

# 2007-2008 Swainsboro Technical College Catalog Addenda

## Pages 2 and 3

Replace the Statement of Non-Discrimination with the following statement:

Swainsboro Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities including admissions policies, scholarship and loan programs, athletic and other Swainsboro Technical College administered programs including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services. Swainsboro Technical College shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

Swainsboro Technical College is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibit discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination on the basis of handicap; and with the Americans with Disabilities Act (ADA).

The following individuals have been designated as responsible for coordinating these efforts:

### **Title VI and Title IX Coordinator**

Jan Brantley, Special Populations Coordinator, Main Campus, Building 2, Office 2202, (478) 289-2274

### **ADA/504 Coordinator**

Cindy Phillips, Career Services Coordinator, Main Campus, Building 1, Office 1212, (478) 289-2256

### **Equity Officer**

Jan Brantley, Special Populations Coordinator, Main Campus, Building 2, Office 2202, (478) 289-2274

### **OCR Compliance Officer**

Jan Brantley, Special Populations Coordinator, Main Campus, Building 2, Office 2202, (478) 289-2274

### **Sexual Harassment Coordinator**

Jan Brantley, Special Populations Coordinator, Main Campus, Building 2, Office 2202, (478) 289-2274

Inquiries concerning the application of the policies and procedures above may be directed to the individuals listed at:

Swainsboro Technical College  
346 Kite Road

**Pages 4 and 5**

Replace the list of accreditations with the list found at the following web address:

<http://www.swainsborotech.edu/Accreditation%20and%20Oversight.htm>

**Page 57**

The tuition rate for Swainsboro Technical College increased to \$36 per credit hour effective Winter Quarter 2008 and to \$53 per credit hour for selected Technical Certificates of Credit listed on Page 58.

The tables below replace the tables published on Pages 57 and 58.

**In-state Tuition and Fees**

<b>Hours</b>	<b>Tuition</b>	<b>Activity</b>	<b>Registration</b>	<b>Insurance</b>	<b>Instructional</b>	<b>Total</b>
					<b>Technology</b>	
					<b>Fee</b>	
1	36.00	16.00	26.00	4.00	35.00	117.00
2	72.00	16.00	26.00	4.00	35.00	153.00
3	108.00	16.00	26.00	4.00	35.00	189.00
4	144.00	16.00	26.00	4.00	35.00	225.00
5	180.00	16.00	26.00	4.00	35.00	261.00
6	216.00	16.00	26.00	4.00	35.00	297.00
7	252.00	16.00	26.00	4.00	35.00	333.00
8	288.00	16.00	26.00	4.00	35.00	369.00
9	324.00	16.00	26.00	4.00	35.00	405.00
10	360.00	16.00	26.00	4.00	35.00	441.00
11	396.00	16.00	26.00	4.00	35.00	477.00
12	432.00	16.00	26.00	4.00	35.00	513.00

**In-state Tuition and fees for Selected Technical Certificates of Credit**

<b>No. of Hours</b>	<b>Tuition</b>	<b>Activity</b>	<b>Registration</b>	<b>Insurance</b>	<b>Instructional</b>	<b>Total</b>
					<b>Technology</b>	
					<b>Fee</b>	
1	53.00	16.00	26.00	4.00	35.00	134.00
2	106.00	16.00	26.00	4.00	35.00	187.00
3	159.00	16.00	26.00	4.00	35.00	240.00
4	212.00	16.00	26.00	4.00	35.00	293.00
5	265.00	16.00	26.00	4.00	35.00	346.00
6	318.00	16.00	26.00	4.00	35.00	399.00
7	371.00	16.00	26.00	4.00	35.00	452.00
8	424.00	16.00	26.00	4.00	35.00	505.00
9	477.00	16.00	26.00	4.00	35.00	558.00

10	530.00	16.00	26.00	4.00	35.00	611.00
11	583.00	16.00	26.00	4.00	35.00	664.00
12	636.00	16.00	26.00	4.00	35.00	717.00

## Pages 59 and 60

Replace the Institutional Refund Policy with the following policy:

Students withdrawing from a course by the end of the third instructional day of the quarter and no shows shall receive a 100% refund of applicable tuition (hours below the 12-hour tuition cap) and applicable refundable fees, excluding the application fee. Exceptions may be allowed for customized courses that do not follow the college's standard academic calendar. Students who withdraw from a course after the third instructional day of the quarter shall receive no refund.

For those students receiving federal financial aid, the technical colleges shall make available Consumer Information that may be found at [www.ifap.ed.gov](http://www.ifap.ed.gov) under the appropriate aid year's Handbook. Although there will be no refund of tuition and fees after the third instructional day, withdrawing students receiving Federal Pell Grant will have awards adjusted in compliance with the Return to Title IV process (R2T4) outlined in the Federal Student Aid Handbook.

Note: Refunds are made without requiring a request from the student. Refunds are made within 30 days (a) of the last date of attendance if written notification has been provided to Swainsboro Technical College by the student, or (b) from the date Swainsboro Technical College terminates the student or determines withdrawal by the student.

### Refunds of books and supplies

No refunds shall be made for used supplies and equipment such as cosmetology kits, diskettes, tools, and uniforms. Refunds shall be made for books that are returned in new condition and accompanied by a receipt in accordance with the college's book refund policy. The book refund policy shall be prominently posted in the technical college bookstore. Technical colleges that have contracted out their bookstore operations shall ensure that the contractor adheres to the college's book refund policy.

### Refund Procedure

1. Students are requested to provide a current address to the Business Office.
2. Checks will be printed on the next check run and may be picked up or mailed.

### Payment of Title IV Funds Policy

Students eligible to receive Title IV funds may or may not receive payment. Payments for Title IV recipients who totally withdraw from school are calculated as follows: the number of Calendar Days Completed divided by the number of days in a quarter, which equals the percentage of the quarter attended and the percentage of Title IV aid earned.

However, the student receives 100% of the funds if he/she has attended more than 60 percent of the quarter. If funds are remaining after tuition and fees are deducted from Title IV funds, a check for the remainder will be issued to the student by the 28<sup>th</sup> day of the term or within 14 days of the date the Title IV aid is posted to the student's account.

## Pages 184

Replace the course description for ENG 193 with the following description:

**ENG 193 Literature and Composition** Emphasizes the student's ability to read literature analytically and meaningfully and to communicate clearly. Students analyze the form and content of literature and practice various modes of writing. Topics include reading and analysis of fiction, poetry, and drama, research, and writing about literature.

Through personal essays and journals, students will reflect upon their own values and belief systems and how they were formed. Journal prompts will also require looking at the world around us, current issues and events, our own achievements and goals, and forming thoughts and opinions on topics assigned.

Through the literature readings in this course, students will discover universal themes and issues that people continue to encounter today in the 21st century. Students will relate the readings to their lives today. Students will have the opportunity to discover the similarities among people regardless of culture, location, age, religion, time, or race.