



Information  
and  
Policies Packet

Summer Semester 2017  
FY 201716



Dear Student:

Welcome to a new semester at Southeastern Technical College (STC). This packet is meant to supplement any other packet you may have received at student orientation or in class from your program instructor. Our purpose is to provide basic information you and your instructor may need in the event you do not receive a program specific packet from any other source. There are specific forms included that you will need to review, complete, or sign as directed by your instructor for each class you attend.

This packet is being distributed to you for this particular class. You will find Summer Semester Important Dates with specific information you will need to know. Keep this in a convenient location, as you will need to refer to it for key dates and information.

The following policies & procedures will be given special emphasis during program/class orientation. Remember, you are responsible for all policies and procedures included in the Catalog and Handbook located on Southeastern Tech's website at [www.southeasterntech.edu](http://www.southeasterntech.edu) ; click on Catalog and Handbook under the Academic Programs tab.

Academic Dishonesty Procedure

Emergency Procedures

Safety & Housekeeping Rules/Expectations

Attendance Procedures

Classroom Policies and Student Conduct

Work Ethics & Warranty Procedure

You will need to sign one form acknowledging that you have been made aware of these and that you understand. This form is referred to as an acknowledgment form and also addresses several other relevant policies, procedures, etc. Be certain you understand and ask questions as needed. Generally speaking, you will need to sign one form for each instructor's class you will be attending. However, you will only have to do one of these for a program instructor or for an instructor with whom you have more than one class. You will also need to complete any forms following this one.

As noted, most of this information is included in your online Southeastern Technical College Catalog and Handbook. **YOU ARE RESPONSIBLE** for everything in the catalog. Ignorance of policies/procedures is not a valid excuse.

Also your instructor will ask you to complete a student profile/information sheet. Please take the time to complete these as they help your instructor better prepare for your needs. These are very helpful in a number of ways including enabling your instructor to know more about you, your goals and interests, etc.

In closing, let us wish you the best as you work through your program of study. If you have any further questions, please address them to your instructor.

Respectfully,

Academic Affairs Deans

Jessie Garrett, Dean for Environmental Services and Industrial Technologies

Dana Roessler, Dean for Health Sciences

Gina Robison, Dean for Business Technologies and Human Services

Cheryl West, Dean for General Education and Learning Support

May			
M	T	W	R
1	2 Open Registration	3	4
8	9 Graduation (V)	10	11 Graduation (S)
15	16 New Student Orientation/Late Registration	17 <b>Summer Semester Begins</b>	18
22	23	24	25
29	30	31	

July			
M	T	W	R
3 <b>BREAK</b>	4 Holiday	5 <b>BREAK</b>	6 <b>BREAK</b>
10 Returning Student Reg. Begins	11	12 Summer Activity Day (S)	13 Returning Student Reg. Ends
17 65% Point for Term H1 New Student Reg. Begins	18 Term A Ends	19	20 New Student Reg. Ends
24	25	26 <b>Summer Semester Ends</b>	27 <b>PN Pinning (S)</b>
31 <u>Finals</u>			

June			
M	T	W	R
			1
5 Term H1 Starts	6	7	
12	13	14	15
19	20 <b>MIDTERM</b>	21 65% Point for Term A	22
26	27	28 Summer Activity Day (V)	29 65% Point for Summer

August			
M	T	W	R
	1 <u>Finals</u> <b>PN Pinning (V)</b> <b>MAST Pinning (S)</b>	2 Open Registration	3
7	8	9	10 New Student Orientation/Late Registration
14 <b>Fall Semester Begins</b>	15	16	17
21	22	23	24
28	29	30	31

# Procedure: A Guarantee of Training to Georgia's Employers

---

---

## **TCSG GUARANTEE/WARRANTY STATEMENT:**

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee, within two years of graduation, be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

# PROCEDURE CONCERNING ACADEMIC DISHONESTY

All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline.

1. Cheating on tests is defined to include the following:
  - a. Copying from another student's test paper.
  - b. Using materials during a test not authorized by the person giving the test.
  - c. Collaborating with any other person during a test without permission.
  - d. Knowingly obtaining, using, buying, selling, transporting or soliciting in whole or in part the contents of an administered test.
  - e. Bribing any other person to obtain information about tests.
  - f. Substituting for another student or permitting any other person to substitute for oneself.
  - g. Knowingly altering answer(s) or answer key in order to improve test grade.
2. Plagiarism is defined as "the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own offered for credit."
3. Collusion is defined as "the unauthorized collaboration with any other person in preparing work offered for credit."

## **The procedure for dealing with academic dishonesty would be as follows:**

Instructors address academic dishonesty at the first of each semester in each course. Specifically instructors would warn that any form of academic dishonesty will not be tolerated and will be dealt with in the following manner:

### **First Offense--**

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

### **--Second Offense--**

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

### **--Third Offense--**

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

## 6.2.1.p.1. Southeastern Technical College Attendance



### **Rationale**

It is essential that educational programs meet requirements and standards necessary for successful employment in business and industry. In view of the intensive nature of educational programs, it is necessary for every student to be present and on time every day for all classes as is required in the work environment.

### **Procedure**

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students that miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

### **Additional Provisions**

#### ***Health Science and Cosmetology Programs***

Requirements for instructional hours within Health Science and Cosmetology programs reflect the rules of respective licensure boards and/or accrediting agencies. Therefore, these programs have stringent attendance procedures. Each program's attendance procedure is published in the program's handbook and/or syllabus which specify the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

#### ***Commercial Truck Driving and Learning Support***

Due to the structure of Commercial Truck Driving and Learning Support classes, the attendance guidelines are published on the syllabus which will specify the number of allowable absences. All provisions for required make-up work in the classroom are at the discretion of the instructor.

### ***Online Attendance***

It is the student's responsibility to be academically engaged in each class by completing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course. Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

***Special Needs***

Students with documented special needs may be provided with an individualized Instructional Plan with specifications for scheduled instructional time. It is the student's responsibility to inform the Special Needs Specialist as students and instructors are required to have documented evidence prior to receiving or allowing special accommodations. See the STC Catalog and Student Handbook, Student Affairs section for further information regarding special needs.

***Specific Absences***

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

## WITHDRAWING FROM A CLASS(ES)/ALL COURSES

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

**Remember** - Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

## STUDENT IDENTIFICATION/STUDENT IDS

Students will be required to wear the issued student ID card at all times while on any campus of Southeastern Technical College. The student ID card must be displayed on a breakaway lanyard provided by STC and worn around the student's neck. The displayed student ID card will allow students to use any STC facility, to include computer labs and libraries. Any individual who does not possess a student ID card while on campus must report to the receptionist area in the following locations to receive a visitor's pass (visitors must log in with name and address and show a photo ID card to receive a pass, they must also log out upon departure):

### Vidalia Campus

- Main Building - Student Services Area
- Gillis Building – Receptionist Desk

### Swainsboro Campus

- Building #1 – Student Services Area
- Building #2 – Academic Affairs Office

Instructors will require a visible student ID card for entrance into the classroom on a daily basis. Students who do not possess their student ID card will be required to go to the receptionist area in one of the above listed locations and receive a visitor's pass for the day or leave campus to retrieve the student ID card.

Students may be exempt from wearing his/her student ID card in some instances. For example, students who are participating in lab activities where the instructor determines the displayed student ID card will present a hazard may remove the student ID card while performing the lab activity.

Students will be required to pay a \$10.00 fee for replacement student ID cards and a \$2.00 fee for replacement lanyards.