

Academic Information

Grading System

Athens Technical College uses the following grading system to specify levels of performance in coursework.

Numerical Grade	Grade Equivalent	Points
A/A*	90-100	4
B/B*	80-89	3
C/C*	70-79	2
D/D*	60-69	1
F/F*	0-59	0

Learning support course grades are designated with an asterisk and are not included in the calculation of cumulative, graduate, and semester grade point averages. The college also uses the following symbols:

- AC—(Articulated Credit)
(This symbol indicates that students passed exemption examinations while enrolled in high school.)
- AU—(Audit/Warranty Claim)
(This symbol indicates that students enrolled in courses but chose not to seek credit for the courses. This symbol may also be used to indicate that students took courses through the state warranty program (see *Warranty of Graduates*)).
- EX—(Credit by Examination)
(This symbol indicates that students received credit based on their successful performance on examinations to demonstrate prior achievement of course competencies (see *Credit by Examination*)).
- I—(Incomplete)
(This symbol indicates that students could not complete the coursework by the end of the academic term due to extenuating circumstances, and they were approved to delay the completion of coursework to the beginning of the next academic term per a signed agreement. Instructors must file change of grade forms with the executive director of registration and records as soon as course requirements are completed. It is the **student's** responsibility to contact the instructor and complete all course requirements per their agreement. Only in extreme circumstances will the vice president for academic affairs extend an incomplete grade beyond the limit of one semester. The executive director of registration and records does not calculate incomplete grades in grade point averages.)
- IP—(In Progress)
(Instructors will assign grades of IP when courses extend beyond the official term ending date as indicated in the Academic Calendar (see *Academic Calendar*). Grades of IP are typically reserved for individualized courses or for courses such as internships and practicums. These grades are also used when courses begin in one academic term and

continue into another academic term. This grade cannot be used to defer grade reporting for more than one term. Students must complete the work during the following term and instructors must file change of grade forms with the executive director of registration and records).

- TRA, TRB, TRC—(Transfer)
(These symbols indicate that the executive director of registration and records awarded transfer credit for courses taken at other colleges. The executive director of registration and records does not include transfer grades when calculating semester, cumulative, or graduation grade point averages.)
- W—(Withdrawal)
(This symbol indicates that students officially withdrew from classes by the midpoint of the semester as noted in the Academic Calendar (see *Academic Calendar*). These grades are not included in the calculation of grade point averages.)
- WF/WF*—(Withdrawal Failing)
(This symbol indicates that students were failing when they officially withdrew from classes after the midpoint of the semester as noted in the Academic Calendar (see *Academic Calendar*). The executive director of registration and records calculates grades of WF as grades of F in grade point averages.)
- WP—(Withdrawal Passing)
(This symbol indicates that students were passing when they officially withdrew from classes after the midpoint of the semester as noted in the Academic Calendar (see *Academic Calendar*). These grades are not included in the calculation of grade point averages.)

Grades of F, F*, I, IP, W, WF, WF*, and WP may affect financial aid (see *Satisfactory Academic Progress* in the *Financial Aid section*). The executive director of registration and records computes learning support hours as attempted hours. Grades earned for learning support courses do not affect the final grade point average; however, those grades do affect satisfactory academic progress for financial aid purposes (see *Satisfactory Academic Progress* in the *Financial Aid section*).

Cumulative Grade Point Average

The cumulative grade point average (CGPA) reflects the total credit hours earned and determines scholastic standing of students. Programs of study, changes in programs of study, or student classification do not affect the CGPA. The CGPA is the grade point average calculated on all attempts of all credit courses taken at Athens Technical College. When calculating the cumulative grade point average, the executive director of registration and records does not consider credits earned at other colleges, credits associated with learning sup-

port classes, credits earned through the credit-by-examination process, credits for which the college does not assign quality points, and courses otherwise excluded by college policy. Grades earned for learning support classes affect satisfactory academic progress for financial aid purposes (see *Satisfactory Academic Progress* in the *Financial Aid* section). The executive director of registration and records recalculates the CGPA at the end of each semester.

Graduation Grade Point Average

The executive director of registration and records calculates graduation grade point averages only on those courses required for graduation. When students take courses more than once, the executive director of registration and records will use the last grade earned to calculate the graduation grade point average. When calculating the graduation grade point average, the executive director of registration and records does not consider credits earned at other colleges, credits associated with learning support classes, credits earned through the credit-by-examination process, credits for which the college does not assign quality points, and courses otherwise excluded by college policy. Students must earn a minimum 2.0 graduation grade point average in order to graduate from the college.

The college recognizes students as honor graduates if they earn a graduation grade point average of 4.0. The college recognizes students as presidential scholars if they earn a graduation grade point average of between 3.75 and 3.99 and as deans' scholars if they earn a graduation grade point average of between 3.50 and 3.74.

Semester Grade Point Average

The semester grade point average (GPA) is the average based on all credit courses taken during the academic term at Athens Technical College. When calculating the semester grade point average, the executive director of registration and records does not consider credits earned at other colleges, credits associated with learning support classes, credits earned through the credit-by-examination process, credits for which the college does not assign quality points, and courses otherwise excluded by college policy. Grades earned for learning support classes affect satisfactory academic progress for financial aid purposes – see *Satisfactory Academic Progress* in the *Financial Aid* section.

Calculation of Grade Point Averages

The executive director of registration and records calculates a grade point average (GPA) as follows:

- Multiply the credit hours of each course by the points associated with the grade earned
- Add the points earned for all courses
- Divide the total points by the total number of credit hours attempted

The assigned values for grades are:

A	_____	4 points
B	_____	3 points
C	_____	2 points
D	_____	1 point
F	_____	0 points
WF	_____	0 points

Grade Reports

Grade reports are available via students' BannerWeb accounts. Students who do not have a computer or Internet access may go to the college libraries on the Athens, Elbert, Greene, or Walton campus to access and print grades. There is no charge for printing grade reports in the college libraries. Grades are typically available for viewing seven days after the last day of the semester. Directions on how to view grades online are available on the college website (www.athenstech.edu; select *Current Students* and then *Registration and Records* before selecting the *Viewing Grades Online Demonstration* link).

Academic Grievances

Students who receive final course grades that they believe are incorrect must first address the matter with the instructor; the instructor will review course grades and calculations and determine if a grade change is warranted. If students are not satisfied with the instructor's decision, they may request in writing that the vice president for academic affairs review the matter. Absent extraordinary circumstances, students must file written appeals within two weeks from the date they learned, or reasonably should have learned, of the grades or other actions with which they disagree. The vice president will examine the facts to ensure that the grade was determined fairly and according to the criteria stated in the course syllabus and will communicate the results of the review to the students and instructor. The decision of the vice president for academic affairs shall be final.

Academic Probation

The executive director of registration and records places students on academic probation if they fail to earn a minimum of a 2.0 grade point average (GPA) for all credit work attempted in any semester. (The executive director of registration and records does not include learning support grades in the calculation of the semester GPA.) Probation alerts students to the fact that their academic performance is not acceptable and points out possible consequences if they do not improve during the next semester of enrollment (see *Semester Grade Point Average*). Students placed on academic probation must attain a minimum 2.0 GPA during the next semester of enrollment to remove themselves from probationary status. Students who fail to do so are subject to academic dismissal. In certain circumstances, the college may dismiss students from academic programs or the college without placing them on probation first.

Students who transfer to Athens Technical College from another college where they were on academic probation at the time of the transfer will be admitted to Athens Technical College on probation. They must attain a minimum 2.0 GPA during their first semester of enrollment at Athens Technical College in order to remove themselves from probationary status. Students who fail to do so are subject to academic dismissal.

Academic Dismissal

The executive director of registration and records will academically dismiss students who fail to remove themselves from academic probation. Academically dismissed students who gain readmission will do so on a probationary basis. Students are notified of their dismissal in writing at their @student.athenstech.edu email addresses.

Students academically dismissed for the **first time** may not enroll in classes for the subsequent semester. To gain readmission to the college, students who have been academically dismissed must submit a *Request for Readmission* for to the Admissions Office. Upon gaining readmission to the college following a first dismissal, students must enroll in and successfully complete COLL 0099 – College Success Skills during their first semester of readmission.

Students academically dismissed for a **second time** may not enroll in classes for two consecutive semesters. They are required to submit a second *Request for Readmission* form and a letter explaining the circumstances of the second dismissal and reasons the readmission committee should grant them readmission.

Students academically dismissed for a third time may not enroll in classes for three consecutive semesters; a fourth time for four consecutive semesters, and similarly for all subsequent dismissals. Students on academic dismissal must submit a *Request for Readmission* form and a letter explaining the circumstances of the dismissal and reasons the readmission committee should grant them readmission.

Students must submit all requests for readmission to the readmission committee by the second week of the semester *prior* to the semester for which they are seeking readmission.

The readmission committee consists of the following personnel:

- The directors of admissions and student support services
- An admissions counselor (for Athens Campus students), the coordinator of student affairs on the Elbert County Campus (for Elbert County Campus students), the director of the Walton County Campus (for Walton County Campus students), or the manager of the Greene County Campus (for Greene County Campus students)
- The program chair of the dismissed student's most recent program of study

The committee considers requests and renders written decisions to students. In considering requests for readmission, the readmission committee has the authority to approve or

deny requests and to stipulate conditions that students must satisfy. If the readmission committee denies students readmission to the same program of study, students may apply for admission to another program of study.

President's List

Students who earn a semester grade point average of 4.0 while enrolled for 12 or more semester credit hours will be placed on the President's List for the semester.

Dean's List

Students who earn a semester grade point average of 3.5 to 3.9 while enrolled for 12 or more semester credit hours will be placed on the Dean's List for the semester.

Advanced Placement (AP) Credit

The executive director of registration and records will grant appropriate credit to students who receive scores of three or higher on College Board Advanced Placement tests for which the college offers an equivalent course. Applicants must have official test scores mailed directly from the College Board to the executive director of registration and records at Athens Technical College.

Students should direct questions to the executive director of registration and records about credit for other AP courses or credit received.

College-Level CLEP Credit

Athens Technical College awards credit for a limited number of college-level examination subject exams, but not for the general exams. To receive CLEP credit, the scores received must be at the 50th percentile or higher. Applicants must have official test scores mailed directly from the College Board to the executive director of registration and records at Athens Technical College. Students should direct questions to the executive director of registration and records about credit for other courses or credit received.

Credit by Examination

Credit by examination is a process that allows students who can demonstrate achievement of course competencies to receive credit for a course. Currently enrolled students who present evidence of prior knowledge of a particular subject may receive credit by passing a course-specific examination. Appropriate evidence may include, but is not necessarily limited to, work experience, non-credit coursework, equivalent coursework taken at non-accredited institutions, and courses offered by the military. Students may not take credit-by-examination tests for courses previously taken at Athens Technical College, including courses in which they earned grades of W, WP, WF, or AU unless the test is to demon-

strate proficiency in coursework that is more than five years old – less time for certain health-related coursework – at the time of the request. Students may not take the same test more than once.

Students interested in credit by examination should confer with their respective academic advisors and the executive director of registration and records to ensure that credit earned through credit by examination will apply toward graduation requirements. Students must have the permission of the instructional program chair or course coordinator offering the courses before seeking credit by examination. The nonrefundable testing fee is 25 percent of tuition normally charged for the course. To seek credit by examination, students must complete the following steps:

- Obtain Credit by Examination Request forms from the Office of Registration and Records menu on the college's website (www.athenstech.edu; select *Current Students* and then *Registration and Records* before selecting the *Forms* link)
- Obtain signatures of the instructional program chairs offering the courses for which students seek credit through this examination process
(Departments may ask for documentation of prior knowledge in certain subject areas before allowing students to seek credit by examination.)
- Pay a nonrefundable testing fee to the college's cashier once program chairs and/or course coordinators approve students to take examinations
- At the scheduled time, give the exam proctor the *Credit by Examination* form, testing fee receipt, and photo identification to gain admission to the testing session

The instructional department is responsible for reporting results to the executive director of registration and records. Students who achieve grades of C (70) or higher on exams receive credit for the courses. The executive director of registration and records documents credit on academic transcripts by the grade EX (for credit by examination). Students should verify they received credit by checking their transcripts on the college website.

Credit by Transfer

Athens Technical College recognizes that it is necessary to establish reasonable and definitive policies for the acceptance of transfer credit. The college developed these guidelines in accordance with the standards set by the American Association of Collegiate Registrars and Admissions Officers and the Commission on Colleges of the Southern Association of Colleges and Schools.

Please note that equivalencies and requirements may change without notice. While the executive director of registration and records is responsible for evaluating transcripts to determine transfer credit, the ultimate authority for the transfer evaluation rests with the instructional faculty and division deans in the discipline. For example, the mathematics coordinator and dean of general education are the ultimate authorities on the transferability of math courses to

the college. Athens Technical College distinguishes between the acceptance of credit and its applicability toward program requirements. Applicability of credit toward a credential refers to the prerogative of the academic divisions to count specific credit toward the fulfillment of graduation requirements.

The executive director of registration and records determines the transferability of courses taken at other postsecondary institutions by considering the educational quality of the learning experience for which students seek transfer credit; the comparability of the nature, content, and level of the learning experiences to the courses offered at Athens Technical College; the appropriateness and applicability of the learning experiences to the programs offered at Athens Technical College; and the length of time that has passed since the course was taken. The college established the following procedures to guide the executive director of registration and records in the awarding of transfer credit:

- **Anatomy and Physiology**
(The executive director of registration and records will award transfer credit for anatomy and physiology I and II (BIOL 2113/BIOL 2113L and BIOL 2114/BIOL 2114L) only if students took both courses at the same institution. Students may transfer a single anatomy and physiology course to ATC if they took that course at a regionally accredited institution that is part of the Technical College System of Georgia.)
- **Computer Information System courses**
(The executive director of registration and records does not automatically award transfer credit for courses in computer science, microcomputers, or networking. The executive director of registration and records consults with the faculty and dean from those areas to determine transfer credit on an individual basis by considering both the course competencies and date of completion (typically within five years).)
- **Credit by examination**
(The executive director of registration and records will not award transfer credit for credit by examination tests administered at other postsecondary institutions.)
- **Life Science Courses**
(The executive director of registration and records does not automatically award transfer credit for courses specific to the Life Sciences programs in Dental Assisting, Dental Hygiene, Diagnostic Medical Sonography, Nursing, Paramedic Technology, Physical Therapist Assistant, Practical Nursing, Radiography, Surgical Technology, and Veterinary Technology. The executive director of registration and records consults with faculty from those programs to determine transfer credit on an individual basis based on course competencies and date of completion (typically within two to five years).)
- **Official transcripts with final grades**
(In order for the executive director of registration and records to evaluate credit, students must submit official transcripts from all colleges attended in the past. The executive director of registration and records will not evaluate transcripts for transfer credit until the Admissions Office

receives transcripts from all colleges the applicant previously attended. **All official transcripts must include final grades.** Students who submit transcripts with “in progress” coursework must submit additional official transcripts once they complete the “in progress” coursework and earn official grades. The executive director of registration and records will not evaluate transcripts until the Admissions Office receives transcripts showing the final grades earned for “in progress” courses.)

- **Paralegal Studies**

(The executive director of registration and records will not award transfer credit for Paralegal Studies (PARA) coursework taken at postsecondary institutions that do not hold American Bar Association (ABA) approval.)

- **Passing Grades**

(Students may receive transfer credit for courses for which they earned grades of C or better. The executive director of registration and records will not award transfer credit for courses with grades below a C, including grades of D, F, I, IP, P, S, U, W, WF, and WP. The executive director of registration and records will not award transfer credit for learning support coursework taken at other colleges. Transferring students who have not completed college-level English and/or mathematics successfully at their previous institutions must provide Admissions with appropriate placement test scores to gain regular admission to Athens Technical College. Otherwise, the Admissions Office staff will admit them as either provisional or learning support students and will require them to complete appropriate learning support coursework to achieve regular program admission status (see *Provisional/Learning Support Admission*.)

- **Science courses with separate labs**

(In order to receive credit for a science course, students must pass both the course and the associated lab. The executive director of registration and records will not award partial credit.)

- **Semester system**

(The executive director of registration and records transfers all coursework under the semester system. If students are coming from institutions on the quarter system, the executive director of registration and records will convert the quarter hours to semester hours by multiplying the quarter hours by 0.6667. This conversion may result in students receiving fewer credit hours for coursework offered at Athens Technical College. It is the responsibility of the students to ensure that they complete additional coursework, if necessary, in order to satisfy the graduation requires of their program of study at Athens Technical College.)

- **Transferring from another Georgia technical college**

(The executive director of registration and records will award transfer credit for coursework taken under state-approved standards at other technical colleges in Georgia provided the student’s previous technical college met regional accreditation requirements as set forth by the Commission on Colleges of the Southern Association of Colleges and Schools.)

- **Transferring from Out-of-State Colleges**

(Students transferring from out-of-state colleges may be asked to provide course descriptions before the executive director of registration and records can evaluate courses for transfer credit.)

- **Transcript Notation of Transfer Credit**

(The executive director of registration and records notates transfer credit as TRA, TRB, or TRC on the Athens Technical College transcript and does not include this credit in calculating semester, cumulative, or graduation grade point averages. The director of financial aid includes the grades earned for all courses taken at all postsecondary institutions when calculating HOPE scholarship grade point averages and for determining satisfactory academic progress for financial aid purposes. The executive director of registration and records posts this information to students’ electronic academic records and notifies them via email at their @student.athenstech.edu that the credits have been posted. Students should access their student records online through the college website (www.athenstech.edu) to verify the transfer credit awarded by the executive director of registration and records (see *Grade Reports* for information on accessing student records online.)

- **Veterinary Technology**

(The executive director of registration and records will not award transfer credit for Veterinary Technology (VETT) courses taken at postsecondary institutions that are not accredited by the American Veterinary Medical Association (AVMA).)

Students wishing to transfer from Athens Technical College to another college must contact that college directly to determine the transferability of credits.

Experiential Credit

The college does not award credit for work experience.

High School Articulation

High school students enrolled in secondary institutions with which Athens Technical College has articulation agreements are eligible for credit by examination resulting from joint review and course articulation. Procedures are available from the college’s high school coordinator on the Athens Campus and from the directors of career, technical, and agricultural education at area high schools.

High school students may seek credit for both statewide and locally articulated courses. Students who achieve minimum grades of 70 in the related courses at the high school level are eligible to attempt to earn credit by examinations. Those who make grades of C (70) or higher on the exemption examinations receive college credit (grades of AC on their college transcripts) for the courses.

There is no requirement for students to take additional coursework to replace courses for which credit was earned through examination, and there is no charge to high school

students for testing. Students must pay \$20 to reserve spaces on the testing rosters, but the college will return this fee once students complete their examinations. The executive director of registration and records will continue to process documentation for credit by examination up to 24 months after students graduate from high school.

Military Credit

The executive director of registration and records awards credit for courses completed at military service schools based on the American Council of Education (ACE) recommendations as listed in *A Guide to the Evaluation of Educational Experiences in the Armed Services*.

Attendance Policy

Athens Technical College requires regular and punctual class attendance. Absences prevent students from receiving full course benefits, disrupt orderly course progress, and diminish the quality of group interaction in class. The college considers both tardiness and early departure from class as forms of absenteeism. Students absent from class for any reason are still responsible for all work missed.

Students should enroll only in those classes that they can reasonably expect to attend on a regular basis. Instructors have both the right and the responsibility to develop reasonable attendance policies appropriate to the type, level, delivery method, and frequency of class meetings for their course; to communicate the policies to students clearly via the course syllabus or addendum; and to apply the policies fairly and consistently to all enrolled students.

Instructors are solely responsible for determining whether work missed may be made up; any make up work allowed will be scheduled at the discretion of the instructor. Policies for makeup work will also be detailed in the course syllabus or addendum. In case of classes canceled due to inclement weather or emergencies, the college will make every effort to reschedule classroom/lab hours missed.

Auditing Classes

Students who audit courses attend classes without receiving grades or credit. Students must meet all prerequisites for the courses they audit. Students who audit courses must pay the regular tuition, admission, and registration fees. They must attend classes during the same periods as students who will receive grades and credit for the courses. Students who audit courses receive all course materials (except tests) available to credit students. Instructors may provide practice tests for audit students if they deem it appropriate. Students who wish to audit classes must receive approval from the appropriate division dean prior to registration; the dean will notify the instructor of the audit approval. Students must complete and sign an audit form and obtain signatures from the appropriate division dean before submitting the form to the executive director of registration and records. Students may register to

audit courses on a space available basis only during the late student registration period. Students may not change from credit status to audit status or vice versa once the term starts, including during the official drop/add period. The executive director of registration and records will not change audit grades to credit grades after students complete the course.

Students may not use financial aid to pay tuition and fees for courses they audit. Because auditing courses may affect financial aid status, students receiving financial aid must report to that office to disclose their auditor status.

Continuation of Instruction Plan

Athens Technical College has developed a *Continuation of Instruction Plan* to be implemented in case of emergency situations such as inclement weather or other emergencies which cause short-term campus closure or in the event faculty members need to cancel classes for a short time due to personal illness. This plan includes methods for communicating with students and for providing access to course materials via online course component or email.

Communication—Instructors are responsible for informing students of how they will communicate with them should the college close for inclement weather and other emergency situations. Instructors should post their information in their syllabi addenda. Students will also receive information on the best way to contact instructors in case of an emergency.

Instruction—Faculty must describe in the syllabi addenda how they will use the online course component or email in their course to continue instruction when the college is closed for inclement weather and other emergency situations. Faculty who integrate an online component in their course will use that component to continue instruction. Faculty who do not integrate an online component in their course will communicate and continue instruction with their students through the students' @student.athenstech.edu email account. Faculty will use their college-provided email account to send and receive emails from students. If email is utilized to continue instruction, content can be attached to the email between instructors and students.

Help Resources—Instructors will provide information to students about academic and technical help resources. This information should be readily accessible to students in the online course component or sent to them via email.

Course Load

Students may not register for more than 18 semester hours of credit in any term without obtaining written permission of the vice president for academic affairs.

Course Substitution

Students enrolled in diploma programs of study may substitute higher-level general education courses or electives to meet the general education core or elective requirements of their diploma programs of study. They must have placement

test scores appropriate for associate degree-level course work in order to take the higher level courses.

Distance Learning

Although distance learning can be a flexible and convenient alternative to taking face-to-face courses, online courses **are not** easier. Some online courses at Athens Technical College require one or more proctored exams. A proctored exam requires students to go to one of the campuses of Athens Technical College or to locate a proctor (typically at a local college, university, or testing center) and complete the exam as directed by the instructor. The following items explain distance learning at Athens Technical College:

- Taught by college faculty, distance learning courses are comparable to the same courses taught in a traditional classroom setting.
- Distance learning courses have the same course content, student learning outcomes, and grading policy and criteria as traditional courses.
- Students who take online courses need strong study, time management, Internet, and reading comprehension skills to be successful.
- On average, online courses require a minimum time commitment of 15 hours each week to complete all assignments. Students interact with the instructor and other students through the online learning environment.
- Thinkwell and MyMathLab learning management programs are used for the majority of math courses offered at Athens Technical College. ANGEL, a learning management program, is used for all other distance learning courses available at the college. Students receive a username and password to access these learning management programs.

Eligible for E-Learning at Athens Technical College

In an effort to ensure the best chance of successful completion of online courses, Athens Technical College requires students who plan to take online courses to meet the following criteria:

- Hold a minimum grade point average of 2.0
- Have completed all Reading learning support courses prior to enrolling in a distance learning course
- Have met all course prerequisites
- Be in good academic standing; students on probation or who are returning to college after having been academically dismissed are ineligible to take online classes
- Have no history of having failing (F) or withdrawal failing (WF) grades in the course they wish to take online
- Have completed the *Orientation Process for Online Classes* before meeting with their advisor

Definitions of Types of Distance Learning Courses

The following terms describe the instructional methods used to deliver distance learning courses at Athens Technical College:

- Online
(All instruction occurs online; testing may occur online or in a proctored environment.)
- Hybrid
(Courses are taught primarily online and partially in the classroom at the designated campus at a designated time and day of the week.)
- Web-enhanced
(Traditional classroom courses that use the Internet as a component of the course. The web-based component of the course supports classroom instruction and may require students to use the Internet to interact with one another and the instructor, do research, complete and/or submit assignments, or take tests.)
- Video-conferencing
(Face-to-face course taught at two or more locations at the same time. The course is delivered by interactive audio/video technologies with the instructor teaching in one of the classroom locations, broadcasting to the other classroom location.)

Support for Distance Learners

The director of online learning support faculty and manages the college's web-based instruction and instructional technology needs. Students requiring technical support for their distance education courses are encouraged to:

- Visit the E-learning web page for information regarding software and hardware requirements
(This information is available on the college's website (www.athenstech.edu); select *E-Learning* and then *E-learning Portal/Login* before selecting *E-Learning@ATC* and *Software/Hardware Requirements*.)
- Contact the course instructor for assistance.
- Seek help desk support if the course instructor is not able to resolve the issue
(Students should submit a support request form through the college's website (www.athenstech.edu); select *E-Learning* and then *E-learning Portal/Login* before selecting *Technical Support* and then *Student Support*). On class days, students can expect a response from technical support within 24 hours.)

For more information about services and resources available to all students, including distance learners, please visit the *Current Students* link on the college's website (www.athenstech.edu).

Full-time Student Status

Students must register for a minimum of 12 semester hours of credit to receive full-time student status. Students who gain admission to the college as learning support students can only enroll in learning support courses until they achieve at least provisional admission status (see *Provisional and Learning Support Admission*). Should the number of hours learning support students qualify to take in any given semes-

ter be less than 12 semester credit hours, the executive director of registration and records will classify those students as full-time students for insurance verification purposes.

Residency Requirement

Students seeking associate degrees or diplomas must complete at least 25 percent of the coursework for their programs of study at Athens Technical College.

Transcript Requests

Students must submit a completed *Transcript Request* form to the Office of Registration and Records on the Athens Campus, the Student Affairs Office on the Elbert County Campus, the Director's Office on the Walton County Campus, or the Manager's Office at the Greene County Campus. On the *Transcript Request* form, students must provide their names as recorded on official Athens Technical College records, their college identification numbers, their programs of study, their dates of enrollment at the college, complete information on where the Office of Registration and Records is to mail or email the transcripts, and their signatures. *Transcript Request* forms are available on the college's website (www.athenstech.edu); select *Current Students* and then *Registration and Records*.

Students must pay a fee of \$5 for each official transcript issued. Students may pay a fee of \$25 to obtain one or more official transcripts on demand. Students will be assessed an additional fee if they request to have their transcripts sent by certified or overnight mail. This policy also applies to transient students from other institutions.

All transcripts issued include the entire academic record. The executive director of registration and records will not issue transcripts to students who are financially indebted to the college. The executive director of registration and records cannot process transcript requests at the end of the academic term until college staff enters all grades for all students on the automated student information system. Students may print unofficial transcripts from their BannerWeb accounts at any time.

Transient Status for ATC Students

Students who are pursuing diploma or associate degree programs of study at Athens Technical College may occasionally wish to take courses at other regionally accredited college for transfer to ATC. Such students should first seek the advice of their respective program advisors and/or the Registration and Records Office to ensure that transient student status will meet residency and other graduation-related requirements. Regular admission students seeking transient status must be currently enrolled and in good academic standing. Students who do not declare a program of study (special admission status) are ineligible to be transient students at other institutions.

Athens Technical College approves transient student status only for courses included in (or equivalent to those listed in) programs of study offered at the college. Students must satisfactorily complete all course prerequisites before gaining transient approval. Transient admission is for one term only; students must submit transient request forms each term they plan to enroll in courses at other colleges. Requests to take online courses offered by other Technical College System of Georgia (TCSG) colleges must be submitted using the online process at www.gvtc.org. To request face-to-face classes at TCSG colleges or at other regionally accredited colleges, students must complete a transient credit request form, which is available on the college website (www.athenstech.edu); select *Current Students* and then *Registration and Records* before selecting *Forms*. Students must print and complete the form before submitting it to the Office of Academic Affairs on the Athens Campus.

The vice president for academic affairs will verify that students are currently enrolled and are in good academic standing. The vice president will also determine whether the courses they plan to take as transient students apply to their programs of study. If students satisfy the criteria, the vice president will approve the request.

After completing courses, transient students must request that the registrars at the other colleges send official transcripts to the ATC Office of Registration and Records. That office will award transfer credit for courses completed with grades of C or higher. Students should access their student records via BannerWeb to verify that the transfer credit has been awarded.

Transfer Articulation Agreements

Athens Technical College has established articulation agreements with the following four-year colleges and universities to facilitate the transfer of credits earned at ATC:

- Life University
- Mercer University
- Piedmont College
- Southern Polytechnic State University

An articulation agreement between the Technical College System of Georgia and the University System of Georgia identifies specific courses that are transferrable between Athens Technical College and member institutions of the University System.

Graduates of the associate of science degree program in Nursing at Athens Technical College are eligible to pursue a bachelor of science degree in Nursing at the following four-year colleges and universities through a statewide RN-BSN articulation agreement:

- Albany State University
- Armstrong Atlantic State University
- Brenau University
- Clayton College and State University
- Emory University
- Georgia Baptist College of Nursing of Mercer University

- Georgia College and State University
- Georgia Health Science University
- Georgia Southern University
- Georgia Southwestern State University
- Georgia State University
- Kennesaw State University
- LaGrange College
- North Georgia College and State University
- Piedmont College
- State University of West Georgia
- Thomas University
- Valdosta State University

Detailed information on these articulation agreements is available on the college website (www.athenstech.edu; select *Current Students* and then *Transfer Articulation Agreements*.) Information on courses accepted by The University of Georgia The college will update this webpage as new articulation agreements are developed.

Warranty of Graduates

As a demonstration of confidence in the quality of the programs of study offered at each technical college in Georgia, the Technical College System of Georgia warrants every graduate of technical programs in which students may earn technical certificates of credit, diplomas, or associate degrees.

The warranty guarantees that graduates demonstrated the knowledge and skills and can perform each competency as identified in the industry-validated standards established for every program of study. If it is determined that program graduates lack such competencies, the Technical College System of Georgia will provide retraining in areas of deficiencies at no charge to the employers or graduates.

An employer in conjunction with a graduate, or the graduate alone, may file a claim against the warranty if the individual is unable to perform one or more of the competencies contained in the industry-validated standards, including failure to pass a State of Georgia-required licensing examination. This warranty is applicable only to graduates of technical certificate, diploma, or associate degree programs who entered the programs subsequent to the mandated standards implementation date. The warranty shall remain in effect for two years immediately following the date of graduation, and any state-governed technical college that offers the programs from which individuals graduated will honor this warranty.

Work Ethics

Work Ethics refers to the basic academic, interpersonal, reasoning, and problem-solving skills, as well as work eth-

ics behaviors that, when transferred to the occupational setting, facilitate job acquisition, retention, and advancement. Because students are preparing for employment, it is essential that they become accustomed to standards of behavior in the workplace. The college has the following expectations of its students:

- Appearance (Students display appropriate dress, grooming, and hygiene.)
- Attendance (Students attend and participate in classes, arrive and leave on time, and notify instructors of planned absences.)
- Attitude (Students demonstrate positive attitudes and self-confidence, have realistic expectations of themselves and others, and demonstrate mannerly behavior.)
- Character (Students display loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility.)
- Communication (Students display appropriate verbal (speaking), nonverbal (eye contact and body language), writing, and listening skills.)
- Cooperation (Students work well with others and respond appropriately to constructive criticism, conflicts, and complaints.)
- Organizational Skills (Students possess skills in prioritizing and managing time and resources effectively, demonstrate flexibility in responding to change, and follow directions and procedures for the work environment.)
- Productivity (Students demonstrate problem-solving capabilities and complete tasks efficiently, effectively, and timely.)
- Respect (Students react appropriately to cultural/racial diversity in the classroom, lab, or clinical/practicum/internship setting; acknowledge and appreciate the rights of others; and have regard for diversity.)
- Teamwork (Students work collaboratively with others toward a common goal in a respective and cooperative manner and participate appropriately as a team member.)

Program faculty identify how they will assess students' accomplishments of these expectations in the different courses associated with a program of study. They develop the assessment methods in accordance with the professional standards and expectations associated with the career field.