



SOUTHERN REGIONAL
TECHNICAL COLLEGE
Catalog and Student Handbook



**FALL ADDENDUM
2015-2016**

The information in this Catalog/Student Handbook accurately reflects policies in force at the time of publication. Students are admitted to the College under and are subject to the provisions of the Catalog/Student Handbooks for the term they initially enroll. Students in all programs are admitted under and are subject to the provisions of the Catalog/Student Handbook and applicable addendums for the term they are admitted to the program at Southern Regional Technical College. If for any reason, a break in enrollment occurs, students must reapply and satisfy the Catalog/Student Handbook requirements for the term of their re-entry to any program. The provisions of this catalog are not to be regarded as an irrevocable contract between Southern Regional Technical College and the student. The College reserves the right to change any provision or requirement at any time.

COLLEGE ACCREDITATION STATUS

Southern Regional Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Southern Regional Technical College.

The Commission is to be contacted only if there is evidence that appears to support significant non-compliance of the College with a requirement or standard. Inquiries such as admission requirements, financial aid, educational programs, etc., should be addressed to Southern Regional Technical College, 15689 U.S. Highway 19 North, Thomasville, GA 31792, Phone: 229.225.5060, Fax: 229.227.2666.

Refer to the Program Accreditation section of the Catalog/Student Handbook for program accreditation status.

WARRANTY STATEMENT

Curriculum standards have been developed with direct involvement of business and industry. These standards serve as the industry-validated specifications for each occupational program. These standards allow the Georgia system of technical colleges to offer their business partners this guarantee:

“If one of our graduates educated under a standard program or his/her employer finds that the graduate is deficient in one or more competencies as defined in the standards, the technical college will retrain the employee at no instructional cost to the employee or the employer.”

This warranty is in effect for a period of two years after graduation.

EQUAL OPPORTUNITY STATEMENT OF COMPLIANCE

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis 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, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following persons have been designated to handle inquiries regarding the nondiscrimination policies: Lisa Newton and Dr. Jeanine Long. At Southern Regional Technical College (SRTC), the Title IX Coordinator is Lisa Newton, SRTC-Moultrie-Veterans Parkway, Building A, (229) 217-4132, lnewton@southernregional.edu. The Section 504 Coordinator for SRTC is Dr. Jeanine Long, SRTC-Thomasville, Building A, (229) 227-2668, jlong@southernregional.edu.

ADMISSIONS PROCESS

Admission to Southern Regional Technical College (SRTC) is a multi-step process that consists of evaluation of prior academic experience and assessment for postsecondary readiness of eligible applicants. The admissions requirements and procedures established at SRTC are designed to assist the applicant in making a career decision based on such factors as aptitude, ability, interest, background, assessment results, and other appropriate evaluations. Admissions requirements follow the guidelines developed by the State Board of the Technical College System of Georgia and reflect concern for the applicant's health, safety, well-being, and ability to benefit from the educational opportunities available. SRTC assures implementation of this procedure to include consistent interpretation and administration of the following activities:

- recruitment
- orientation to admission procedures, as needed
- assessment of students
- career counseling and job placement assistance
- financial aid counseling
- procedures to assist persons with disabilities
- program placement
- placement into degree, diploma, certificate on a regular or provisional basis
- learning support programs

Eligible Applicants

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

Required Academic Criteria for Admissions

A. A high school diploma (verified by an official transcript including graduation date and diploma type) or General Educational Development (GED®) diploma will be required for admission to SRTC, unless otherwise specified by the program's standards. Home school students may follow an alternative path for admissions, described below. High school diplomas from unaccredited institutions, certificates of attendance, or special education diplomas are not recognized for admission purposes. Students with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization. Applicants

who have successfully completed (C or better) a minimum of 30 semester or 45 quarter hours at the degree level may submit official transcripts from all previously attended colleges accredited by an accepted accrediting agency in lieu of a high school diploma or GED® diploma.

B. The President of SRTC has the authority to grant a waiver to the admissions requirement as it relates to possessing a high school diploma or GED® diploma for those secondary students or those pursuing a GED® diploma who are otherwise eligible to enroll in a specific program of study that is agreed upon by the secondary school or the Adult Education Department and SRTC.

However, prior to graduation from SRTC, students in degree, diploma, and specified certificate programs must receive a high school diploma or GED® diploma.

C. In order for the high school diploma to be accepted by SRTC, the high school must be accredited by a regional accrediting agency such as:

- Middle States Association of Colleges and Schools
- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools/Council on Accreditation and School Improvement
- Northwest Accreditation Commission
- Western Accreditation Commission
- Southern Association of Colleges and Schools/Council on Accreditation and School Improvement
- Georgia Accrediting Commission
- Georgia Association of Christian Schools
- Association of Christian Schools International
- Georgia Private School Accreditation Council
- Accrediting Commission for Independent Study
- Southern Association of Independent Schools
- Distance Education Training Council
- Florida Council of Independent Schools
- Florida Association of Christian Colleges and Schools
- Florida Council of Private Schools
- South Carolina Independent School Association
- Alabama Independent School Association
- Texas Private School Accreditation Commission
- National Council for Private School Accreditation
- North American Christian School Accrediting Agency
- Tennessee Association of Christian Schools
- A public school regulated by a school system and state department of education

D. Applicants of homeschools located in Georgia who did not attend a recognized accredited program must adhere to the following alternative path for admission:

- Submit a 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.

- Submit annual progress reports or a final transcript for the equivalent of the homeschooled student's junior and senior years. The final progress report should include the graduation date.

E. Applicants of homeschools located outside the State of Georgia who did not attend a recognized accredited program must adhere to the following alternative path for admission:

- Submit annual progress reports or a final transcript for the equivalent of the homeschooled student's junior and senior years. The final progress report should include the graduation date.

- Submit SAT or ACT scores as required by SRTC.

INTERNATIONAL STUDENTS

Submit a completed admission application and nonrefundable application fee in US currency by credit card, money order, or check drawn on a U.S. bank payable to the College by the appropriate admission deadline.

Submit official transcripts from high school (or GED) and all colleges attended by the application deadline. All transcripts must be received in envelopes sealed by the sending institution. Applications with a college degree are not required to submit a high school or GED transcript. All international transcripts must be evaluated by an approved evaluation service and sent directly to the college. Visit the Southern Regional Technical College website at www.southernregional.edu for a list of Approved Transcript Evaluation Agencies.

High school transcripts or diplomas should be evaluated by the document evaluation method. Students with college credit or a degree from a college or university outside the United States must submit a course by course evaluation of the transcript.

INTERNATIONAL STUDENTS

It is the policy of the state that VISA status is not a condition for admission to technical colleges; however, prospective students must meet the state approved admission requirements as outlined for all students. While VISA status is not a condition for admission, it is critical information that may be collected for effective student advisement and tuition purposes. SRTC does not issue I-20 VISAs.

SENIOR CITIZENS

Residents of Georgia who are 62 years of age or older may attend credit classes without payment of tuition. Proof of age must be presented at registration to receive the tuition waiver. All fees will be assessed. Admission under this provision is granted on a space available basis and does not apply to continuing education classes. Students who qualify for this waiver must pay all applicable fees and purchase all books/supplies.

ASSESSMENT

The ability of a student to succeed in a program is greatly determined by the math and language skills possessed by that student. SRTC is committed to assisting each student to achieve his/her maximum potential. All students applying for diploma, degree, and certificate programs must be assessed prior to acceptance to a program of study. Students will be admitted in accordance with the academic standards applicable to that program.

SRTC utilizes the COMPASS or ASSET, the TCSG approved assessment instruments, when evaluating students for program readiness. However, in the place of COMPASS or ASSET, SRTC accepts a student's official entrance score on a validated assessment instrument (such as SAT, ACT) or Georgia High School Graduation Test (GHS GT) in English/ Language Arts if the scores meet the College program's required minimums. A 235 or higher score on the ELA portion of the GHS GT will ONLY exempt testing in writing and reading for placement into diploma and technical certificate of credit

Student Affairs

programs. This WILL NOT exempt testing for degree seeking students. If a student's SAT, ACT, or GHSGT in English/Language Arts scores do not meet the College's program minimums for regular admission, a student must be assessed using COMPASS or ASSET. Assessment results are valid for placement purposes for 5 years (60 months).

Official transcripts from a regionally or nationally accredited postsecondary institution recognized by the United States Department of Education documenting equivalent program-level English and/or math coursework successfully completed (C or better) may be used in lieu of completing the corresponding portion of SRTC's assessment instrument.

I. ASSESSMENT/PLACEMENT TESTS

The ASSET is an approved admission placement exam in a convenient pencil/paper format. Scoring is performed on software developed by ACT. The student's raw score is automatically converted to a scaled score, which is used in determining the student's admission status.

The COMPASS exam is the primary placement exam used by SRTC. The COMPASS is an untimed computerized assessment tool. Each test produces a placement recommendation based on the correct responses to items presented.

II. ADMINISTRATION OF THE PLACEMENT EXAM

Placement testing is administered through the Office of Admissions by the designee assigned by the Vice President for Student Affairs. Persons administering the ASSET or COMPASS receive in-service training on administering the exam.

- a. Each student shall be assessed prior to being accepted as an award seeking student into any credit program.
- b. Each student will receive an interpretation of his/her assessment scores prior to beginning his/her educational experience.
- c. Provisions will be made for the assessment of students with disabilities who need special assistance and consideration upon request and documentation.

III. CANDIDATES FOR PLACEMENT TESTING

Any applicant for admittance to a credit associate degree, diploma, or certificate program is required to undergo placement testing unless he/she can provide documentation of the following:

- a. Official scores on validated assessment instruments (such as ACT or SAT) or Georgia High School Graduation Test (GHSGT) in English/Language Arts (ELA) provided that the scores are not more than five years old and meet the minimum score as listed below.
- b. Passing grades of C or better in college-level English and college-level math courses from a regionally or nationally accredited college, university, or other postsecondary institution recognized by the U. S. Department of Education at the time the coursework was completed. These courses must be the equivalent to the entry-level English and math courses required in the applicant's chosen program of study.

	Associate Degree
Minimum SAT:	Verbal 480, Math 440
Minimum ACT:	English 20, Reading 17, Math 19
*Minimum GHSGT	N/A

	Diploma/Certificate
Minimum SAT:	Verbal 430, Math 400
Minimum ACT:	English 12, Reading 13, Math 17
*Minimum GHSGT	English/Language Arts (ELA 235 or higher)

*A score of 235 or higher on the ELA portion of the GHSGT will ONLY exempt testing in writing and reading for placement into diplomas and technical certificate of credit programs. This will not exempt testing for degree seeking students.

IV. TEST REGISTRATION

Applicants must register for the assessment exam with the Office of Admissions.

V. RETEST

Students or applicants may be reassessed. Applicants who fail to meet the minimum scores for regular admissions are given one opportunity to retest. Students must wait 30 days prior to retesting.

Official transcripts from a regionally or nationally accredited postsecondary institution recognized by the United States Department of Education documenting equivalent program-level English and/or math coursework successfully completed (C or better) may be used in lieu of completing the corresponding portion of SRTC's assessment instrument.

Admission to specific programs requires that applicants have adequate educational preparation, as measured by satisfactory placement assessment scores and prerequisite assessment. If evaluation of admission information indicates that an applicant is not prepared to enter a particular program, the applicant will be offered the appropriate course(s) to provide the needed preparation. Information on entrance standards required for programs and other requirements unique to each program may be obtained in the Admissions Office or contacting the program advisor.

Several of the College's programs in the School of Health Sciences have competitive admissions criteria including but not limited to admissions scores and weighted scoring combinations whereby top ranked students may be admitted. Applicants for admission into these programs should be aware of the time limit policy and the exemption test policy.

No student will be allowed to transfer into occupational courses of programs that have a competitive process. The transfer student must go through the same process that is required of Southern Regional Technical College students.

ADMISSIONS CATEGORIES

Minimum admissions requirements shall be established for each program.

Students shall be admitted to SRTC in one of the following categories:

- a. Regular Status
- b. Provisional Status
- c. Learning Support Status
- d. Special Admit Status
- e. Transient Status
- f. Dual Status
- g. ACCEL Status
- h. Joint Status
- i. Move On When Ready Status
- j. Audit Status
- k. Transfer Status

Minimum admissions requirements are implemented for each standard degree, diploma, or certificate program.

A. Regular Admission Requirements

Students who attain placement scores that meet the program specific admission standards and who have properly completed the admission procedure will be admitted into a program as regular admission.

B. Provisional Admission Requirements

Students who 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 specific occupational courses as long as class pre-and co-requisites are satisfied. All associate degree, diploma, and certificate 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.

C. Learning Support Admission Requirements

Learning Support studies consist of classes designed for students who score below the program –specific admission standards established by the state (TCSG) and SRTC. To aid these students in attaining program level admission scores, SRTC provides curricula and instruction in the areas of reading, English, and math. The SRTC Required Scores Chart is used to identify the level of learning support needed based upon admission scores into specific programs. Upon satisfactorily completing required learning support courses and meeting regular program-specific admission requirements, students exit learning support studies.

D. Special Admit Admission Requirements (Non-Credential Seeking)

The special admission category is designed to be an admissions method for non-award seeking students. The following specifics define the parameters of this classification:

1. Be classified as non-award seeking at the time of entry by the admissions office.
2. Be granted special student status upon recommendation of the Director of Admissions/ Student Affairs.
3. Receive credit for regular program coursework, which is satisfactorily completed.
4. Receive credit for a non-limited number of courses, but have the ability to transfer only 15 credit hours into a specific program for award seeking purposes.
5. Have the option of applying for regular student status but must go through the regular student admissions process. This includes taking the state approved placement assessment. The number of hours taken as a special student in no way waives the requirement of the regular admission process.
6. Adhere to the specific institutional prerequisite

requirements when selecting courses.

7. Will not be eligible for any financial aid.

E. Transient Admission Requirements

A student in good standing at another accredited college may be permitted to enroll as a transient student on a space-available basis at SRTC in order to complete course studies to be transferred back to the home college. A transient student should be advised in writing by the home college concerning recommended courses.

Students wishing to enroll at SRTC as a transient student must:

1. Submit an application for admission to SRTC with a \$20 non-refundable application fee.
2. Present a statement or transient agreement from the home college stating that the student is in good standing and eligible to return to that college and list the courses the student is eligible to take. A current statement or transient agreement is required for each term of enrollment.
3. Pay scheduled fees.
4. SRTC students wishing to be a transient student elsewhere must be in good standing at SRTC and all prerequisite requirements for the course or courses are met. Good standing is defined as having a 2.0 cumulative GPA and being eligible to continue the program. Credit hours earned as a transient student cannot exceed seventy-five percent (75%) of the course work needed for graduation from any certificate, diploma, or degree at SRTC.

[Beginning Fall Semester 2015, Move On When Ready will include Dual Enrollment, Joint Enrollment, and ACCEL \(Admissions' Categories F through I\)](#)

F. Dual Enrollment

(Diploma and Certificate Programs only)

The purpose of Dual Enrollment is to offer additional educational opportunities for Georgia high school students. Students can earn credit both from high school and from SRTC while still in high school. Students can earn credit both from high school and from SRTC while still attending high school. Tuition, fees, and books are available to eligible students enrolled in HOPE eligible programs.

G. ACCEL

The purpose of the Accel Program is to provide Georgia high school students with the opportunity to earn college degree-level credit hours as they simultaneously meet their high school graduation requirements. This program offers career-oriented students the option to begin working toward a college degree while still pursuing a high school diploma. The following guidelines govern this program:

- Students must be classified as an 11th grader (high school junior) or 12th grader (high school senior) in a public or private high school in Georgia that is eligible to participate in the Accel program.
- Students must submit an Accel application to the high school and be approved through the advisement process at both the student's high school and postsecondary institution to be a dual credit student.
- Students must abide by the rules of both the high school and the postsecondary institution the student is attending and can be denied participation in the Accel program for such violations by either the high school or the postsecondary institution.
- Students must complete an application for college admission, make appropriate scores on the ASSET or COMPASS exams or provide appropriate ELA, ACT, or SAT scores, and provide documentation of parental consent.
- Students will receive a letter grade and a work ethics grade that will appear on the college transcript. The high school transcript will reflect the numerical grade that corresponds to the letter grade.
- Accel pays the exact amount of a student's tuition and fees each semester and provides a book voucher depending on the number of hours attempted.
- Students must meet eligibility requirements for Accel such as Selective Service registration if applicable, Georgia residency, etc.
- Hours for which a student receives Accel payment will not be included in the paid hours limit for HOPE Scholarship programs.
- Students must have permission of the high school to participate.

**H. Joint Enrollment
(Diploma and Certificate Programs only)**

The purpose of Joint Enrollment is to offer additional educational opportunities for Georgia high school students. High school students participating in Joint Enrollment must be enrolled in a diploma or a technical certificate program. Course credit is awarded at SRTC. A joint enrolled student is eligible to receive HOPE provided he/she meets other eligibility requirements. Hours paid by HOPE will be included in the paid hours limits for HOPE Scholarship programs. For more detailed information, contact the Office of the SRTC High School Coordinator or local high school guidance counselor.

High school students who enroll as Joint Enrollment must be 16 years of age and have met all College admission requirements for their selected program of study. Joint enrollment students may enroll in general academic courses, as well, technical courses.

I. Move On When Ready

Funds for full-time college while still in high school Move On When Ready (MOWR) is a 2009 state law that allows Georgia students entering eleventh or twelfth grade to take all of their courses at a TCSG college or through any other state institution or a virtual course approved by the State Board of Education. The student pays no college tuition because the law provides that the funding that would normally be applied to the high school education instead follows the student to the college, as arranged by the Georgia Department of Education. To be eligible, students must have spent the prior school year in attendance at a public high school in Georgia. Students who enroll in a TCSG college or other Georgia colleges or universities in the MOWR program receive credits that allow them to complete the requirements for their high school graduation and diploma. The student must be a legal resident of Georgia and maintain satisfactory academic progress towards fulfilling applicable high school graduation requirements and meet all college admission and registration requirements.

J. Auditing a Class

Applicants admitted under any of the admissions categories may request to audit a course with advisor approval. Applicants wishing to audit a course must submit an application and pay the application fee and all regular fees. Credit is not awarded for courses taken on an audit basis. Financial aid services are not available for courses being audited. Applicants requesting to audit a course(s) are not required to take the admissions placement exam or submit transcripts. Admission will be granted on a space available basis.

K. Transfer Admission Requirements

Applicants to SRTC who have been previously enrolled at a postsecondary college may be considered for admission once an application is submitted with a \$20 non-refundable application fee. Applicants who are in good standing at their previous college may be accepted in good standing. Applicants who are on academic warning or academic probation at their previous college may be accepted only on academic probation. A student admitted on academic probation must earn a grade point average of at least 2.0 during the first semester enrolled to continue the next semester. Transfer students who are on academic suspension from their former institution are considered for admission to the College on the same basis as suspended students from SRTC who apply on academic probation. A student admitted on academic probation must earn a grade point average of at least 2.0 during the first semester enrolled to continue the next semester.

Applicants for transfer admission must submit an application for admission and \$20 non-refundable application fee and meet all admission requirements to include official transcripts from secondary and post-secondary schools. Applicants who have not taken an entrance assessment within the last five (5) years may be required to do so under the assessment guidelines for testing. Each Technical College will develop its own retesting policy and charges may apply.

ENTRANCE REQUIREMENTS FOR SELECT CREDIT PROGRAMS

Entrance requirements vary and students should refer to the College catalog to obtain specific entrance requirement information.

A. Education: A high school diploma (to exclude diplomas marked as certificate of attendance or special education certificate) or Educational Development (GED®) diploma is required for admission to all programs with the exception of certain certificate programs specified in Board approved program proposals. The President of SRTC has the authority to grant a waiver to the admissions requirement as it relates only to possessing a GED® or high school diploma for secondary students who are otherwise eligible to enroll in a program of study that is agreed upon by the secondary school and the technical college. However, prior to graduation from SRTC students in degree, diploma, and specified certificate programs must receive a high school diploma or GED®.

B. Age: Applicants 16 years of age or older who seek access to quality instruction designed to develop or improve occupational competencies. The President of SRTC has the authority to waive the “16 years of age” requirement for secondary students who are participating in an articulated program of study.

C. Applicants who have not taken an entrance assessment within the last five (5) years may be required to do so. SRTC utilizes the COMPASS or ASSET, the TCSG-approved assessment instruments, when evaluating students for program readiness. However, in the place of COMPASS or ASSET, SRTC accepts a student’s official entrance score on a validated assessment instrument (such as SAT, ACT) or Georgia High School Graduation Test (GHS GT) in English/Language Arts if the scores meet the College program’s required minimums. A 235 or higher score on the ELA portion of the GHS GT will ONLY exempt testing in writing and reading for placement into diploma and technical certificate of credit programs. This WILL NOT exempt testing for degree seeking students. If a student’s SAT, ACT, or GHS GT in English/Language Arts scores do not meet the College’s program minimums for regular admission, a student must be assessed using COMPASS or ASSET. Assessment results will be valid for placement purposes for a period of 60 months and are transferable to any Technical College System of Georgia (TCSG) college. Each technical College will

develop its own retesting policy and charges may apply.

Note: Students or applicants who have successfully completed, with a “C” grade or better, transferable nationally accredited college, university, or other postsecondary institution recognized by the U. S. Department of Education at the time the coursework was completed, may be exempt from the admissions placement exam. These courses must be the equivalent to the entry-level English and math courses required in the applicant’s chosen program of study. There is no time requirement on these courses for most programs. For all programs in the School of Health Science, there is a five (5) year time limit on transferrable math courses. Students preparing to enter (taking courses for) a diploma or associate degree program in the School of Health Sciences must complete all ALHS and prerequisite courses within five (5) years and two attempts.

D. Health: Applicants must be physically able to attend end school regularly and must meet the physical demands for the course in which they plan to enroll. Physical examinations for most applicants to the School of Health Sciences are required after official acceptance to the program. Physical forms will be issued at the proper time.

E. Criminal background checks: Required by most programs in the School of Health Sciences, Criminal Justice Technology, and Early Childhood Care and Education.

F. Competitive Admissions: Several programs in the School of Health Sciences are based on competitive admissions criteria. Completion of prerequisite courses does not guarantee program admission. Advisors will discuss these requirements with the applicants.

ONLINE

SRTC offers online courses. Students interested in enrolling in online classes should log on to www.southernregional.edu/online to review the Technology Requirements for online learning. Students who have completed admissions requirements may register for an online course through their program advisor after verifying the hardware and software requirements. For more information regarding online courses, contact the Director of Online Instruction.

DOUBLE MAJORS

Students are allowed to enroll in a maximum of two majors with common core curriculum at one time.

CHANGE OF MAJOR

Students have the privilege of changing their major from one program to another while enrolled in Southern Regional Technical College, provided they have the necessary qualifications and room is available. Students desiring to change majors must complete an application and meet all requirements to make the change by the published deadline. Students are encouraged to check with the Financial Aid office prior to changing their major to determine how their financial aid will be affected.

ADMISSION APPEAL

Applicants have the right to appeal an admission decision to SRTC. Appeals should be made in writing to the Vice President for Student Affairs within three (3) working days of receiving notification of the admissions status. The written document must include specific details supporting the appeal.