

CGTC Procedure: Warranty of Degree, Diploma, and Technical Certificates of Credit Graduates

Central Georgia Technical College (CGTC), in accordance with the The Technical College System of Georgia (TCSG) Policy IV. 1., guarantees that graduates of the College have demonstrated proficiency in competencies identified in the State Curriculum Standards for their awarded program. Any program graduate within two years of graduation who is determined to lack such competence shall be retrained at no cost to the employer or the graduate for tuition or instructional fees. Written notice of CGTC's Warranty is published on course syllabi and in the CGTC catalog.

A warranty claim may be filed by either an employer in conjunction with a graduate or a graduate if the individual is unable to perform one or more of the competencies contained in the industry-validated Standard or Program Guide, including failure to pass a State of Georgia required licensing examination.

Implementation of a claim shall follow the procedure outlined below:

1. The employer, in conjunction with a graduate, or the graduate, shall contact the College to discuss the need for retraining. The employer or graduate requesting the warranty claim may be asked to produce documentation to justify the need for retraining (i.e., licensure results).
2. The appropriate CGTC program faculty shall analyze the claim request, and make the recommendation in writing to the Dean and VPAA of the action to be taken.
3. The VPAA Office will notify the requestor and other involved parties of the claim decision. If the claim is approved, the faculty member in charge of training will complete and review with the student the Warranty Claim MOU (included below). The signed MOU will be forwarded to the VPAA for file.
4. If the warranty claim involves coursework, the student will be enrolled in the agreed upon course(s). Registration code = KW. A copy of the MOU will be forwarded to the Business Office for tuition and fee waiver and to the Registrar for grade (AU) processing upon successful completion of the course.
5. During the respective term, a Warranty Claim shall be completed by the program faculty in (i-Net) and notification sent to the Office of the Vice President for Academic Affairs (VPAA)
6. The VPAA Office will complete the Warranty Claims report on the KMS website at the end of each term. If the College has no warranty claim students for the term, the "No Warranty Claim Students" report will be completed.

Responsibility

The Vice President for Academic Affairs has the overall responsibility for ensuring this procedure is implemented

Reference:

[SBTCSG Policy IV.I. Warranty of Degree Diploma, and Technical Certificate of Credit Graduates](#)



Student Warranty Contract Agreement

Central Georgia Technical College (CGTC) has received a warranty claim for _____.

Following review, CGTC has found validity in this claim and will provide additional education to this student at no additional charge, except for the provisions allowed within this document.

Under this warranty claim, the following training/course(s) will be provided for the student:

Completion of all warranty-related course work/training must be completed by _____.

The warranty claim will follow CGTC's procedural guidelines outlined above. The student will bear responsibility for meeting all course requirements, including academic progress and acceptable attendance as defined in the course syllabus. Tuition and related college fees will be waived for all approved coursework. The warranty claim does not cover repeated attempts. The student will be responsible for all transportation, textbooks, supplies, and/or clinical uniform costs. The student will also be responsible for adhering to behavior guidelines as outlined in the student manual.

Student printed name _____

Student signature _____

Date _____

Program Instructor or Chair _____

Date _____

Dean signature _____

Date _____

VPAA _____

Date _____

Cc: Office of Vice President for Academic Affairs

Business Office

Registrar Office