigation and Decision
    - Within five business days after the Student Code of Conduct Complaint Form (the "Complaint") is filed, the Vice President for Student Affairs shall complete a preliminary investigation of the incident, and schedule a meeting with the student against whom the complaint was filed in order to discuss the incident and the allegations. In the event that additional time is necessary, the Student will be notified. After discussing the complaint with the student, the Vice President for Student Affairs or designee shall determine whether the student committed the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct.
    - The student shall have 5 business days from the date contacted by the Vice President for Student Affairs to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond to the Vice President for Student Affairs within 5 business days to

schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the Vice President for Student Affairs will consider the available evidence without student input and make a determination.

- In the event that a Complaint alleges violations of the Student Code of Conduct by more than one student, each student's disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.
- If the Vice President for Student Affairs determines that the student has violated the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described below. If the Vice President for Student Affairs determines that the alleged conduct did not occur, or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

## 2. Disciplinary Sanctions

Based on the severity of the incident, the Vice President for Student Affairs may take one of two actions:

- After a determination that a student has violated the Student Code of Conduct, the Vice President for Student Affairs may impose, without referral to the Hearing Body, one or more of the following sanctions. Notification shall be sent to the student and the person(s) who initially filed the complaint.
  - Restitution – A student who has committed an offense against property may be required to reimburse the technical college or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.
  - Reprimand – A written reprimand may be given to any student. Such a reprimand does not restrict the student in any way, but it signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the technical college community, and that any further violation may result in more serious sanctions.
  - Restriction – A restriction upon a student's privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent the technical college in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.
  - Disciplinary Probation – Continued enrollment of a student on probation may be conditioned upon adherence to specified terms. Any student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to be in violation of these terms while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.
  - Failing or lowered grade – In cases of Academic Misconduct, the Vice President for Student Affairs will make a recommendation to the Vice President for Academic Affairs or his/her designee who may authorize the instructor to award a failing or lowered grade in the course, or a loss of credit on the assignment or examination.
- After a determination that a student has violated the Student Code of conduct, the Vice President for Student Affairs may recommend the imposition of one of the following sanctions if appropriate. The Vice President for Student Affairs' recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions, as well as those described in section VI.2 above, following a hearing. A copy of the written recommendation shall be provided to the student and the person filing the complaint.
  - Disciplinary Suspension – If a student is suspended, he/she is separated from the technical college for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.
  - Disciplinary Expulsion – Removal and exclusion from the technical college, Technical College controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by the Vice President for Student Affairs. Students who have been dismissed from the technical college for any reason may apply in writing to the Vice President for Student Affairs for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, the student will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Vice President for Student Affairs.
  - System-Wide Expulsion – Where a student has been expelled or suspended three times from the same or different colleges in the Technical College System of Georgia in the past seven years, the student will not be permitted to register at any college in the Technical College System of Georgia for a period of ten years after the most recent expulsion/suspension.

- Violation of Federal, State, or Local Law
    - If a student is convicted or pleads nolo contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the technical college's vital interests and stated mission and purpose.
    - Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.
    - When a student is charged by federal, state, or local authorities with a violation of law, the technical college will not request or agree to special consideration for that individual because of his/her status as a student. The technical college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
  - Interim Disciplinary Suspension – As a general rule, the status of a student accused of violations of the Student Code of Conduct should not be altered until a final determination is made regarding the allegations against him/her. However, interim suspension may be imposed upon a finding by the Vice President for Student Affairs that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and well-being of the accused student or any other member of the technical college community or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other technical college-related activities. If an interim disciplinary suspension is imposed, the matter must be referred as soon as possible to the Hearing Body. The student need not request an appeal.
  - Conditions of Disciplinary Suspension and Expulsion
    - A student who has been suspended or expelled from the technical college shall be denied all privileges afforded a student and shall be required to vacate technical college Premises at a time determined by the Vice President for Student Affairs.
    - In addition, after vacating the technical college Premises, a suspended or expelled Student may not enter upon the technical college Premises at any time, for any purpose, in the absence of written permission from the Vice President for Student Affairs. A suspended or expelled student must contact the Vice President for Student Affairs for permission to enter the technical college Premises for a limited, specified purpose.
    - If the student seeks to submit a signed Disciplinary Sanction Appeal Form, the Vice President for Student Affairs must accept the form by mail or fax if he/she refuses the Student's request to enter the Technical College Premises for that specified purpose.
    - A scheduled appeal hearing before the Hearing Body shall be understood as expressed permission from the Vice President for Student Affairs for a student to enter the technical college Premises for the duration of that hearing.
3. Mediation
- At the discretion of the technical college president the technical college may adopt a mediation procedure to be utilized prior to the appeals set forth herein. Mediation may never be used in cases of alleged sexual misconduct.
4. Hearing/Appeals Procedure
- A student who wishes to appeal a disciplinary decision by the Vice President for Student Affairs regarding an assigned sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade must file a written notice of appeal through the technical college president's office for review by the Hearing Body within five business days of notification of the decision. The person filing the initial complaint against the student must be notified of the hearing date.
  - If the Vice President for Student Affairs recommended a sanction of disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the matter will be referred to the Hearing Body by the Vice President for Student Affairs. The student need not file a written notice of his or her desire to appear before the Hearing Body. The person filing the initial complaint shall also be given notification of the hearing.
  - The student will then have the right to appear in a hearing before a Hearing Body assigned by the technical college president or his/her designee within 10 business days to present evidence and/or

testimony. If the student has been placed on an interim disciplinary suspension, the hearing must be held as soon as possible, preferably within five days. The student has the right to be assisted by any single advisor he/she chooses, at his/her own expense. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Hearing Body. The Hearing Body may consist of a single person or a group of people drawn from the technical college community. There shall be a single official record, such as a tape recording, of all hearings before the Hearing Body. The official record shall be the property of the technical college. The standard of proof in all hearings shall be a preponderance of the evidence. The chairperson of the Hearing Body shall notify the technical college president and the Vice President for Student Affairs in writing of the Hearing Body's decision. The technical college president or his/her designee will notify the student in writing of the Hearing Body's decision.

- If the student appeared before the Hearing Body to appeal the Vice President for Student Affairs' sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade, the Hearing Body's decision regarding the appeal is final.
  - A copy of the Hearing Body's written decision will be provided to both the student and the person who filed the original complaint.
- If the student appeared before the Hearing Body after the Vice President for Student Affairs recommended disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the student shall have the opportunity to appeal directly to the technical college president.
- If entitled to an appeal to the technical college president, the student shall have 5 business days after receiving written notification of the Hearing Body's decision to request in writing an appeal. The student shall ensure that all relevant information is included with this request. The person who filed the original complaint shall be notified of the student's appeal.
- The president of the technical college or his/her designee's review shall be in writing and shall only consider evidence currently in the record, new facts not brought up in earlier stages of the appeal shall not be considered. The technical college president or his/her designee shall deliver the decision to the student and the person who filed the original complaint within 10 business days. The decision of the technical college president or his/her designee shall be final and binding.

## Document Retention

The Vice President for Student Affairs shall retain a copy of all documents concerning complaints, investigations, administrative actions, and communications in relation to any incident that resulted in a disciplinary investigation of any kind against a student. The Vice President for Student Affairs will also retain records of any disciplinary appeals filed by the affected student, as well as the resulting record of appeal and decision submitted by the Hearing Body and the technical college president or his/her designee. A record of the final decision must also be retained. All records specified in this section shall be retained for a period of five years.

# Student Complaints Grievances

Coastal Pines Technical College (CPTC) students have the right to file informal and formal complaints regarding issues arising from the application of a policy or procedure. It is the policy the Technical College System of Georgia (TCSG) and CPTC to maintain a complaint process available to all students that provides an open and meaningful forum for their complaints, resolution of those complaints, and is subject to clear guidelines. Given the variety of situations in which complaints might arise, the response to concerns will follow either an informal or formal process.

### **Informal Complaint:**

Complaints are considered informal when they are expressed verbally, by mail, or submitted via the Suggestion Box on the CPTC website.

### **Formal Complaint:**

Complaints are considered formal when the concern is submitted in writing and the document specifically indicates the writer intends to file a formal complaint. Concerns submitted by email will be considered informal

unless the body of the email specifically indicates otherwise.

Procedures for filing formal complaints/grievances are published in the CPTC Catalog and Student Handbook, which is accessible on the CPTC website.

When filing a complaint/grievance, the student should adhere to specified deadlines and provide detailed information about the nature of the complaint, including date(s), time(s), and names of individuals involved, as well as the procedure violated (if known). Supporting documentation which substantiates the complaint should be included if available.

The office of the Vice President for Academic Affairs maintains a log of academic related student complaints that are processed at the Vice President's level.

The office of the Vice President for Student Affairs maintains a log of non-academic student complaints to include student code of conduct, sexual harassment, unlawful harassment, discrimination, and all other non-academic complaints or grievances.

Student logs are reviewed annually by the appropriate Vice President in order to identify trends and address recurring problems. Findings are shared with the Cabinet. If trends are identified, the Cabinet develops action plans to address the problems.

<b>Type of Complaint/ Grievance</b>	<b>Directed To</b>	<b>Timeline for Complaint Resolution</b>
Academic Grade Appeals	Academic Affairs	Student to appeal to the instructor who awarded the grade within 10 business days. If not resolved, to the Dean within 20 business days; then to the VP Academic Affairs within 30 business days.
Academic Suspension or Dismissal Appeal	Vice President for Academic Affairs	Student to file appeal within 10 business days from learning of Suspension or Dismissal
General Non-Academic	Vice President for Student Affairs	Student has 10 business days from date of incident to resolve the matter informally; if not resolved, 15 business days to file the formal grievance. The VP for Student Affairs or President's designee will investigate and respond to the student within 15 business days. An additional 15 business days shall be granted upon notice to the grieving student. The student may appeal the decision of the VP for Student Affairs or President's designee to the College President within 5 business days of receiving response. The decision of the appeal shall be made within 10 business days of receipt of the appeal.
Code of Conduct	Vice President for Student Affairs	Within 5 business days of a filed Code of Conduct Complaint, the VP for Student Affairs or designee shall conduct a preliminary investigation and schedule a meeting with the student against whom the complaint was filed. The student shall have 5 business days from the date contacted to schedule a meeting.
Unlawful Harassment and Discrimination including Title VI/ Section 504/ADA and Title IX/Sex Discrimination	Special Services Director	Investigations of all complaints shall be completed within 45 business days of the receipt of the complaint. No later than 10 business days after completion of an investigation, parties will be provided investigative summary findings. Any of the parties to a complaint may request a review of the investigative findings within 5 business days of receiving notice. Within 10 business days of receiving a request for review, the President will notify the parties in writing of his/her final determination.

# Academic Freedom

Coastal Pines Technical College (CPTC) supports the concept of academic freedom in accordance with State Board policy (5.1.1p Academic Freedom). CPTC safeguards and protects these rights of academic freedom by providing faculty and students the right to initiate grievance procedures should they have complaints dealing with the infringement of or personal penalization as the result of the exercise of this freedom.

To ensure academic freedom, any faculty member or student who believes his/her academic freedom has been violated may present a written complaint to the Vice President for Academic Affairs within seven (7) business days of the alleged incident. If the complaint is against the Vice President for Academic Affairs, the written complaint will be filed with the Vice President for Student Affairs. The complaint must contain a brief description of the alleged incident, relief requested, and the signature of the complainant. Within ten (10) business days of the complaint, an informal resolution will be attempted. If an informal resolution is not made, an investigation will be conducted and completed within 30 days by the appropriate Vice President.

At the conclusion of the investigation, a written report will be made presenting the findings of fact, investigative conclusions, and any recommended actions, if appropriate. If the complainant is not satisfied with the investigation report, he/she may present a written appeal to the President of CPTC stating the reasons for disagreement. The President will review the complaint and render a decision regarding a resolution within 30 days. If the complaint is against the President, the appeal will be filed with the Assistant Commissioner, Technical Education. The decision of the President or Assistant Commissioner is final.

## Grievance/Compliant Appeals Officers

Type of Complaint	Complainant	Officer
Academic Appeals	Student	Vice President for Academic Affairs
American Disabilities Act - Title II/Section 504	Employee	Human Resource Coordinator
American Disabilities Act - Title II/Section 504	Student	Special Services Director
Employment Related Grievances	Employee	Human Resource Coordinator
Equity - Title VI	Employee	Human Resource Coordinator
Equity - Title VI	Student	Special Services Director
Sexual Discrimination - Title IX	Employee	Human Resource Coordinator
Sexual Discrimination - Title IX	Student	Special Services Director
Student Discipline/Code of Conduct	Student	Vice President for Student Affairs
General Non-Academic	Student	Vice President for Student Affairs

## Unlawful Discrimination, Harassment, and Retaliation in Employment

### Purpose:

It is the purpose of this procedure to ensure that all employees within the Technical College System of Georgia (TCSG) shall be provided an environment free of unlawful harassment (including sexual harassment and sexual violence), discrimination, and retaliation.

All employees and employees are expressly prohibited from engaging in any form of unlawful harassing, discriminating, intimidating or retaliatory behavior or conduct ("prohibited conduct") in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses also shall not

engage in prohibited conduct and may be barred from campus for such prohibited conduct. Allegations of discrimination, harassment or retaliation, occurring at clinical sites to which employees are assigned shall be investigated in accordance with this procedure.

Any student or employee who has engaged in prohibited conduct will be subject to disciplinary action up to and including expulsion or dismissal. Nothing in this procedure shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the United States of America. All employees are required to report any prohibited conduct. Reports will be treated in an expeditious and confidential manner. CPTC will not tolerate retaliation for having filed a good faith harassment and/or discrimination complaint or for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including expulsion or dismissal.

Employee complaints of unlawful harassment or discrimination shall be conducted pursuant to the process outlined in the procedure governing Unlawful Harassment, Discrimination and Retaliation in Employment.

## Applicability:

All work units and technical colleges associated with the Technical College System of Georgia.

## Related Authority:

State Board Policy 1.B. Statement of Equal Opportunity

Title IX of the Educational Amendments of 1972

20 U.S.C. §§ 1681 et seq.

Violence Against Women Reauthorization Act of 2013

Campus Sexual Violence Elimination Act (Campus SaVE)

O.C.G.A. § 19-7-5

Titles VI and VII of the Civil Rights Act of 1964

Age Discrimination Act of 1975

Rehabilitation Act of 1973, as amended

Americans with Disabilities Act of 1990

Americans with Disabilities Amendments Act (ADAAA) of 2008

Genetic Information Nondiscrimination Act (GINA) of 2008 Procedure: Student Grievances

## Definitions:

1. Unlawful Discrimination: the treatment, or consideration of, or making a distinction in favor or against a person based upon a legally protected characteristic, class or category to which the person belongs: e.g. race, color, religion, gender, national origin, age, or disability. Unlawful discrimination can also be the effect of a procedure or practice that confers or denies privileges to a protected class because of race, color, religion, etc.
2. Unlawful Harassment (Other Than Sexual Harassment): Verbal or physical conduct that disparages or shows hostility or aversion toward an individual because of that person's race, color, religion, gender, national origin, age, or disability. The conduct will be considered Unlawful Harassment if it:
  - Has the purpose or effect of creating an intimidating, hostile or offensive work environment; or
  - Has the purpose or effect of unreasonably interfering with an individual's work performance.
3. Examples of Unlawfully Harassing Conduct or Behavior (Other Than Sexual Harassment) or Generally Offensive Behavior/Conduct:
  - Offensive remarks, jokes, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, sexual orientation, national origin, age or disability;



- Displaying offensive written or graphic material, pictures, photographs, or drawings on walls, bulletin boards, computers, or other work locations, or which are circulated in the work place;
  - Offensive e-mail, text or voice mail message(s), or inappropriate use of state resources (e.g. downloading sexually explicit websites and/or information); and Foul or obscene language. This is a representative list of harassing conduct or behavior and is not intended to be exhaustive.
4. Sexual Harassment (a form of unlawful harassment): unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal, written, electronic or physical conduct of a sexual nature when:
    - Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
    - Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or
    - Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
  5. Examples of Sexually Harassing Conduct or Behavior: Sexually harassing conduct or behavior (regardless of the gender of the persons involved) includes:
    - Physical touching; Sexual comments of a provocative or suggestive nature; Suggestive looks or gestures; Jokes, printed material or innuendoes; or Making acceptance of unwelcome sexual conduct, advances, or requests for sexual favors of any nature a condition for employment, employment decisions, or continued employment (pressure for sexual favors).  
This is a representative list of conduct or behavior and is not intended to be exhaustive.
  6. Retaliation: Unfavorable employment action taken, unfavorable employment condition created, or other action taken for the purpose of intimidation that is directed toward an employee because the employee reported or complained of unlawful discrimination or harassment or because the employee participated in an investigation of such.
  7. Employees: Any individual employed in a full or part time capacity in any work unit and/or technical college associated with the Technical College System of Georgia ("TCSG").
  8. Non-Employee: Any third party, (e.g. volunteer, vendor, contractor, etc.) who conducts business with or on behalf of a work unit or technical college.
  9. President: the chief executive officer responsible for the management and operation of the technical college where the complainant and/or respondent are currently employed.
  10. Human Resources Director: The highest ranking employee responsible for the human resource function at a technical college. The System Office Human Resources Director provides technical assistance and expertise to all college HR Directors and manages the human resource function for all work units not associated with a technical college.
  11. Local Investigator: The person(s) at the technical college who is delegated the responsibility for the investigation of employee complaints of unlawful discrimination, harassment, and retaliation complaints. Local Investigators are typically staff from the college's Office of Human Resources but may also include Title IX Coordinators.
  12. Title IX Coordinator: an individual designated by the president of the college to ensure compliance with Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681 et seq., and related federal regulations. The Title IX Coordinator may also be assigned the responsibility for compliance with other state and federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the U.S. Department of Education.

## Policy Administration

1. The State Board Policy Statement on Equal Opportunity should be permanently displayed on official bulletin boards of the technical colleges and System Office and easily assessable to staff.
2. Supervisors must take ongoing proactive steps to ensure their work environments are free from any type of discrimination, unlawful harassment and retaliation and to educate their staff on appropriate conduct.
3. All current and future employees shall be required to read and become familiar with the Statement of Equal Opportunity and other employment-related policies and procedures located in the TCSG State Board Policy Manual (tcsge.edu).

4. As a condition of employment, all employees (current and future) are required to read and sign the employee acknowledgment of this procedure which will become a permanent part of the employee's personnel record.
5. Any employee, student, contractor or volunteer who has any questions concerning this Procedure should direct those questions to the college's Title IX Coordinator or Human Resources Director.
6. Presidents should ensure that employees receive appropriate training on the identification, prevention, and reporting of sexual harassment.

## Reporting and Management Action

1. All employees are required to report allegations of unlawful discrimination, harassment and retaliation against themselves or others, as well as other possible policy violations.
  - Allegations of unlawful discrimination, harassment or retaliation may be reported by employees within their chain of command, or may bypass the normal chain of command and report an allegation/suspicion directly to the Title IX Coordinator or Human Resources Director; employees may also email complaints to: UnlawfulHarassment@tcsg.edu.
  - Complaints can be expressed in writing, by telephone, or in person.
2. Supervisors who have reason to believe that unlawful discrimination, harassment and/or retaliation may exist shall immediately inform the President, Human Resources Director, Title IX Coordinator or the System Office Human Resources Director.
3. Other than reporting the information and discussing it with the investigator, employees must keep the information confidential unless release is approved, or unless final action has been taken pursuant to this Procedure.
4. Employment related unlawful discrimination, harassment or retaliation complaints received by the Title IX Coordinator shall be immediately reported to the Human Resources Director.
5. A President or other designee of the Commissioner may suspend with pay, temporarily transfer, or reassign employees involved in an investigation in order to prevent further discrimination or harassment or to facilitate the effectiveness of an investigation. Whenever possible, any changes in assignments or work status for a complainant should not be made.
6. Unless otherwise authorized by the System Office Human Resources Director or Office of Legal Services, no disciplinary action shall be taken against the respondent until an investigation has been completed. NOTE: A suspension with pay pending completion of an investigation is not a disciplinary action.
7. All allegations of unlawful discrimination, harassment and retaliation by or against a System office employee, Vice President or President of a technical college shall be referred to the System Office Human Resources Director or the Office of Legal Services.
8. A President may refer any allegation of unlawful discrimination harassment, and/or retaliation to the System Office Human Resources Director or Office of Legal Services for investigation. Investigations may also be conducted in conjunction with the Local Investigator.

## Investigations

1. All complaints shall be investigated thoroughly and should be completed within 45 business days of the receipt of the complaint. The parties will be notified if extraordinary circumstances exist requiring additional time.
2. If a complaint does not specify facts sufficient to support an allegation of unlawful discrimination, harassment or retaliation the President, after consultation with the Office of Legal Services, may determine the allegations will not be investigated pursuant to this Procedure. The complaint, if appropriate, may be investigated pursuant to the Employee Complaint Procedure. The complainant must be notified of the decision within five (5) business days of receipt of the complaint.
  - Upon consent by both the complainant and the respondent, any complaint not rising to an allegation of unlawful conduct may also be referred for mediation in lieu of investigation. Mediations must be conducted by a qualified objective-third party not employed by the college.
3. Both the complaining party and the respondent will be given an equal opportunity to identify witnesses and offer evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties.

4. Conduct which does not rise to the level of unlawful discrimination or harassment as those terms are defined in this Procedure may still violate other policies or procedures and any such violations should be included in investigative findings.
5. Investigative materials generated through the application of this Procedure will be processed and maintained confidentially to the extent permitted by law.

## Review and Disposition

1. Local Investigators and Presidents should consult with the Office of Legal Services when making the determination whether or not the facts support a finding of unlawful conduct.
2. If the results of the investigation do not support a finding of unlawful discrimination, harassment or retaliation, or other policy violations, the matter will be closed and the parties notified of such.
3. If the results of the investigation support a finding of unlawful harassment, discrimination or retaliation or any other policy violation, the President shall promptly take any necessary action to ensure the conduct is not repeated. Actions may include, but not be limited to, mandating training, issuance of disciplinary actions, or dismissal from employment.
4. Both the complainant and the respondent will be notified in writing of the results of the investigation; provided, however, that if disciplinary action is to be initiated as a result of the investigation, neither party will be notified until all disciplinary actions are taken.

## Campus Safety & Security

### College Security Statistics

As required by the Higher Education Act, the Coastal Pines Technical College Police Chief must report required College crime statistics annually. Summary reports are posted on the Department of Education website and on the CPTC website made available to faculty, staff, and the community. The report also contains procedures for crime reporting, general security, sexual assault policy, drug and alcohol policy including Georgia state laws and health risks of drug/alcohol use, weapons policy and the most recent report in compliance with the Campus Crime Statistics Act.

### Safety

Safety precautions for the College are posted and announced in common areas, labs, and classrooms. Students are not to use any equipment except under the supervision of the instructor and then only after safety precautions have been explained and demonstrated. Any student willfully disobeying safety signs, regulations, or warnings from instructors is subject to immediate dismissal.

Coastal Pines Technical College is committed to a safe educational environment for students and a safe working environment for faculty and other staff. For details, see CPTC Emergency Operations Plan.

CPTC has an officer on site or who monitors site activity via video surveillance during the hours students occupy the buildings.

For an emergency requiring immediate assistance: Call 911

For non-emergency assistance:

Alma	912-632-0951
Baxley	912-367-1700

Camden 912-510-3300  
Golden Isles 912-424-9405  
Hazlehurst 912-379-0041  
Jesup 912-424-9403  
Waycross 912-424-9410

Any student who desires an escort to their vehicle in a CPTC parking area should contact the front desk, officer or an instructor for assistance. Escorts will be considered on a case-by-case basis.

## Crime Awareness and Reporting

Any student or employee witnessing or being subject to any criminal act on campus or off-campus instructional site must report the incident immediately to the Security/Police Officer on duty. In the absence of a Security/Police Officer the incident must be reported to any available Vice President or supervisor.

Local authorities will be contacted and advised of any incident reported which involves a criminal action occurring on the College campus or off-campus instructional site. Coastal Pines Technical College facilities are accessible for staff, students, and visitors during regularly scheduled hours, which may vary by location. The College is also open on weekends occasionally for special functions. Coastal Pines Technical College does not have campus residences.

All crimes will be reported immediately and accurately to the College Police Chief and appropriate law enforcement agencies. Coastal Pines Technical College works closely with state and local police and law enforcement agencies in reporting all known campus crime.

## Emergency Procedures

Emergency evacuation routes and procedures are posted in each area. In emergency situations, specific evacuation and emergency response procedures will be provided by the classroom instructor.

## Emergency Closing

The College retains the right to alter the business and class hours if conditions exist that may threaten the health, safety, or welfare of students and personnel. Every effort will be made in such cases to notify students and personnel, as appropriate. Such changes will be announced by website, email, text, major television and radio stations.

## Rave Alerts

Rave Alerts are used to send emergency communications and other important information via text message and email.

Employees and students enrolled in certificate, diploma and/or degree programs are automatically added each semester. Rave Alerts accounts may be accessed at <https://www.getrave.com/login/coastalpines>. Username should be the CPTC email address issued to the user. If the user may not know or remember their password, then please click on the link provided for "Forgot your password?"

Adult Education, Continuing Education and Corporate Training students; facility rental and event guests; and all others may request to be added to the system to receive Rave Alerts at <https://www.emailmeform.com/builder/form/SGaDrzJggFcMRsCo>. After being added, users may access their Rave Alerts account at

<https://www.getrave.com/login/coastalpines>. Username should be the email address indicated when making the request to be added. If the user may not know or remember their password, then please click on the link provided for "Forgot your password?"

## Tobacco Usage

In an effort to provide a healthier and cleaner environment for students, employees and visitors, the Coastal Pines Technical College (CPTC) main campus and all off-campus instructional sites are tobacco-free. The use of tobacco products (including, but not limited to, cigarettes, electronic cigarettes, personal vaporizers, electronic nicotine delivery systems, cigars, pipes, and smokeless tobacco) is prohibited inside and outside all buildings, parking lots, commons areas, and within any college vehicle or any vehicle operated by the College. This procedure applies to students, employees, and visitors.

The monitoring and enforcement of the tobacco-free campus procedure is the responsibility of all CPTC faculty, staff, and students.

### Students

Students are expected to comply with the Tobacco-Free Campus Procedure. A fine of \$15.00 will be assessed each time a student is witnessed violating the procedure on Coastal Pines Technical College grounds. Failure to pay a fine will result in a hold placed on student's accounts. Habitual violators could face disciplinary sanctions issued by the college that could result in suspension or expulsion.

### Faculty and Staff

Coastal Pines Technical College has the right to prohibit the use of tobacco products on its property. Those employees who use tobacco products do not have the right to violate this procedure. An employee who fails to comply with this procedure will be subject to positive discipline procedures of the Technical College System of Georgia. Non-compliance should be reported to the employee's supervisor. Many cessation or other educational intervention resources are available for use by employees and may be recommended or required by the employee's supervisor.

### Personnel Renting/Using Grounds or Facilities

Coastal Pines Technical College has the right to prohibit the use of tobacco products on its property. Personnel renting/using the grounds/facilities do not have the right to violate this procedure. Contract agreements with such personnel may be terminated or not renewed.

## School Safety Zone Weapons Restriction

The Technical College System of Georgia is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on college buildings or property shall be governed by Georgia state law. All individuals are expected to comply with the related laws. Failure to follow laws pertaining to weapons is considered a violation of the Student Code of Conduct. Relevant Georgia laws to be aware of and compliant with include but may not be limited to:

- O.C.G.A. § 16-8-12(a)(6)(A)(iii)
- O.C.G.A. § 16-7-80

- O.C.G.A. § 16-7-81
- O.C.G.A. § 16-7-85
- O.C.G.A. § 16-11-121
- O.C.G.A. § 16-11-125.1
- O.C.G.A. § 16-11-126
- O.C.G.A. § 16-11-127
- O.C.G.A. § 16-11-127.1
- O.C.G.A. § 16-11-129
- O.C.G.A. § 16-11-130
- O.C.G.A. § 16-11-133
- O.C.G.A. § 16-11-135
- O.C.G.A. § 16-11-137
- O.C.G.A. § 43-38-10

## Workplace Violence

The Technical College System of Georgia (TCSG) and Coastal Pines Technical College are committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting free of intimidating, threatening, or violent behavior. Specifically, violent acts, threats (direct or implied), unlawful harassment, verbal or physical abuse, stalking, intimidation, and other disruptive behavior, language or communication in any form (including by telephone, facsimile electronic mail, written communication or social media) are expressly prohibited.

No employee, student, volunteer, visitor, vendor, or contractor shall engage in prohibited behavior or conduct against another individual at CPTC (including a satellite campus/location) or at any sanctioned off-site function.

A student, who believes that he/she has been subject to workplace violence should report the matter immediately to a CPTC administrator or Police Chief via an electronic version of the Workplace Violence Incident Reporting Form located on the CPTC website.

Any CPTC student who engages in prohibited behavior shall be subject to disciplinary action up to and including expulsion consistent with the provisions/guidelines of CPTC's Student Code of Conduct.

Examples of prohibited behavior include, but are not limited to:

- physically menacing/threatening behavior or gestures which convey a threat. NOTE: threats of violence will not be excused on the grounds that they were made in "jest" or in a "joking" manner.
- unlawful harassment, including ethnic, racial, or sexual epithets;
- physical attack/assault with or without a weapon;
- fighting and/or physical altercations, including any "fighting" that may be characterized as "horseplay";
- stalking;
- direct or implied verbal threats or abusive, intimidating, or obscene language;
- intentional damage to TCSG property;
- intentional damage to the personal property of an employee, student, volunteers, visitor, vendor, or contractor; or,
- possession of a weapon on technical college property when such possession violates the provisions of O.C.G.A. § 16-11-127.1 and State Board Policy 3.3.10.

Students should remain alert to and be familiar with their surroundings to better recognize potentially serious situations. Many acts of targeted workplace violence are preceded by direct or indirect threats; therefore, all threats must be taken seriously and should be reported as soon as possible.

Any complaint registered against a CPTC student regarding a potential violation of this procedure will be investigated consistent with the provisions of CPTC's Student Disciplinary Procedure. Procedure 4.3.3p (III.X): Workplace Violence may be accessed at [https://tcsgeu/tcsgpolicy/tcsg\\_policy\\_manual.pdf](https://tcsgeu/tcsgpolicy/tcsg_policy_manual.pdf).