



POLICIES & PROCEDURES MANUAL

GEORGIA PIEDMONT TECHNICAL COLLEGE

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Section I - Introduction

GPTC Policy & Procedure Manual

References: [TCSG Policy \(1.1.\)](#)

Policy and Procedure Elements

Policy and procedure templates include the following items:

- *Effective date:* The date at which the policy or procedure goes into effect.
- *Modified:* All dates on which the policy or procedure was modified.
- *Supersedes:* The title of any policies or procedures that are superseded by the current document.
- *Scope:* A statement of when and to whom the policy or procedure applies. If a scope statement is absent, the policy applies to all faculty, staff, and students, at all times.
- *Contact:* The title of the staff member to be contacted with questions about the policy or procedure.
- *Owner:* The title of the staff member who has authority to modify or delete the policy or procedure. Often, "contact" and "owner" will be the same individual. In such cases, only "contact" will be listed.
- *References:* Hyperlinks to any TCSG policies, accreditation requirements or standards, or state or federal laws that the policy references or applies to. If the documents are not accessible of the Web, the document title may be provided without a hyperlink.
- *Forms:* Hyperlinks to any forms or documents needed in order to follow the policy or procedure. If the documents are not accessible of the Web, the document title may be provided without a hyperlink.

Definitions

As used in this Policy & Procedure Manual, the term:

1. "Policy" means a local campus policy for Georgia Piedmont Technical College. Such policies are implementations of policies set by the State Board of the Technical College System of Georgia, which is Georgia Piedmont Technical College's governing body.
2. "As soon as possible" means within a reasonable time, having due regard for all the circumstances.
3. "GPTC" means Georgia Piedmont Technical College.
4. "the College" or "the college" means Georgia Piedmont Technical College.
5. "TCSG" means the Technical College System of Georgia.
6. "Department" means the Technical College System of Georgia including the Technical Colleges.
7. "State Board" means the State Board of the Technical College System of Georgia.
8. "The State Board of Technical and Adult Education" and "SBTAE" mean the State Board of the Technical College System of Georgia.
9. "President" means the President of Georgia Piedmont Technical College.

General Provisions

In all interpretations of policies, the reader shall look diligently for the intention of GPTC administration, keeping in view at all times the administration's express intention to comply with all state and federal laws, and all TCSG policies. When there is a conflict between GPTC or TCSG policy and state or federal law, the law shall prevail.

When there exists a conflict between policies and procedures published in this manual and other versions published elsewhere, the version in this manual shall take precedence, with the following exception: policies and procedures published in the *Georgia Piedmont Technical College Catalog and Student Handbook* shall take precedence over those published in this manual. Policies published in the TCSG policy manual will take precedence over those published in the GPTC manual. Users noting such conflicts are asked to call them to the attention of the GPTC Policy Coordinator.

Some academic programs have program specific Policy Manuals. Program Policy Manuals take precedence over the GPTC Policy & Procedure Manual, but do not take precedence over the TCSG Policy Manual or over state or federal law.

The masculine gender includes the feminine and the neuter.

The present or past tense includes the future.

Grammatical errors shall not vitiate a policy. A transposition of words and clauses may be resorted to when a sentence or clause is without meaning as written.

Substantial compliance with any policy requirement shall be deemed and held sufficient, and no proceeding shall be declared void for lack of strict compliance, unless expressly so provided by law or policy.

Each policy and procedure is administratively assigned to a staff member of GPTC, listed as the "Owner" on the policy or procedure, or as the "Contact" if no owner is specified. It is the responsibility of the designated staff member to ensure that policies and procedures under his or her jurisdiction are reviewed at least annually and maintained in a manner that is clear, concise, current, and consistent with federal and state laws. The designated staff member is also responsible for proposing new policies and procedures whenever the need arises.

Non-applicable or obsolete items may be deleted when a new policy or procedure is added to the manual.

Submission, Approval, and Corrections of Policies and Procedures

Members of the Leadership Team may submit new or revised policies and procedures for inclusion in the GPTC Policy & Procedure Manual.

For New Policies:

1. The policy owner forwards the text to the policy coordinator.
2. The policy coordinator puts the policy in standardized format.
3. At the owner's direction, the policy coordinator either:
 1. Prepares paper copies of the policy for presentation by the owner to the Leadership Team, or
 2. Distributes the policy by email for electronic vote.
4. If the policy is rejected, no further action will be taken.
5. If the Leadership Team requests changes, the policy owner may revise the document and resubmit to the policy coordinator, at which point the policy will follow the steps above.
6. If the policy is approved, the policy owner delivers the document to the policy coordinator. The policy coordinator places the policy in the Manual, updates the Change Log, and notifies the owner when these actions have been completed.
7. The policy owner directs the Webmaster to add the new policy to the website in appropriate locations, and notifies all affected stakeholders of the new policy.

For Revised Policies:

The process for revised policies is the same as above, except that the text initially forwarded to the policy coordinator should display new or changed material in red text, and deleted material should be shown in a strike-through font.

For New and Revised Procedures:

1. The policy owner forwards the procedure to the policy coordinator. (For revisions, added/changed text should be shown in red, and deleted text should be shown in a strike-through font.)
2. The policy coordinator formats the new or revised material and updates the Manual and Change Log.
3. The policy coordinator notifies the owner when these changes have been made.
4. The policy owner directs the Webmaster to make all needed changes on the website, and notifies all affected stakeholders of the new or revised procedure.

Corrections

Whenever substantive or typographical errors are found, the reader is encouraged to report the error to the owner or contact.

It is the responsibility of the owner or contact for that policy or procedure to determine if an error exists and, if so, to obtain the necessary approvals to correct any error as soon as possible.

The Policy Coordinator shall make a record of all changes to the Policy Manual in its Change Log, noting the date of the change, a brief description of the change, and the authority on which the change was made.

Section II – Mission and System of Governance

Mission & System of Governance

I.A. GPTC Mission Statement

Owner: President

References: [TCSG Policy I.A.](#) (2.1.2)

Georgia Piedmont Technical College, a unit of the Technical College System of Georgia, promotes a student-centered environment for lifelong learning and development, encompassing academic and technical education for employment in a global community.

I.B. GPTC Statement of Equal Opportunity

Adopted:

Modified

Scope: All students, faculty, and staff.

Owner: President

Contact: Vice President of Student Affairs

References: [TCSG Policy I.B.](#); [III.A.](#); [V.A.](#) (2.1.1)

Forms: [Student Discrimination Grievance Form](#), [ADA Section 504 Grievance Form](#), [Student Equity Grievance Form](#)

Statement of Equal Opportunity

The Technical College System of Georgia and GPTC 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, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all TCSG and technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life and athletics. It also applies to the recruitment and employment of personnel and the contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veteran's Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

TCSG and GPTC promote the full realization of equal opportunity through affirmative and continuing practices. TCSG and GPTC have Affirmative Action Plans based on federal guidelines to ensure compliance with applicable mandates. TCSG and GPTC report and monitor Affirmative Action Plan data as directed by federal compliance guidelines.

Title IX

The Title IX Coordinator is: **Sadie Washington, Director of Human Resources**. Grievance procedures providing for resolution of alleged student discrimination under these Acts may be obtained from the Title IX Coordinator at the **Clarkston Campus**.

[Student Discrimination Grievance Form](#)

ADA/504 Coordinator

The ADA/Section 504 Coordinator is: **Candice Buckley, Dean of Student Affairs**, Georgia Piedmont Technical College, **495 N Indian Creek Dr., Clarkston, GA 30021, (404) 297-9522 ext. 1111, buckleye@gptc.edu**. Grievance procedures providing for resolution in regard to students with disabilities may be obtained from the ADA/Section 504 Coordinator at the **Clarkston Campus**.

[ADA Section 504 Grievance Form](#)

Equal Employment Opportunity (EEO) Compliance Officer

The Equal Employment Opportunity (EEO) Compliance Officer is: **Sadie Washington, Director of Human Resources**, Georgia Piedmont Technical College, **495 N Indian Creek Dr., Clarkston, GA 30021, (404) 297-9522 ext. 1210, washingtonsm@gptc.edu**. Grievance procedures providing for resolution of alleged employee discrimination may be obtained from the Human Resource Office at the **Clarkston Campus**.

Equity Coordinator

The Equity Coordinator is **Nathan Gholston, Special Services Coordinator**, Georgia Piedmont Technical College, **495 N Indian Creek Dr., Clarkston, GA 30021, (404) 297-9522 ext. 1154, gholstonn@gptc.edu**. Grievance procedures providing for resolution of alleged student discrimination under these Acts may be obtained from the Equity Coordinator at the **Clarkston Campus**.

[Student Equity Grievance Form](#)

I.C.1. TCSG State Board Responsibilities and Authority

See [Technical College System of Georgia Policy I.C.1.](#) (2.1.3)

I.C.1.b Compensation and Expenses Policy

See [Technical College System of Georgia Policy I.C.1.b.](#) (2.1.5.)

I.C.1.c Ethical Responsibilities

See [Technical College System of Georgia Policy I.C.1.c.](#) (2.1.6.)

I.C.1.d Procedure for Approving Technical College Local Board Members

See [State Board Procedure for Approving Technical College Local Board Members I.C.1.d.](#) (2.4.5p.)

I.D.1 Local Board Responsibilities and Authority

See [Technical College System of Georgia Policy I.D.1.](#) (2.4.1.)

I.D.1.a GPTC Local Board Bylaws

Adopted:

Modified:

Scope: Local Board Members

Owner: Commissioner

References: [TCSG policy I.D.1.a. \(2.4.1.a1.\)](#); [O.C.G.A § 20-4-11](#); [O.C.G.A. § 50-14-1](#); [O.C.G.A § 50-14-3](#); [O.C.G.A § 50-14-4](#)

ARTICLE I. NAME

The name of this organization shall be the Georgia Piedmont Technical College Local Board of Directors.

ARTICLE II. PURPOSE

Local boards were created by Georgia State Statute (O.C.G.A. 20-4-11) to **support** the TCSG State Board in carrying out its mission. The primary purpose of the board and its members is to:

1. Advise on program direction via their personal subject matter expertise and awareness of area business needs for program decisions and priorities;
2. Serve as a check and balance for the development and implementation of college goals and objectives as well as operations policies and procedures; and
3. Advocate within the community and in the state legislature on issues of importance in support of the technical college system and Georgia's workforce development efforts.

ARTICLE III. MEMBERS AND MEMBERSHIP

Section 1. Membership.

The members of the Georgia Piedmont Technical College Local Board of Directors shall be appointed by the State Board of the Technical College System of Georgia. **The board** shall have at least seven and not more than fifteen members.

Members shall reside or be employed within the Georgia Piedmont Technical College's designated service area and within one of the counties they represent. One member may represent up to two contiguous counties. Overall county representation shall generally reflect the relative populations of the counties in the service area as follows:

DeKalb County– two representatives
Newton County – one representative
Rockdale County – one representative

Members shall reflect the diversity of business, industry and economic development interests in the service area and no more than one member shall concurrently serve on any other local board of education. **The board** shall include men and women and shall also reflect the racial, ethnic, cultural diversity of the State of Georgia and the Georgia Piedmont Technical College's service area.

Existing staff and faculty of Georgia Piedmont Technical College shall not serve as members of the board of directors.

Section 2. Terms.

At designated meetings by June of each year, the State Board shall appoint or reappoint board members to fill expiring terms and to serve three-year terms beginning July 1st.

No member may serve more than three consecutive three-year terms but a former member may be reappointed for a term to begin following a one-year break in service. A member whose term is scheduled to expire may continue to occupy his or her seat on the board until their replacement is appointed for a maximum of three meetings into the new fiscal year.

Section 3. Vacancies.

The board shall notify the State Board immediately of any vacancies that occur in unexpired terms and, based on the recommendation of the college president, the State Board shall appoint a new member to serve the remainder of the term as soon as practicable. A new member who fills an unexpired term is eligible to serve three consecutive three-year terms on his/her own.

Section 4. Resignations and Removal

(1) Any board member may resign at any time by notifying the college president who serves as the executive secretary of the board. The president shall inform the TCSG System Office (via TCDA) of the resignation. Using the local board appointment process, the college president may recommend a replacement to complete the board member's term.

(2) Any board member may be removed from office by the State Board after a majority vote of the local board members then in office whenever, in their judgment, the best interests of the college and /or the local board of directors is affected. Written request for removal with a supporting statement of concern must be forwarded to the State Board by the college president for their action. Notice of the date, time, place, and purpose of the meeting at which the removal is to be acted upon shall be given to such board member intended to be removed at least ten (10) days prior to the date of such meeting and must state the reason for the proposed removal, consistent with the approved by-laws. Disciplinary issues shall be conducted in accordance with Georgia's Open and Public Meeting Statutes O.C.G.A. § 50-14-3 and § 50-14-4.

ARTICLE IV. OFFICERS AND THEIR DUTIES

Section 1. Officers.

The officers of the board of directors shall be the chairperson, the vice chairperson, and the executive secretary.

Section 2. Election and Terms of Office.

- (1) The chairperson and vice chairperson shall be elected by the board from its membership at its last regularly scheduled meeting prior to July 1 of said year. The term of office for the chairperson and vice chairperson shall be one year. The chairperson and vice chairperson shall assume their respective positions on July 1 following election; no person shall hold more than one of these offices concurrently.
- (2) Executive secretary. The president of Georgia Piedmont Technical College, who shall not be a member of the board of directors, shall be the executive secretary.

Section 3. Removal of Officers.

The chairperson and the vice chairperson may be removed at any time by two-thirds vote of the board.

Section 4. Vacancies.

Vacancies in the offices of chairperson and vice chairperson shall be filled by the board as soon as practicable.

Section 5. Duties of Chairperson.

The chairperson shall be a member of Georgia Piedmont Technical College Local Board, shall preside at the meetings of the board with the authority to vote, and shall appoint the members of any and all such committees as necessary for the board to perform its assigned duties.

The chairperson shall be an ex officio member of all committees with the authority to vote.

Section 6. Duties of Vice Chairperson.

The vice chairperson shall be a member of the board and shall perform the duties and have the powers of the chairperson during the absence or disability of the chairperson.

Section 7. Duties of the Executive Secretary.

As executive secretary, the president shall schedule and arrange for meetings of the board and furnish meeting notices and materials, as needed, to members in advance of such meetings. The executive secretary shall normally be present at all meetings of the board and shall provide that an accurate record be kept of the proceedings of the meetings of the board and its committees.

The president shall be responsible for implementing recommendations of the board and for the day-to-day operations of the board.

Section 8. Committees.

(1) Boards may have standing committees to serve as college VP/director-specific liaisons whose role is to advise and support on college events/activities.

(2) Boards may appoint ad hoc or special committees to handle specific events, situations or problems and dissolve when the task is completed.

ARTICLE V. MEETINGS OF THE LOCAL BOARD

Section 1. Place of Meetings.

Meetings shall be held at such places as determined by the board.

Section 2. Attendance at all Meetings.

Board members shall attend all meetings unless prevented from doing so by disability or other causes beyond their control. Members who are unable to attend at least 75% of the regularly scheduled meetings during a fiscal year should consider resignation from the board. No person may attend any meeting of the board as a substitute for any board member; and no person except a regular member of the board shall be entitled to vote in determining the action of the board at any time.

Section 3. Regular Meetings.

The board shall meet at least eight times per year, and at each meeting it shall schedule one or more future meetings at such time and place as appropriate.

Section 4. Special Meetings.

Special meetings of the board may be called by the chairperson. A notice of the special meeting must be made available to the public in accordance with Open and Public Meetings Law, O.C.G.A. § 50-14-1. Business transacted at a special meeting shall be confined to the purposes stated in the call for the meeting and shall in all other ways be conducted in conformance with the law.

Section 5. Committee Meetings.

Committees shall meet at the direction of the chairperson of the board or on call of the committee chairperson.

Section 6. Quorum.

At all meetings of the board, a majority of the full membership of the board shall constitute a quorum for the transaction of business. The action of a majority of the members of the board present at any meeting shall be the action of the board, except as may be otherwise provided by these by-laws.

Section 7. Public Meetings and Executive Session.

All meetings of the board shall be open to the public, provided, however, upon direction of the chairperson of the board or of a majority of the members of the board present at any meeting, the board may hold executive sessions at any time. The board may go into executive session for the purposes provided in O.C.G.A. § 50-14-4.

ARTICLE VI. OPERATION OF THE LOCAL BOARD

Section 1. Rules.

The rules contained in Roberts' Rules of Order (Revised) shall govern in all cases to which they are applicable and in which they are not inconsistent with the by-laws or any special rule of the board.

Section 2. Agenda.

A prepared agenda with appropriate information shall be sent to each member of the board by the executive secretary in advance of any regular meeting of the board. This agenda, as approved or amended at each meeting, shall govern the order of business for the meeting. Additions, deletions, or reordering of agenda items shall be by majority vote.

Section 3. Minutes.

The executive secretary shall have prepared minutes of the proceedings of the board meetings. A copy of the minutes of each meeting of the board shall be mailed to each board member for review prior to approval at the succeeding meeting. The minutes shall not be considered official unless and until approved by the board.

Section 4. Local Board Actions.

The board shall generally consider action on matters brought to its attention only after referring such matters to technical college staff for appropriate analysis and recommendations. Such staff analyses shall be brief, with supporting information appended as necessary. The staff analyses shall include a statement of the issue and its implications, a description of the practical alternatives with associated advantages and disadvantages, and a recommendation. Whenever possible, such staff analyses shall accompany the agenda for the meeting at which the matter is to be considered.

ARTICLE VII. APPEARANCE BEFORE THE LOCAL BOARD

Individuals or groups wishing to appear before the board shall make their request in writing to the President at least ten days in advance of the meeting. The chairperson at his or her discretion may approve the request and allot a reasonable time for presentation. At any meeting, the chairperson, without opposition, or the board, by majority vote, may recognize unscheduled appearances before the board by individuals or groups. The chairperson shall limit citizens' presentations as necessary to maintain the timely conduct of business by the board.

ARTICLE VIII. METHOD OF AMENDING THE BY-LAWS

Section 1. Method.

These by-laws may be amended by the board with the concurrence of the State Board. Proposed amendments shall be distributed to each member of the board and to the TCSG System Office via the TCDA director no later than the regular meeting immediately preceding the regular or special meeting at which action is proposed to be taken.

Amendments to the by-laws shall require approval by at least a two-thirds vote of the board's members. The adopted amendment shall immediately be forwarded to the State Board, which shall normally consider concurrence at its next meeting. State Board action shall be by majority vote, and its action shall be immediately communicated to the local board.

Section 2. Effective Date.

Amendments shall go into effect immediately upon concurrence by the State Board.

I.D.1.b GPTC Local Board Compensation and Expenses Policy

See [Technical College System of Georgia Policy I.D.1.b](#) (2.4.3p.)

I.D.1.c GPTC Local Board Ethical Responsibilities

Adopted:

Scope: Local Board Members

Owner: Commissioner

References: [TSCG Policy I.C.1.c. \(2.1.6.\)](#); [Code of Ethics for Government Service](#); [Article 1, Chapter 10 of Title 16, Abuse of Government Office](#); [O.C.G.A. §45-10-20 et seq](#); [45 CFR 602](#); [45 CFR 94](#)

Forms:

All Local Board members and employees are expected to maintain high ethical standards in the conduct of their personal and professional affairs. This includes all aspects of their dealings with businesses, the local communities, and other governmental agencies.

All Local Board members and employees are expected to, at a minimum, conform their behavior to the standards set forth in the [Code of Ethics for Government Service](#) the criminal laws contained in [Article 1, Chapter 10 of Title 16, Abuse of Government Office](#).

All Local Board members and employees shall follow the relevant guidelines established by the [State Personnel Board](#) and [O.C.G.A. §45-10-20 et seq](#). Any employee of a Technical College who accepts federal research dollars shall also be subject to relevant federal conflict of interest regulations, [45 CFR 602](#) and [45 CFR 94](#).

I.D.1.d GPTC Local Board Appeals Procedure

Adopted:

Contact: Director of Human Resources

Owner: President

References: [TCSG Policy I.C.1 \(2.1.3.\)](#), [TCSG Policy I.D.1 \(2.4.1.\)](#)

Definition:

An appeal, as referred to by this policy, is an appeal from or of a decision made by a vice president or designee concerning the construction or administration of laws, policies, standards, or procedures related to Georgia Piedmont Technical College.

Policy:

Any party aggrieved by a decision of a vice president or designee concerning the construction or administration of the laws, policies, standards, or procedures related to Georgia Piedmont Technical College shall have the right to appeal such decision to the President. Employees, students, parents, or the general public may file an appeal.

An appeal shall not include any issues concerning any aspect of employment, conditions of employment, or eligibility for future employment for an employee of a technical college governed by the State Board.

Responsibilities:

The aggrieved party shall file the appeal in writing to the President within five (5) calendar days from the decision which is contested. The written appeal must contain specific facts sufficient to grant a formal hearing with the President.

The President shall establish the procedure to process the appeal. The procedure may include the appointment of an appeals committee to gather facts and submit findings and recommendations to aid in the decision making process. All parties involved in the appeal shall be given the opportunity to present oral arguments and briefs in support of their position.

Within ten (10) calendar days after receipt of a written appeal, the President shall respond to the aggrieved party, giving a decision regarding the contested decision. The President may extend the time for submission of a decision; said time shall not exceed ten (10) additional calendar days.

I.E.1 TCSG Commissioner Responsibilities and Authority

See [Technical College System of Georgia Policy I.E.1. \(2.2.1.\)](#)

I.E.2 TCSG Agency Strategic Planning

See [Technical College System of Georgia Policy I.E.2. \(2.2.2.\)](#)

I.E.3 Technical College Accreditation

Adopted:

Contact: Director of Institutional Effectiveness

References: [TCSG Policy I.E.3 \(2.3.4.\)](#), [SACSCOC Membership Directory](#)

Georgia Piedmont Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award technical certificates of credit, diplomas, and associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Georgia Piedmont Technical College.

(Questions about admission, enrollment, job placement, and related matters should be directed to an [appropriate office](#) at Georgia Piedmont Technical College. The Commission on Colleges should only be contacted to report evidence of non-compliance with an accreditation requirement or standard.)

I.E.3.a Programmatic Accreditation Procedure

Adopted:

Scope: Faculty & Staff

Contact: Director of Institutional Effectiveness

- For all programs holding programmatic accreditation, primary responsibility for all accreditation activities rests with the Program Director. These responsibilities include but are not limited to:
- Completion of accreditation self-studies, compliance certifications, and annual reports, accompanied by an approved institutional description
- Submission of required fees and documentation
- Reporting of graduation rates, licensure rates, placement rates, and other metrics
- Reporting of substantive changes within the program to the accrediting agency
- Reporting of institutional substantive changes involving accreditation status or legal authority to provide postsecondary education
- Ensuring program goals and objectives are aligned with those of the institution
- Fostering communication with communities of interest to ensure the program's mission, goals, and objectives are responsive to change and continue to meet stakeholder's needs

In addition, it is the Program Director's responsibility to inform college senior administration of accreditation requirements which hold the program to a higher standard than GPTC policies do, and to work with administration to meet accreditation requirements by revising GPTC policies or developing appropriate program-specific policies. Such requirements may include, but are not limited to:

- All aspects of planning and assessment (notify Office of Institutional Effectiveness)
- Program faculty participation in fiscal responsibility, budget preparation, and review of facilities (notify Vice President of Administrative Services)
- Program content and sequence (notify Vice President of Academic Affairs)
- Program admissions (notify Director of Admissions)
- Curriculum management plans (notify VPAA)
- Recognition of the program within the institution's administrative structure
- Appropriate release time for Program Directors
- Input into faculty evaluations (notify Academic Dean)

- Input into faculty hiring (notify Academic Dean)
- Compliance with clinical health and safety provisions (notify Vice President of Administrative Services)
- Emergency management (notify Vice President of Administrative Services)

I.E.4 GPTC Substantive Change Policy

Adopted:

Modified:

Scope: Faculty & Staff

Contact: Vice President of Institutional Effectiveness

*References: [TCSG I.E.4 Technical College Substantive Change Reporting \(2.3.5.\)](#), *GPTC Substantive Change Procedure**

Georgia Piedmont Technical College adheres to [TCSG Policy I.E.4 Technical College Substantive Change Policy](#).

I.E.4.a GPTC Substantive Change Procedure

Adopted:

Modified:

Scope: Faculty & Staff

Contact: Vice President of Institutional Effectiveness

Owner: President

*References: [TCSG I.E.4 Technical College Substantive Change Reporting \(2.3.5\)](#), *GPTC Substantive Change Policy*, [SACSCOC's Substantive Change for SACSCOC Accredited Institutions Policy Statement](#), [SACSCOC's Principles of Accreditation](#)*

Forms: Substantive Change Checklist

Procedure Descriptor:

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) defines *substantive change* as "a significant modification or expansion of the nature or scope of an accredited institution."

Georgia Piedmont Technical College (GPTC) is responsible for compliance with the SACSCOC Substantive Change Policy as a condition of its continued accreditation. Substantive changes may include, but are not limited to, the addition of courses or programs that represent a significant departure — either in content or method of delivery — from those that were offered when the institution was last evaluated, establishing a new site at which students can earn 50% or more of the credits toward a GPTC program, and distance education delivery of 50% or more of an educational program.

Additional substantive changes include, but are not limited to, the following:

- Initiating coursework or programs at a more advanced level than currently approved
- Expanding a current degree level
- Initiating a branch campus

- Initiating a certificate program at employer's request and on short notice (typically for workforce development)
- Initiating other certificate programs
- Altering significantly the educational mission or objectives of the institution
- Initiating joint or dual degrees (or other collaborative academic arrangement) with another institution
- Initiating off-campus sites (including Early College High School programs offered at the high school)
- Expanding program offerings at previously approved off-campus sites
- Altering significantly the length of a program
- Initiating distance learning
- Initiating programs/courses offered through contractual agreement or consortium
- Entering into a contract with an entity not certified to participate in USDOE Title IV programs
- Initiating a merger/consolidation with another institution
- Changing governance, ownership, control, or legal status
- Relocating a main or branch campus
- Moving an off-campus instructional site
- Changing from clock hours to credit hours
- Initiating degree completion programs
- Closing a program, approved off-campus site, branch campus, or institution
- Acquiring any program or site from another institution
- Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing

The GPTC Substantive Change Procedure is published in GPTC's Policy and Procedure Manual. In addition, the Director of Institutional Effectiveness shares the procedure and/or changes to the procedure as needed with the college Leadership Team and reviews with college faculty and staff on an annual basis.

GPTC must notify SACSCOC of potential or actual substantive change in a timely fashion, and in many cases must receive approval for such change from the Commission before the initiative is implemented. SACSCOC is required by the federal government to monitor its constituents' compliance with the substantive change policy and to grant permission for major changes to occur. In order to ensure GPTC's compliance, anyone proposing to change the list of programs offered by GPTC or to implement other major initiatives should review the substantive change policy for GPTC as well as the relevant portion of the SACSCOC website: <http://www.sacscoc.org/SubstantiveChange.asp>.

Administrative Responsibility

The President, Vice Presidents, and Academic Deans have the fundamental responsibility to be generally aware of SACSCOC substantive change policy, inform GPTC's SACSCOC Liaison at the earliest point possible of proposals that may be considered a substantive change for the college, and provide the SACSCOC Liaison with any data, information, or supporting documentation necessary for a prospectus to comply with SACSCOC policy when requested.

The President, or designee, is responsible for notifying the Commission of any substantive changes. The President must review and sign all substantive change notification letters.

SACSCOC Liaison Responsibility

Every SACSCOC member institution has an accreditation liaison whose charge is to ensure compliance with accreditation requirements. Responsibilities include:

- Providing the President, Vice Presidents, and Academic Deans with information about the SACSCOC Substantive Change Policy. This includes, but is not limited to, maintaining a section of the Office of Institutional Effectiveness page on the college intranet concerning substantive change.
- Providing a list of examples of substantive changes on the Office of Institutional Effectiveness intranet page.
- Working with the President, Vice Presidents, and Academic Deans to determine whether a proposed change is substantive.
- Filing the appropriate notices or prospecti with SACSCOC and providing required supporting documentation.
- Preparing documentation for and organizing any onsite substantive change committee visits with assistance from other departments as needed.
- Coordinating with SACSCOC and the President, Vice Presidents, Academic Deans, and director-level staff about any required follow-up action.
- Ensuring the policy is reviewed by Leadership Team and distributed to faculty and staff on an annual basis.

Attention to Distance Education

Issues related to distance education that might be considered substantive change tend to be gradual in nature; thus this area requires special monitoring.

In order to ensure distance-education related substantive change is identified and acted upon in a timely way, the College must consistently:

- Monitor the percentage of credit courses in any degree, diploma, or certificate program offered via distance education and regularly informing the SACSCOC Liaison of the percentage of distance education courses offered in each educational program
- Regularly inform the SACSCOC Liaison of all educational awards that can be earned solely through distance education coursework
- Ensure that any course offered via distance education, whether fully online, hybrid, or web-enhanced, is the equivalent of the same traditional classroom course in terms of course competencies and course learning outcomes
- Ensure that there is evidence of collaboration among program administration, traditional classroom instructors, and instructors of distance education courses in determining course materials, and
- Ensure that resources available for distance education courses are the equivalent of resources available to students in traditional classroom courses.

Monitoring is to be done by the Vice President of Academic Affairs or his or her designee.

Procedure and Time of Notification

The SACSCOC policy statement for reporting substantive change, as specified in the Commission's document Substantive Change for Accredited Institutions of the Commission on Colleges, is the fundamental resource for reporting substantive change. The policy statement can be found at the following address: <http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf>.

Notification to SACSCOC Liaison of Proposed Changes:

If a change is substantive, SACSCOC must be notified as much as 12 months in advance of implementing the change. GPTC must provide written notification of the change to the President of the Commission. Upon becoming aware of a proposed change that may be substantive, the President, Vice Presidents, and Academic Deans proposing the change should notify the SACSCOC Liaison utilizing the SACSCOC Checklist.

Late Notification to SACSCOC Liaison:

If it is discovered that a program or site which may be considered a substantive change has been implemented without notifying the Commission, the President, Vice Presidents, or Academic Deans have responsibility to notify the SACSCOC Liaison immediately. It is then the responsibility of the President to notify SACSCOC as provided in the SACSCOC Policy.

References

Southern Association of Colleges and Schools Commission on Colleges, The Principles of Accreditation, 3.12 (2017) <http://www.sacscoc.org/pdf/2018PrinciplesOfAccreditation.pdf>.

3.12 Responsibility for compliance with the Commission's substantive change procedures and policy.

The Commission on Colleges accredits the entire institution and its programs and services, wherever they are located or however they are delivered. Accreditation, specific to an institution, is based on conditions existing at the time of the most recent evaluation and is not transferable to other institutions or entities.

When an accredited institution significantly modifies or expands its scope, changes the nature of its affiliation or its ownership, or merges with another institution, a substantive change review is required.

The Commission is responsible for evaluating all substantive changes to assess the impact of the change on the institution's compliance with defined standards. If an institution fails to follow the Commission's procedures for notification and approval of substantive change, its total accreditation may be placed in jeopardy. (See Commission policy "Substantive Change for Accredited Institutions.") If an institution is unclear as to whether a change is substantive in nature, it should contact Commission staff for consultation.

I.F.1 TCSG Employment of Presidents Policy

See [Technical College System of Georgia Policy I.F.1.](#) (2.3.1.)

I.F.2 Responsibility and Authority of Technical College Presidents

See [Technical College System of Georgia Policy I.F.2.](#) (2.3.2.)

I.F.3 GPTC Strategic Planning Policy

Approved: TBD

Owner: President

References: [TCSG Policy I.F.3 \(2.3.3.\)](#)

With input from stakeholders within the college and throughout the community, Georgia Piedmont Technical College develops and implements a new strategic plan every five years. Designed to support and fulfill the mission of the college, the plan is aligned with the Strategic Plan of the Technical College System of Georgia. The Leadership Team, with reliance upon feedback from the system-wide evaluation and planning processes, updates the strategic plan on an annual basis to focus on current needs, availability of resources, and changes in operational goals and objectives.

I.F.4 Faculty Role in Governance Procedure

Adopted:

Replaces: GPTC Faculty Role in Governance Guidelines

Scope: Faculty

Contact: Vice President of Academic Affairs

To accomplish the mission of the College and to ensure a collegiate environment as well as the quality and integrity of academic programs, full-time faculty members participate in academic and appropriate governance. The President or the President's designee shall assign full-time faculty members to appropriate College committees. Full-time faculty members participate in academic and other appropriate governance matters through the committee and team structure. Faculty members serve on College committees which serves as an important source of information and recommendations for the President of the college.

Full-time faculty members have a major responsibility in the achievement of outcomes for student learning and the quality of academic programs. The primary role of the full-time faculty in governance of the College is to develop, revise, and implement educational goals and objectives including, curriculum, academic standards, and courses of study. Additionally, program faculty members participate in decision-making activities such as degree requirements, curricula, faculty work environment, and professional development. They also have a major role in identifying, evaluating, and improving student learning outcomes including, planning for expected outcomes.

Full-time faculty members develop and revise program curricula through the Instructional Faculty Consortium Committees (IFCC) which are established through the Technical College System of Georgia. Full-time instructors who teach in state standardized programs at technical colleges in Georgia are members of an IFCC. There are instructional faculty consortium committees for each program area in each of the consortium regions. Through this process, faculty members establish, review, and evaluate curricula system-wide.

Section III-Administration

Administration

II.A.1.a GPTC Annual Budget Policy

Adopted:

Owner: President

References: [TCSG Policy II.A.1.a](#) (3.1.2.)

Georgia Piedmont Technical College will adhere to State Board Policy II.A.1.a regarding the administration of the budget in accordance with Federal and State rules, regulations, and laws.

The local funds operating budget will be compiled by the Vice President for Administrative Services or his/her designee and presented to the President to determine the final budget based on department requests. This compiled budget will be reviewed, discussed and evaluated by the Vice Presidents and President. The President has final budget approval authority.

The Vice President for Administrative Services or his/her designee will monitor, administer and report as necessary the college's budget.

II.C.1 GPTC Instructional Equipment Maintenance Policy

Adopted:

Scope: Faculty

Contact: Vice President of Academic Affairs; Vice President of Administrative Services

Owner: Vice President of Academic Affairs

*References: [TCSG General Program Standard 02-05-07](#) (IV.D / 5.1.2.), *Surplus Property Procedure**

Last Reviewed: February 11, 2015

Georgia Piedmont Technical College has a wide variety of instructional equipment in laboratories and classrooms on all of its campuses. The instructor(s) in the program that uses the equipment is responsible for properly maintaining all equipment assigned to the program.

II.C.1.a GPTC Instructional Equipment Maintenance Procedure

Adopted:

Scope: Faculty

Contact: Vice President of Academic Affairs; Vice President of Administrative Services

*References: [TCSG General Program Standard 02-05-08](#) (IV.D / 5.1.2.), *Surplus Property Procedures**

Last Reviewed: February 11, 2015

- I. At least per semester, examine all equipment for damage or wear. Using the purchase order system, arrange for repair/replacement of any equipment that needs it and is within the limit of the program operating budget. If the repair can be made internally (via maintenance staff members, other program instructors or students, etc.), contact the appropriate person using the work order system. If the program operating budget will not support the repair or replacement, contact the appropriate vice president or campus dean to determine what needs to occur next.

- II. The instructor should perform preventative maintenance annually (or more often, if needed). If the equipment must be maintained by an expert, the instructor should utilize the purchase requisition system to schedule a maintenance technician to work on the equipment.
- III. For equipment that is obsolete, damaged beyond repair, or no longer needed in the program, the instructor should contact the appropriate vice president to arrange for removal and disposal of the equipment. Do not dispose of the equipment without authorization from the vice president as there are specific state requirements that must be met before equipment can be transferred or discarded.

II.C.4 GPTC Acceptable Computer and Internet Use Procedure

Adopted:

Contact: Director of Information Technology

References: [TCSG Procedure II.C.4](#) (3.3.4p.)

This policy addresses the issues of etiquette, ownership, professionalism, acceptable use, misuse, privacy/security, training, disciplinary action of guidelines violation, and legalities. It explains what are acceptable uses and what are unacceptable uses and gives examples. By following this policy, Georgia Piedmont Technical College (GPTC) users will help in conserving technology resources and in using resources in a professional manner.

Technical College System of Georgia's Acceptable Computer and Internet Use Policy

Technical Colleges throughout the country are moving into the information age by providing computer systems and Internet access for their students and employees.

In making decisions regarding access to the Internet and use of its computers, the Department considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. The Department expects faculty to blend thoughtful use of the Internet throughout the curriculum and provide guidance and instruction to students in its use. As much as possible, access from Technical Colleges to Internet resources should be structured in ways that point students to those resources that have been evaluated prior to use. While students shall be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives. Students and employees utilizing Technical College-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the college.

Using a computer without permission is theft of services and is illegal under state and federal laws. Federal law prohibits misuse of computer resources. In addition, the following specific computer crimes are prohibited by state law in Georgia (O.C.G.A. § 16-9-90 et seq.):

- Computer theft (including theft of computer services, intellectual property such as copyrighted material, and any other property);
- Computer trespass (unauthorized use of computers to delete or alter data or interfere with others' usage);
- Computer invasion of privacy (unauthorized access to financial or personal data or the like);
- Computer forgery (forgery as defined by other laws, but committed on a computer rather than on paper);
- Computer password disclosure (unauthorized disclosure of a password resulting in damages exceeding \$500 - in practice, this includes any disclosure that requires a system security audit afterward);
- Misleading transmittal of names or trademarks (falsely identifying yourself or falsely claiming to speak for a person or organization by using their name, trademark, logo, or seal).

Maximum penalties for the first four crimes in the list are a \$50,000 fine and 15 years of imprisonment, plus civil liability. The maximum penalties for computer password disclosure are a \$5,000 fine and 1 year of imprisonment, plus civil liability.

The purpose of Technical College-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Department. Access is a privilege, not a right. Access entails responsibility.

Users should not expect files stored on Department or Technical College-based computers to be private. Electronic messages and files stored on Technical College-based computers shall be treated like other Technical College premises that are temporarily assigned for individual use. Administrators may review files and messages in an effort to maintain system integrity and in an effort to insure that users are acting responsibly. Moreover, Department and Technical College officials shall cooperate with law enforcement officials who are properly authorized to search Department and Technical College computers and computer systems.

All information created, stored or transmitted by Department or Technical College computers or networks is subject to monitoring for compliance with applicable laws and policies.

The following uses of Department or Technical College-provided computers, networks and Internet access are not permitted:

- a) To access, upload, download or distribute, obscene material;
- b) To transmit obscene, abusive or threatening language;
- c) To violate any local, state or federal statute;
- d) To vandalize, damage, or disable the property of another individual or organization;
- e) To access another individual's password, materials, information, or files without permission;
- f) To violate copyright or otherwise use the intellectual property of another individual or organization in violation of the law, including software piracy;
- g) To engage in any personal commercial enterprise without advance approval in writing by the President of the Technical College;
- h) To knowingly endanger the security of any Department or Technical College computer or network;
- i) To willfully interfere with another's authorized computer usage;
- j) To connect any computer to any of the Department or Technical College networks unless it meets technical and security standards set by the Department;
- k) To create, install, or knowingly distribute a computer virus, "Trojan horse," or other surreptitiously destructive program on any Department or Technical College computer or network facility, regardless of whether any demonstrable harm results; and
- l) To modify or reconfigure the software or hardware of any Agency computer or network without proper authorization.

Users of Department and Technical College computers and computer systems are subject to the Department's policy on the development of Intellectual Property. Any violation of this policy and rules may result in disciplinary action against the employee or student. When and where applicable, law enforcement agencies may be involved.

The Department makes no warranties of any kind, either express or implied, for the computers, computer systems and Internet access it provides. The Department shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. The Department shall not be responsible for the accuracy, nature or quality of information gathered through Technical College diskettes, hard drives or servers; nor for the accuracy, nature or quality of information gathered through Technical College-provided Internet access. The Department shall not be responsible for personal property used to access its computers or networks or for Technical College-provided Internet access. The Department shall not be responsible for unauthorized financial obligations resulting from Technical College provided access to the Internet.

The foregoing standards are equally applicable to employees of the Department, wherever housed, and to employees and students of the Technical College.

Penalties

Violations of these policies incur the same types of disciplinary measures as violations of other Department or Technical College policies or state or federal laws, including criminal prosecution.

Georgia Piedmont Technical College Specific Policy

The Georgia Piedmont Technical College Acceptable Computer and Internet Use Policy is the same as the Technical College System of Georgia's Computer and Internet Use except that it is supplemented by the following:

Etiquette

- Report any hardware, software,¹ or virus problems immediately to the appropriate instructor or staff.
- Keep electronic messages brief and simple.
- Send messages to the correct person. Remember replying to a message addressed to "all" will result in the message going to everyone that originally received the message.
- Store on desktops and include in messages only those items and information that you would not mind reading in a newspaper or learning in a court of law. Documented court cases exist where electronic mail messages have been used as evidence.
- Since the use of all CAPS depicts anger, use uppercase and lowercase letters in electronic messages.
- Proofread all electronic messages before sending.

Ownership

- All information, hardware, software, and data are confidential and proprietary and are the exclusive property of GPTC.
- Do not copy or delete software files.

Professionalism

- Professionalism and personal courtesy and conduct are expected of all GPTC users always.

Acceptable Use

In addition to the computer system's use as a business tool, the following are guidelines for acceptable use:

- No software is to be added to any computer, PC, or network server owned or leased by the College. Do not load personal software or download software from the Internet onto computers. Exceptions are permitted on computer laboratory workstations ONLY in those computer labs specifically designed for or equipped with removable hard drives for this purpose and ONLY as directed by the instructor for the specific course requiring such modifications. Arrangements for modifications necessary to accommodate special needs students may be made through the Special Services Office.
- Do not reconfigure the screen settings, software, or hardware. Exceptions are permitted on computer laboratory workstations ONLY in those computer labs specifically designed for or equipped with removable hard drives for this purpose and ONLY as directed by the instructor for the specific course requiring such modifications. Arrangements for modifications necessary to accommodate special needs students may be made through the Special Services Office.
- Computer laboratory workstations that have CD writers installed are to be used for saving students' files/data only. Any other usage of the CD writers including reproduction of audio or software disks is subject to disciplinary action.
- Do not use workstations for activities that use excessive bandwidth such as chat rooms, real time chats, e-mail chain letters, automated bulk mailing, music, or streaming video.
- Computer laboratory workstations may be used only as directed by the instructor.
- Library/Media Center workstations may be used freely for research and educational purposes and for recreational web browsing; however, students must relinquish use of workstations if others are waiting to use them for class work.

Misuse

The following listing consists of examples of misuse of the GPTC computer system and are prohibited:

- Unauthorized entry into the system
- Unauthorized usage of the system
- Unauthorized transfer of information
- Tampering with the files of other people
- Interfering with the work of other people
- Sending or forwarding electronic chain letters
- Resending the same message repeatedly
- Transmitting, receiving, printing, or publishing any material that could be considered libelous, defamatory, abusive, threatening, or obscene
- Personal usage for profit or gain
- Personal usage that interferes with job responsibilities
- Solicitation or selling of anything, especially fund-raising items
- Advertisements and "want-ads" sent by e-mail

Legalities

- Electronic mail is classified as writing under the Federal Rules of Civil Procedure, meaning that in litigation, an opponent has the right to obtain copies of electronic mail relevant to the litigation.
- Software, electronic mail, and some information obtained from the Internet are subject to copyright violations.

Disciplinary Action for Policy Violation

Violations of this policy are subject to disciplinary action.

- Students and other users who violate acceptable computer and Internet use guidelines will receive a warning for the first violation; however, an additional violation will result in loss of computer privileges and/or other disciplinary action up to and including dismissal from the College.

Additional Guidelines for Georgia Piedmont Technical College Staff and Faculty

Professionalism

- Electronic mail, also called e-mail, is a global communication tool provided for the faculty and staff at GPTC for sharing information, improving communication, and exchanging ideas. This tool provides ease of use, immediate communication, and a cost savings over both paper and telephone communication. All personnel at GPTC who have electronic mail available are encourage to use this tool efficiently and professionally to conduct routine concerns of the College
- Messages concerning the internal celebrations of GPTC faculty and staff are encouraged. For example, announcing a bridal shower for a current GPTC employee or announcing an award celebration for a GPTC employee is acceptable.

Privacy/Security

- Electronic mail is an insecure public system. The Information Technology Department provides electronic mail security on the mail server, but it is the individual user's responsibility to provide desktop security. Passwords aid each user in protecting the security of the computer. Antivirus scanning of files, particularly executable files, attached to a message will also protect the user's desktop computer from infection. These actions are the responsibility of the individual user and not the responsibility of the systems personnel.
- Desktop passwords should be changed monthly.
- Delete electronic mail messages after 30 days to avoid exhausting the resources of the GPTC electronic mail system. Electronic mail messages may be deleted from the server after 90 days to avoid depleting these resources. System backup copies are made regularly. Mail IDs could be suspended if inactive over 120 days. Employees on extended leave should have their e-mail aliased to another user until they return.

Disciplinary Action for Policy Violation

Violations of this policy are subject to disciplinary action.

Employees who fail to comply with these guidelines will be disciplined up to and including termination of employment.

¹ Software includes, but is not limited to, any storage media (CDs, diskettes, tapes, etc.) and any Internet access, whether or not files are downloaded.

II.C.4.a GPTC E-mail Communication Policy

Adopted:

Scope: Students

Contact: Director of Information Technology

Last Reviewed: February 11, 2015

E-mail is the official medium for communication with students at Georgia Piedmont Technical College. Each registered student is assigned an official e-mail address by the college. Students are expected to maintain their accounts and check their e-mail regularly so that new mail will be properly received and read. Certain communications may be time-critical. While students may redirect e-mail from their official college e-mail address to another address (e.g., @hotmail.com, @aol.com), the college is not responsible for the delivery of e-mail by other service providers.

Use of student e-mail accounts should be in accordance with appropriate conduct as described in the Student Handbook and the Acceptable Computer and Internet Use policy. Any student who does not own a personal computer or who does not have an Internet service provider may access his or her e-mail account from the library or from other designated computers at any of Georgia Piedmont Technical College's locations.

II.C.8 GPTC Records Management Policy

Adopted:

Scope: All

Owner: Director of Human Resources

References: [TCSG Policy II.C.8 \(3.3.8\)](#)

Last Reviewed: February 11, 2015

Georgia Piedmont Technical College follows Technical College System of Georgia [Policy II.C.8](#) on records management.

II.C.10 GPTC Firearms, Weapons, And Explosives Policy

Adopted:

Last Reviewed: January 21, 2015 Owner: Vice President of Administrative Services

References: [O.C.G.A. 16-7-80](#), [O.C.G.A. 16-7-81](#), [O.C.G.A. 16-11-121](#), [O.C.G.A. 16-11-127.1](#)

Georgia Piedmont Technical College (GPTC) committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material at any GPTC campus or site shall be governed by Georgia state law. All individuals are expected to comply with the related laws.

According to state law, possession or carry of a weapon on campus is prohibited, with the following exceptions:

Holders of a valid weapon carry license may have a weapon in their vehicle.

Members of the general public not prohibited by law from possessing a firearm may have a weapon in their vehicle while picking up or dropping off students.

P.O.S.T. Certified Law Enforcement Officers and others authorized to carry weapons authorized by the President may carry a weapon on campus.

[See also](#) the Official Code of Georgia Annotated sections below.

Related Authority

Offenses Involving Theft

O.C.G.A. § 16-8-12(a)(6)(A)(iii) ("Firearms" means any rifle, shotgun, pistol, or similar device which propels a projectile or projectiles through the energy of an explosive)

Bombs, Explosives, and Chemical and Biological Weapons

O.C.G.A. § 16-7-80 (Definitions)

O.C.G.A. § 16-7-81 (Explosive Materials)

O.C.G.A. § 16-7-85 (Hoax Devices)

Possession of Dangerous Weapons

O.C.G.A. § 16-11-121 (Definitions)

Possession of Firearms

O.C.G.A. § 16-11-125.1 (Carrying and Possession of Firearms: Definitions)

O.C.G.A. § 16-11-126 (Carrying and Possession of Firearms: Carrying)

O.C.G.A. § 16-11-127 (Carrying Weapons in Unauthorized Locations)

O.C.G.A. § 16-11-127.1 (Carrying Weapons Within Schools Safety Zones)

O.C.G.A. § 16-11-129 (Weapons Carry License)

O.C.G.A. § 16-11-130 (Exemptions from Code Sections 16-11-126 through 16-11-127.2)

O.C.G.A. § 16-11-133 (Minimum Periods of Confinement for Conviction)

O.C.G.A. § 16-11-135 (Public and Private Parking Lots)

O.C.G.A. § 16-11-137 (Required Possession of Weapons Carry License)

Operators of Private Detective Businesses and Private Security Businesses

O.C.G.A. § 43-38-10 (Permits to Carry Firearms)

II.C.11 GPTC Severe Weather and Emergency Closing Procedure

Adopted:

Scope: Faculty and Staff

Contact: Executive Director of Marketing and Communication; Campus Chief of Police

Owner: Campus Chief of Police

References: [TCSG Policy II.C.11](#) (3.3.11.)

If weather conditions are sufficiently severe to warrant closing the College, employees directly affected by the weather conditions will be excused from duty without loss of pay or use of leave.

If Georgia Piedmont Technical College closes for day classes, it is also closed for evening classes. Campus closure due to inclement weather applies to all campuses and Adult Education Centers.

When the President decides to close Georgia Piedmont Technical College, the Director of External Communications and Public Relations (DECPR) will perform the following actions:

- Activate the electronic emergency alert system
- Notify the media prior to 6:00 AM (for decisions made in early morning)
- Notify Vice President of Student Affairs to update college telephone message
- Notify the College Webmaster

If the DECPR is not available, the Vice President of Student Affairs will notify the media and those listed above.

The DMPR will notify the following media outlets:

TV

WSB, CBS46, FOX5, WXIA-11 Alive

Radio

WHTA- Hot 107.9, WVEE- V103, WNNX- Rock 100.5, WKHX- Kicks 101.5

Web Sites

www.gptc.edu

II.D.1.a GPTC Emergency Procedures

Adopted:

Last Reviewed:

Contact: Vice President of Administrative Services

References: [TCSG Policy II.D](#) (3.4.1.)

The Emergency Operations Plan is available to employees on the intranet. This plan is updated by May 1 of each year and submitted to the Technical College System of Georgia. Employees should read and become familiar with the plan. Emergency Procedures are available in all classrooms on each campus.

During emergencies, all individuals should proceed as directed by an instructor, administrator or public safety officer. No one should leave the premises without being directed to do so. All traffic lanes must be clear for emergency vehicles and traffic.

The primary and secondary routes for emergency evacuation in case of fire are posted in each location. Students and employees should become familiar with exit routes.

Fire/evacuation drills will be held periodically to familiarize students and employees with the fire alarm system and evacuation routes. Fire drills will be indicated by a non-interrupted blast of the fire alarm. When the fire alarm is sounded, all students, faculty, and staff must exit the building immediately by their primary means of egress. If the primary route is blocked by fire or explosion, a secondary egress route should be used. Students will be notified to return to class by college administrators or designees.

II.D.2.a GPTC Hazardous Communication Program Procedure

Adopted:

Contact: Director of Facilities

Owner: Director of Facilities

References: [TCSG Procedure II.D.4](#) (3.4.1.p4.)

Georgia Piedmont Technical College adheres to [TCSG Procedure II.D.4](#) (3.4.1.p4.), Hazard Communication Program Plan and Hazardous Chemical Inventory.

II.D.2.b GPTC Hazardous Communication Program Plan Policy

Adopted:

Scope: Students, Faculty, & Staff

Contact: Vice President of Administrative Services

References: [TCSG Policy II.D.](#) (3.4.1.)

Georgia Piedmont Technical College is committed to healthy, safe and secure workplaces and/or educational settings for all employees, students, volunteers, visitors, vendors and contractors. The College shall develop, review and submit, at least annually to the Technical College System Office, those plans and procedures which are essential to respond to matters of natural and man-made hazards; public health; occupational and environmental safety as well as security. These plans and procedures shall be established with the goals of mitigating risk to individuals and physical resources as well as of maintaining compliance with national, state and local regulations.

II.E. GPTC Intellectual Property Policy

Adopted:

Scope: Faculty, Staff, and Students

Contact: Vice President of Academic Affairs

References: [TCSG Policy II.E](#) (3.2.1.), [TCSG Procedure II.E.1. Development of Patentable Devices/Materials or Copyrightable Materials/Media by Technical College System of Georgia/College Personnel or Students](#) (3.2.2.p.)

Georgia Piedmont Technical College adheres to State Board of the Technical College System of Georgia's [Policy II.E](#) (3.2.1.), [Procedure II.E.1. Development of Patentable Devices/Materials or Copyrightable Materials/Media by Technical College System of Georgia/College Personnel or Students](#) (3.2.2.p.)

II.E.1 GPTC Development of Patentable Devices/Materials or Copyrightable Materials/Media by Technical College System of Georgia/College Personnel or Students (Intellectual Property)

Adopted:

Scope: Faculty, Staff, and Students

Contact: Vice President of Academic Affairs

References: [TCSG Policy II.E \(3.2.1\)](#), [TCSG Procedure II.E.1. Development of Patentable Devices/Materials or Copyrightable Materials/Media by Technical College System of Georgia/College Personnel or Students \(3.2.2.p\)](#), 17 U.S.C. § 102 et seq., 35 U.S.C. § 101 et seq., 15 U.S.C. § 1127, O.C.G.A. § 10-1-760 et seq., O.C.G.A. § 50-18-70 et seq., [State of Georgia Record Retention Schedule](#)

Definitions

- a) "Copyrighted Materials" shall refer to materials or works other than software which qualify for protection under the copyright laws of the United States (17 U.S.C. § 102 et seq.) or other protective statutes whether or not a registered copyright.
- b) "Intellectual Property" shall refer to patentable or copyrighted materials, trademarks, software and trade secrets as defined by the Georgia Trade Secrets Act of 1990, the Georgia Open Records Act or other Georgia law whether or not formal legal protection is sought.
- c) "Patentable Materials" shall refer to items other than software which reasonably appear to qualify for protection under the patent laws of the United States (35 U.S.C. § 101 et seq.) or other protective statutes.
- d) "Software" shall refer to computer programs in any form, including but not limited to applications for phones, tablets or other devices, or any associated operational procedures, manuals, or other documentation associated with the software, whether or not protectable or protected by patent or copyright.
- e) "Trademarks" shall refer to all trademarks, service marks, trade names, seals, symbols, designs, slogans or logotypes (15 U.S.C. § 1127).
- f) "Trade Secrets" shall be defined as in the Georgia Trade Secrets Act of 1990 (O.C.G.A. § 10-1-760 et seq) or the Georgia Open Records Act. (O.C.G.A. § 50-18-70 et seq)

I. Procedure

- A. Intellectual property may be protected under United States' law and the laws of other nations. Intellectual property created by the faculty, staff or students of the Technical College System of Georgia and its constituent colleges may have come about because of the aid or participation of the Technical College System of Georgia or one of its colleges. The respective rights and obligations of the Technical System of Georgia, its constituent colleges and their faculty, staff and students, will be determined in accordance with the provisions of this procedure.
 1. Sponsor Supported Efforts: Projects sponsored by third parties often have contracts containing specific provisions with respect to ownership of any resulting intellectual property. In such cases, if the support provided is sufficient to cover the cost of developing the portion of the intellectual property to be owned by the third party, the intellectual property rights shall be as set forth in the underlying contract. Should the contract be silent as to intellectual property rights or in the absence of a contract, all rights in Intellectual Property shall vest in the Technical College System of Georgia. Income or revenue generated by sponsor-supported property shall be distributed in accordance with the terms of the contract; if the contract is silent, all revenue shall be distributed to the sponsoring college or TCSG System Office.

2. Technical College System of Georgia or College Assigned Efforts: Intellectual Property Rights in Intellectual Property created as a result of projects undertaken at the direction of the Technical College System of Georgia or one of its constituent colleges shall vest with the Technical College System of Georgia. Should the property generate revenue from outside of the college, all revenues will be remitted to the college and accounted for as provided by the Technical College System of Georgia.
3. Individual Efforts: Rights to Intellectual Property created solely through the efforts of faculty, staff or students without any contribution or compensation from the Technical College System of Georgia or one of its constituent colleges shall vest in the individual creator(s). However, the creator(s) shall not be able to claim ownership rights in Intellectual Property created during work time for the Technical College System of Georgia or one of its constituent colleges or created using any resources of the Technical College System of Georgia or one of its constituent colleges that are not readily available to members of the public. It shall be the responsibility of the creator(s) to establish that he or she produced the Intellectual property solely with individual effort and without any contribution from the Technical College System of Georgia or the college. Revenue generated from property created solely through efforts of faculty, staff or students without any contribution from TCSG or a constituent college shall belong to the individual owning the property.

B. Proof of Individual Ownership of Intellectual Property Rights:

In any case where an employee, staff member or student of the Technical College System of Georgia or one of its constituent colleges claims a personal right to intellectual property or related compensation, he or she must provide evidence of his or her ownership as provided herein. Failure to follow this procedure shall result in all Intellectual Property rights vesting in the Technical College System of Georgia.

The employee, staff member or student must file in writing his or her request for approval of his or her claim of individual right of ownership or related compensation. Decisions regarding who holds the right to Intellectual Property shall be made by the Assistant Commissioner of Technical Education or designee, utilizing the standards outlined in paragraphs 1-3 above, for employees and staff of the Technical College System of Georgia's System office. Decisions for employees, staff and students of the colleges shall be made by the college president or designee utilizing the same standards.

Individuals may appeal the decision regarding Intellectual Property rights and/or compensation to the Commissioner of the Technical College System of Georgia. Appeals should be sent to the Commissioner in writing with all supporting documentation within ten (10) business days of receipt of the president's decision. The Commissioner of the Technical College System of Georgia shall consult with the Office of Legal Services prior to making a final decision. The Commissioner's decision should in most cases be made within thirty (30) business days after his/her receipt of the appeal.

C. Proposed Challenges to Ownership Rights Established by this procedure:

Any proposed changes to the Ownership Rights of Intellectual Property must be submitted in writing to the Commissioner of the Technical College for his or her consideration. The Commissioner may establish a committee to consider such requests. The decision of the Commissioner or designee shall be made within thirty (30) days after the written submittal of the request for altered ownership rights. Any revenue sharing agreement associated with the altered ownership must be approved by TCSG Office of Legal Services.

D. Copyright, Trademark, Patent Applications

All colleges are required to coordinate with the TCSG Office of Legal Services In the submission of applications for copyrights, trademarks, or patents.

II. Record Retention

Records pertaining to ownership of intellectual property shall be maintained in accordance with the State of Georgia Record Retention Schedule. Upon reasonable belief that legal action may occur as a result of an issue of ownership of intellectual property, the college shall suspend any schedule for destruction of related records and take immediate and affirmative steps to secure such records in their original format(s).

http://www.georgiaarchives.org/records/retention_schedules

Section IV – Human Resources

III.A GPTC Statement of Equal Opportunity

Adopted:

Scope: All

Contact: Director of Human Resources

Owner: President

References: [TCSG Policy I.B.](#) (2.1.1.)

Georgia Piedmont Technical College adheres to Technical College System of Georgia [Policy I.B. Statement of Equal Opportunity](#). (2.1.1.)

III.B GPTC Recruitment and Hiring Policy

Approved:

Scope: Faculty & Staff

Owner: Director of Human Resources

References: [TCSG Policy III.B](#) (4.1.1.), [TCSG Procedure: Recruiting and Hiring](#) (4.1.1p1.), [GPTC Procedure III.B.1](#)

Georgia Piedmont Technical College adheres to Technical College System of Georgia [Policy III.B, Recruitment and Hiring](#).

III.B.1 GPTC Hiring Procedures

Adopted:

Scope: Faculty

Contact: Vice President of Academic Affairs

Owner: Vice President of Academic Affairs

Reference: [TCSG Policy III.B](#) (4.1.1.), [GPTC Policy III.B](#)

Georgia Piedmont Technical College's faculty hiring procedure conforms with TCSG Procedure III.B: Recruiting and Hiring.

Full-time Faculty

1. The Vice President of Academic Affairs (VPAA) in conjunction with the President determines the need for hiring faculty and prepares a job description and advertisement. After the President grants approval to hire for the new or vacant position, the VPAA submits a position announcement to the President who approves and forwards them to the Human Resources Office for publication and distribution.
2. The College will advertise all external positions via various media outlets additional sites and media as appropriate.
3. An interview committee (selected by the VPAA and/or appropriate Academic Dean) interviews selected applicants using a list of questions to aid in establishing consistent interviews. The employment interview analysis rating sheets used during the interview process are submitted to and maintained by the Human Resources Office. The top applicants, as rated by the interview committee, are referred to the VPAA for an interview.
4. The VPAA reviews resumes, transcripts, and accompanying documentation. The VPAA interviews the applicants and makes a recommendation to the President.

5. The President interviews the finalist(s), establish the salary for the applicant and authorize the Director of Human Resources to continue the hiring process.
6. The applicant is offered the position contingent upon a successful background check conducted by the Director of Human Resources and reference check conducted by the supervising Academic Dean.
7. After the position is filled, the new faculty member meets with the Director of Human Resources to complete the required employment packet.
8. The new faculty member also meets with his/her supervisor for an academic orientation.

Part-time Faculty

1. Adjunct instructors are recruited and hired by the Academic Deans. Open positions are advertised by Academic Deans in the same media outlets used for advertising positions for full-time instructors.
2. All part-time academic employees must meet credentialing guidelines. The Academic Dean is responsible for initial review of the proposed employee's credentials, including transcripts.
3. In cases where outstanding professional experience and demonstrated contributions to the teaching discipline are presented in lieu of formal academic training, it is the Academic Dean's responsibility to prepare a written justification.
4. The applicant is offered the position contingent upon a successful background check.
5. Upon hiring, the employee completed the employment application package and attends an orientation session with the Academic Dean on the campus where hired and/or attends an adjunct faculty meeting.

See also GPTC Policy III.B.

III.B.2 GPTC Official Transcripts and Credentials Policy

Adopted:

Scope: Faculty and Staff

Contact: Director of Human Resources

All full-time, exempt employees are required to provide Georgia Piedmont Technical College with official transcripts from all schools attended after high school. Documentation such as completion certificates, letters of completion from training agencies, official documentation of professional and work experience, records of publications, and current licenses/certifications (i.e. practical nursing licenses, dental licenses, ASE certification, etc.) may also be required. All fees associated with the cost of obtaining transcript(s) and required documentation is the responsibility of the employee.

III.C GPTC Job Descriptions Policy

Adopted:

Scope: Faculty & Staff

Contact: Director of Human Resources

References: [TCSG Policy III.C. \(4.1.3.\)](#)

Georgia Piedmont Technical College (GPTC) abides by the Technical College System of Georgia State Board [Policy III.C. Job Descriptions](#).

As per policy, GPTC will maintain a current job description for each full-time position. Descriptions shall be updated by the current incumbent on an annual basis with the approval of their direct supervisor. All descriptions are compiled by the unit Vice President or his/her designee. Copies of job descriptions will be maintained by the Director for Human Resources and are available to new full-time employees upon hire, to current employees upon change of position, or to any employee or applicant upon request.

III.D GPTC Categories of Employment Procedure

Adopted:

Supercedes: TCSG Employee Classification, TCSG Procedure: Categories of Employment

Scope: Faculty & Staff

Contact: Director of Human Resources

References: [TCSG Procedure III.D](#) (4.1.4p.)

Georgia Piedmont Technical College offers employment to faculty and staff under terms set forth in [TCSG Procedure III.D, Categories of Employment](#).

III.G GPTC Performance Management Policy

Adopted:

Scope: Faculty & Staff

Contact: Director of Human Resources

References: [TCSG Policy III.G](#) (4.4.4.)

Georgia Piedmont Technical College conducts operations in accordance with [TCSG Policy III.G, Performance Management](#).

III.G.1 GPTC Performance Evaluations/Appraisal Procedure

Adopted:

Scope: Faculty and Staff

Contact: Director of Human Resources

The performance of all personnel will be assessed each fiscal year or more often if need is indicated. Performance appraisals are conducted by the manager or supervisor and reviewed by the next level of management. Performance evaluations are considered to be a tool for positive feedback to the employee and supervisor for job performance, improvement, and for planning purposes. Employees are encouraged to take an active role in this evaluation process. Evaluations will be maintained in each employee's personnel files located in the Human Resources Offices.

III.G.2 GPTC Dress Guidelines

Adopted:

Scope: Faculty and Staff

Contact: Director of Human Resources

Owner: Vice President of Administrative Services

Faculty and staff should wear program-appropriate clothing. In business programs and administrative offices, faculty and staff may wear business attire or business casual attire. Jeans are not considered business casual attire and may only be worn for workdays needed for cleaning or moving or when approved by the President.

Faculty and staff members in maintenance or program areas which involve maintenance-type activities may wear attire which is more casual — yet durable in nature — such as canvas-type or cotton slacks and long or short-sleeved shirts which may open at the collar. Jeans are appropriate for these faculty and staff.

On picnic days and days when classes are not in session, faculty and staff may wear casual slacks, golf shirts, or sweaters. Specific clothing which is not to be worn by any faculty or staff member, include the following:

- Tight or revealing/low cut clothing
- Wind suits/warm-up suits
- Sweatpants and sweatshirts
- Camouflage pants
- Exercise clothing
- Short shorts

III.L GPTC Ethical Responsibilities Statement

Adopted:

Scope: Faculty, Staff, Local Board

Owner: President

References: [Board Member Conflicts](#), [Attorney General Opinion 2004-7](#), [Code of Ethics for Government Service](#), [O.C.G.A. §45-10-1 et seq.](#), [Conflicts of Interest](#), [O.C.G.A. § 45-10-20 et seq.](#), [Abuse of Government Office](#), [O.C.G.A. §16-10-1 et seq.](#), [45 CFR 602](#), [45 CFR 94](#), [TCSG Policy III.L](#)

All employees of Georgia Piedmont Technical College, including members of the Local Board of Directors are expected to maintain high ethical standards in the conduct of their personal and professional affairs. This includes all aspects of their dealings with businesses, the local communities, and other governmental agencies.

All employees and Local Board members are expected to, at a minimum, conform their behavior to the standards set forth in the [Code of Ethics for Government Service](#), the [Ethics in Government Act](#) and the criminal laws contained in [Article 1, Chapter 10 of Title 16, Abuse of Government Office](#).

All employees and Local Board members shall follow the relevant guidelines established by the [State Personnel Board](#) and [O.C.G.A. §45-10-20 et seq.](#) Any employee of the college that accepts federal research dollars shall also be subject to relevant federal conflict of interest regulations, [45 CFR 602](#) and [45 CFR 94](#).

III.L.1 GPTC Conflict Of Interest Policy

Adopted:

Scope: Faculty and Staff

Contact: Director of Human Resources

The term "conflict of interest" refers to a situation in which an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative or friend as a result of the State business dealings. Employees of Georgia Piedmont Technical College should avoid actual, apparent, or potential conflicts of interest.

Employees who do business with or have a substantial interest in an organization doing business with any State of Georgia agency are required to complete a State Disclosure transaction report annually. The report is forwarded to the Secretary of States' Office by January 31st after the close of each calendar year.

Conflicts of interest may exist for employees if they can influence decisions for personal gain for themselves or their relatives. Therefore, if they or their relatives have ownership with firms that do business with Georgia Piedmont Technical College, or are in positions to influence transactions involving purchases, contracts, or leases; need to disclose this information as soon as possible so that safeguards can be established to protect all parties.

Employees are encouraged to contact the Secretary of State's Office at 404-656-2871 if there are questions concerning if a particular activity constitutes a potential conflict of interest.

III.L.2 GPTC Political Activity Policy

Adopted:

Scope: Faculty & Staff

Contact: Director of Human Resources

References: [TCSG Procedure III.L.5](#) (4.3.2.p5.)

Georgia Piedmont Technical College employees shall comply with all applicable federal and state laws, rules, and regulations as they pertain to the ability of state employees to participate in the political process.

TCSG [Policy III.L.5 Political Activity](#) outlines the activities that are specifically prohibited by State Personnel Board Rules and also addresses those instances in which a state employee may pursue (i.e., offer for) and hold certain elective or appointive offices. All employees, regardless of their classified or unclassified status, are subject to these Rules and are, therefore, covered by the provisions of the TCSG procedure.

III.M.1 GPTC Complaint Resolution Procedure

Adopted:

Scope: Faculty and Staff

Contact: Director of Human Resources

References: [TCSG Employee Grievance Procedure](#)

Georgia Piedmont Technical College is committed to providing the best possible working conditions for our employees. We expect standards of professional behavior that exceed what is minimally required, and we encourage open and frank discussions of any problem, complaint, suggestion, or question.

If the employee has a concern or complaint about working conditions or employment, he or she should first seek resolution through open and honest communication with the supervisor or employee involved in the issue. If this attempt is not successful or plausible, the employee may file a complaint, which shall be resolved as set forth in the [TCSG Employee Grievance Procedures](#). Employees in the classified service may follow the "Procedure for Grievances" established by the State Merit System and the State Personnel Board. The procedure does not compromise the rights of management to direct the workforce in accomplishing department directives.

Retaliation in any form against an employee who filed a complaint or grievance is prohibited and will subject the offender to disciplinary action, up to and including termination. In many instances, it is also a violation of state and federal law. An employee who initiates a fraudulent or bad faith claim or charge shall also be subject to disciplinary action, up to and including termination.

Grievable Issues:

Grievable Issues are:

- Allegations of unlawful discrimination because 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).
- Allegations of sexual or other forms of harassment
- Retaliation for using this grievance procedure
- Erroneous, arbitrary or capricious interpretation or application of personnel policies and procedures
- Unsafe or unhealthy working conditions
- Violation of faculty rights of academic freedom

Non-Grievable Issues:

Non-grievable issues include but are not limited to the following:

- Performance responsibilities, expectations, and evaluations
- Temporary work assignments
- Budget and organizational structure, including the number or assignments of positions in any organizational unit
- The selection of an individual to fill a position, unless it is alleged that the selection is in violation of TCSG's hiring policy
- Termination, demotion, reassignment, furlough, layoff from duties because of lack of work, or other actions resulting from a reduction in the work force

III.M.2 GPTC Sexual Harassment Policy

Adopted:

Scope: Faculty and Staff

Contact: Director of Human Resources

Georgia Piedmont Technical College does not tolerate sexual harassment. Sexual harassment is a form of sex discrimination and is a violation of State and Federal law. Sexual harassment is defined as: "unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment." **It is the intent of this college to provide an academic and work environment free of any type of harassment including sexual harassment for all students and employees.**

Sexual harassment includes any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. Supervisors, managers, and instructors are informed not to date students or employees they supervise or make unwelcome sexual advances towards any student or employee. A pervasive, sexually harassing, abusive and/or demeaning atmosphere may be created by off-color jokes, teasing and name calling, picture pin-ups, and other type of words, acts, or displays. A violation of this policy will constitute grounds for disciplinary action up to and including immediate termination.

Any employee who wants to report sexual or other unlawful harassment should do so promptly to his/her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the HR Director or any other member of management. Employees can raise concerns and make reports without fear of reprisal. Georgia Piedmont Technical College will investigate the complaint promptly and thoroughly, and take appropriate disciplinary action to resolve the complaint.

Sexual harassment (both overt and subtle) is a form of misconduct, undermines the integrity of the employment relationship, and is strictly prohibited.

III.R GPTC Faculty Work Schedule and Teaching Load Policy

Adopted:

Scope: Faculty

Contact: Vice President of Academic Affairs

References: [TCSG Procedure III.Q.1](#) (4.2.2p1.), [TCSG Policy III.R](#) (4.1.8p.), [TCSG Procedure III.R.1](#) (4.1.8p.)

I. Credit Faculty

Full-time faculty members are employed at Georgia Piedmont Technical College to provide instruction and perform other duties based on the needs of the College. Full-time instructors' major employment is with Georgia Piedmont Technical College and teaching is the primary assignment. To ensure the quality and integrity of the academic programs, the College has implemented the following guidelines and procedures.

A. Work Schedule and Teaching Loads

Full-time faculty members' employment at Georgia Piedmont Technical College is based upon a 40-hour work week as required by [TCSG Policy III.Q](#) and [TCSG Policy III.R](#). The regular workday is determined by the class schedule for the program and may vary from term to term. Adjunct faculty members are required to meet their respective classes as stated on the schedule and faculty agreement. Faculty members must be accessible to students through email and occasional one-on-one appointments before or after a class session.

The appropriate Academic Dean approves the teaching schedule and has the responsibility of assigning schedules in a consistent, fair, and academically appropriate manner. Faculty teaching loads must allow for effective and efficient teaching. In determining faculty load, the following factors should be taken into consideration:

- Course content and level
- Type of instruction (classroom, online, demonstration lab, performance lab, internship, individual module-based, etc.)
- Number of class preparations
- Number of students in classes
- Expertise of the instructor
- Student registration and advisement load
- Planned faculty development activities
- Planned accreditation activities
- Committee assignments
- Other activities which help the College achieve its mission and purpose

B. *Full-time Faculty*

Full-time faculty teaching load is determined by a combination of contact hours per week (not to exceed 30 contact hours weekly) and number of class preparations required per week (one course section = one class preparation). Full-time faculty members teach a load requiring not more than six class preparations per 15-week semester and not more than four class preparations per 10-week semester in combinations of day, evening, weekend, and online classes as needed to meet the needs of students and the College. Faculty members are discouraged from teaching an overload or working in an adjunct capacity. In instances where an instructor's teaching contact hours are below 20 hours weekly, the Academic Dean may assign the instructor additional duties for the term — recruitment activities, tutoring, research project, administrative duties, etc. Online course teaching hours for full-time instructors must be on campus.

In cases where full-time instructors or adjunct instructors are responsible for supervising students in directed independent study courses or work-based activities such as internship, externship, practicum, cosmetology clinic, dental clinic, etc., and the instructor spends significant time with the students, that course counts as a class preparation for the instructor. In other instances where the student works with an on-site preceptor and/or the instructor does not spend significant time with the students, the course does not count as a class preparation for the instructor. In those circumstances, the instructor acts as facilitator.

Courses in some of the technical and industrial programs are designed for mastery learning of competency levels to accommodate individualized proficiencies and achievement capabilities of students. In these cases, students work on a self-paced schedule (individualized instruction) using a detailed set of written instructions and the instructor serves as facilitator for the students using module-based guides for competencies. Using this stacked course load system, instructors are normally able to assume a heavier credit-hour load due to an overlap of individual instruction. Instructors who teach the stacked classes will maintain a teaching load of no more than 30 weekly contact work load units.

C. *Part-time Faculty*

Adjunct faculty members teach a load requiring no more than 29 work load units weekly and no more than six class preparations (four class preparations in summer term) weekly.

Instructors who teach the stacked classes will maintain a teaching load of no more than 29 weekly work load units.

As stated in [TCSG Procedure III.R.1](#), an adjunct instructor may work 30 workload units or more per week with prior written approval from the President, provided the average workload units are less than 30 per week during the annual measurement period.

D. *Laboratory Assistants*

Laboratory assistants work under the direct supervision of a course's instructor of record and are not considered faculty. Laboratory assistants will maintain a schedule of no more than 29 hours per week.

E. *Direct and Indirect Instructional Activities*

Direct instructional activities will be assigned at the discretion of the appropriate Academic Dean. Direct instructional activities are defined as the following:

- Classroom instructional hours
- Laboratory or clinical instructional hours
- Field trips

- Assessment activities
- Supervising programs
- Supervising internship, externship, and practical programs
- Instructional services to business and industry

In addition to direct instructional activities, full-time faculty members are required to provide approximately 10 hours each week for indirect instructional hours including a minimum of four hours weekly for scheduled office hours. The indirect instructional related activities will be assigned at the discretion of the appropriate Academic Dean. Indirect instructional activities are defined as the following:

- Student advisement
- Class preparation
- Registration
- Job development and placement
- Recruitment
- Professional growth and development
- Industry and community contacts
- Maintenance of instructional equipment
- Curriculum development and revision activities
- Accreditation activities
- College committee activities
- Advisory committee meetings
- Record keeping
- Student activities
- Other appropriate college-related activities that will assist the College in achieving its goals and purpose

F. Office Hours

Full-time faculty members are required to provide a minimum of four hours weekly for scheduled office hours. Instructors will post their weekly schedule of office hours outside their offices and on the course syllabi denoting when they will be available to students and advisees. For online courses, instructors will post their weekly schedule of office hours on the course syllabi indicating when they will be available to students via telephone or E-mail.

G. Academic Advisement

Full-time faculty members are responsible for academic advising of students in their particular disciplines. General education and learning support faculty members assist program instructors in advisement as needed. Academic advisement should occur with each student on an average of no less than once per term but as often as necessary. Advisement may occur face-to-face or via telephone conversation or electronic messages (as in the case of some online students who live outside the College's service delivery area).

H. Meetings

Attendance at the following activities is mandatory for full-time faculty members:

- Advisory committee meetings
- Graduation exercise
- Faculty meetings
- Institutional meetings
- Required professional development meetings
- Required planning meetings

I. Instructional Work Assignments

Teaching loads may be adjusted for budgetary or productivity considerations. Program directors may request adjustments to the faculty teaching loads specified above in writing to their Academic Dean. These adjustments will be made taking into account exceptional responsibilities or external factors (program-level accrediting agency guidelines, etc.) which could alter an instructor's teaching load.

In the event circumstances create a hardship for the College in meeting student instructional needs, full-time faculty members may instruct one course beyond 30 contact work load units weekly of direct instruction only for the period of time of the emergency caused by resignation, termination, illness, injury, etc. A full-time instructor may teach an overload only with approval of the Vice President of Academic Affairs.

II. Non-Credit Faculty

Full-time Adult Education faculty members are employed at Georgia Piedmont Technical College to provide GED, ELS, and/or American citizenship/civics instruction and perform other duties based on the needs of the College. Full-time instructors' major employment is with Georgia Piedmont Technical College and teaching is the primary assignment. To ensure the quality and integrity of the Adult Education programs, the College has implemented the following guidelines and procedures.

A. Work Schedule and Teaching Loads

Full-time Adult Education faculty members' employment at Georgia Piedmont Technical College typically entails a 40-hour work week as required by TCSG Policy III.Q and TCSG Policy III.R. The regular workday is determined by the class schedule for the center and may vary from term to term. Adjunct faculty members are required to meet their respective classes as stated on the schedule and faculty agreement and be accessible to students through E-mail and occasional one-on-one appointments before or after a class session.

The Dean for Adult Education approves the teaching schedule and has the responsibility of assigning schedules in a consistent, fair, and appropriate manner. Faculty teaching loads must allow for effective and efficient teaching. In determining faculty load, the following factors should be taken into consideration:

- Course content and level
- Number of students in classes
- Expertise of the instructor

Faculty teaching load is determined based on a minimum of six hours of instruction per student weekly.

B. *Direct and Indirect Instructional Activities*

Direct instructional activities will be assigned at the discretion of the Dean for Adult Education. Direct instructional activities are defined as the following:

- Classroom instructional hours
- Field trip hours
- Assessment
- Supervising programs
- Instructional services to business and industry (workplace literacy)
- Instructional services to correctional facilities (institutional program)

In addition to direct instructional activities, full-time faculty members are required to hold regularly scheduled office hours daily. Indirect instructional activities are defined as the following:

- Student advisement
- Class preparation
- Orientation and Registration
- Recruitment
- Professional growth and development
- Industry and community contacts
- Maintenance of instructional equipment
- Curriculum development and revision activities
- College committee activities
- Advisory committee meetings
- Record keeping and data entry into GALIS
- Student activities
- Other appropriate college-related activities that will assist the College in achieving its goals and purpose

C. *Office Hours*

Full-time faculty members are required to provide a minimum of one hour daily for scheduled office hours. Instructors will post their weekly schedule of office hours outside their offices. For online courses, instructors will post their weekly schedule of office hours on the course syllabi indicating when they will be available to students via telephone, email, or Skype.

D. *Advisement*

Full-time faculty members are responsible for advising of students. Advisement should occur with each student on an average of no less than once per term but as often as necessary. Advisement may occur face-to-face or via telephone conversation or electronic messages (as in the case of some online students who live outside the College's service delivery area).

E. Meetings

Attendance at the following activities is mandatory for full-time faculty members:

- Advisory committee meetings
- Graduation exercise
- Quarterly lead instructor meetings
- Institutional meetings
- Required professional development meetings
- Required planning meetings

III. Economic Development Faculty

Georgia Piedmont Technical College's Economic Development Division employs full-time and part-time faculty to teach non-credit continuing education classes and contract training classes. Instructors are considered to be exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act and not subject to the accompanying salary basis test. Full-time faculty work a 40-hour work week as required by TCSG [Policy III.Q](#), [Policy III.R](#), and [Procedure III.R.1](#)

Weekly schedules for full-time faculty vary based on the needs of business and industry clients. Part-time faculty is employed on an as needed basis and allowed a maximum of 29 work hour units of combined instructional and preparatory time. Part-time continuing education instructional and preparatory time is recorded on time sheet records; however, for any course taught by adjunct faculty, the preparatory hours will be determined based on the appropriate equivalency formula.

IV. Records Retention

As stated in [TCSG Procedure III.R.1](#), all records associated with instructional staff work assignments (e.g., faculty workload) shall be maintained for three (3) years.

III.T GPTC Positive Discipline Policy

Adopted:

Scope: Faculty and Staff

Contact: Director of Human Resources

References: [TCSG Policy III.T](#)

It is the goal of Georgia Piedmont Technical College to emphasize quality and excellence in all aspects of our operations. As such, our Positive Discipline process is designed to promote a high level of employee discipline by correcting performance problems as they arise, building genuine employee commitment to the organization, and encouraging and promoting the development of effective working relationships between supervisors and their subordinate staff. The Positive Discipline process focuses on effective and timely decision-making coupled with individual responsibility and accountability.

The Positive Discipline process emphasizes an employee's responsibility and accountability for his/her own behavior and actions by communicating an expectation of change and improvement in a respectful, non-threatening way, while maintaining concern for the seriousness of the situation. Key aspects include recognizing and encouraging good performance, correcting performance problems through coaching and counseling, building commitment to high work standards and safe work practices, and promoting excellence in the delivery of services.

The Positive Discipline process covers all full-time employees who have been employed with TCSG or Georgia Piedmont Technical College for more than six (6) months. It is understood that all employees on an active step of discipline will have the opportunity to be placed on a Decision Making Leave unless a subsequent disciplinary offense is sufficiently serious to justify dismissal. The Positive Discipline process is designed to address problems in such general areas as performance, conduct, behavior, attendance, and safety. This policy is not to be considered an explicit or implied contract between TCSG/Georgia Piedmont Technical College and any employee or group of employees. TCSG reserves the right to adapt, modify, or abandon this policy at any time for any reason, with or without advance notice to any employee. A summary of the steps and activities associated with the Positive Discipline Process is outlined in the Performance Management Matrix. Definitions of actions listed on the Matrix are:

- Positive Contacts – Designed to recognize good performance and serve to encourage continued performance of assigned tasks in an exemplary manner.
- Informal Coaching – Serves to informally advise an employee of the need to improve in one or more specific areas.
- Performance Improvement Discussions – More serious informal conversations about performance problems before the need for a formal step of disciplinary action arises.
- Reminder 1: The first formal level of disciplinary action that represents increasingly serious and/or repetitive infractions(s) of established policies, rules, guidelines, and/or directives. The supervisor will seek to gain the employee's agreement to change and return to fully acceptable performance.
- Reminder 2: The second formal level of disciplinary action that represents increasingly serious and/or repetitive infraction(s) of established policies, rules, guidelines, and/or directives. The supervisor will again (or for the first time) seek to gain the employee's agreement to change and return to fully acceptable performance.
- Decision Making Leave: The final step of the Positive Discipline Process. The employee will make a final decision about whether he/she can solve the immediate problem and commit to maintaining fully acceptable performance in every area of his/her job, or resign and seek employment elsewhere.

Note: The Positive Discipline steps outlined are not required to be followed in sequence. Please review the complete Positive Discipline policy, procedure and attachments available on the internet at www.tcsg.edu/policy III. Human Resources, T. Positive Discipline.

III.U.8 GPTC Staff Development Policy

Adopted:

Scope: Faculty & Staff

Contact: Director of Human Resources

References: [TCSG Policy III.U.8](#) (4.9.5)

Georgia Piedmont Technical College adheres to Technical College System of Georgia [TCSG Policy III.U.8](#) on staff development.

III.U.8.1 GPTC Faculty Development Procedure

Adopted:

Scope: Faculty

Contact: Vice President of Academic Affairs

References: [TCSG Policy III.U.8 \(4.9.5\)](#)

Forms: Faculty Development Plan Form

Developing an Annual Faculty Development Plan

Each year full-time instructors are required to complete a minimum of twelve hours of professional development activities. These activities may include a variety of programs and events encompassing continuing education, credit courses, and "back-to-industry" visits. The activities that each faculty member pursues should be appropriate to his or her particular professional needs and should follow a pre-determined plan that addresses these needs. The instructor should follow the guidelines below in developing an annual Faculty Development Plan.

STEP 1

At the time of the annual Performance Evaluation, the instructor and his or her supervisor will review the Evaluation and other assessment data to select faculty development activities that redress weaknesses and build upon strengths. The instructor and supervisor then establish specific professional development objectives to be pursued in the coming fiscal year. The Vice President of Academic Affairs will review these objectives when the Performance Evaluation is submitted. A copy of these objectives with the Vice President's signature will be returned to the instructor, thereby indicating approval of the proposed Faculty Development Plan. Upon the recommendation of the Vice President, changes in the proposed objectives may be made at this time. Generally, the list of approved Faculty Development activities is returned to the instructor by July 31 of the new fiscal year. This constitutes "Part 1" of the Plan. "Part 2" will be attached to it when it is returned to the instructor.

STEP 2

As the instructor completes activities designed to satisfy the objectives in the Faculty Development Plan, he or she completes "Part 2" of the Plan. This includes designating the activity and its time, location, number of contact hours, and a brief evaluation of the activity itself. Each activity should relate to a specific objective from Part 1. Written documentation by way of a Professional Development Form, certificate of completion, or other verification of accomplishment should be attached to the back of the Plan as activities are completed. Upon completion of all the designated objectives the instructor should have accumulated at least twelve hours of activities. The complete Faculty Development Plan, Parts 1 and 2, should be presented by the instructor to his or her supervisor at the time of the annual Performance Evaluation at the end of the fiscal year.

III.U.11 GPTC Tuition Remission and Reimbursement for Approved Staff Development Policy

Adopted:

Scope: Faculty & Staff

Contact: Director of Human Resources

References: [TCSG Policy III.U.11 \(4.9.3.\)](#)

Georgia Piedmont Technical College adheres to Technical College System of Georgia [Policy III.U.11](#).

Section V – Academic Affairs

I.A GPTC Mission Statement

Owner: President

References: [TCSG Policy I.A](#) (2.1.2.)

Georgia Piedmont Technical College, a unit of the Technical College System of Georgia, promotes workforce development within a learner-centered environment through adult education, technical education, and customized business and industry training in DeKalb, Newton, and Rockdale counties. GPTC offers learners the opportunity to enhance, refine, or develop their education, earning associate's degrees, diplomas, or certificates through traditional and distance delivery methods.

IV.C GPTC Academic Freedom Procedure

Adopted:

Scope: Faculty and Students

Contact: Vice President of Academic Affairs

Owner: Vice President of Academic Affairs

References: [TCSG Policy IV.C](#) (5.1.1p.), [TCSG Procedure III.M.1](#) (4.4.3p.), [TCSG Policy V.A.1](#) (6.1.2p.)

Georgia Piedmont Technical College defines academic freedom as the freedom to teach, express ideas and publish without interference or penalty by the institution. The principles of academic freedom guarantee the right to teach or learn without unreasonable interference from authority and are essential to the mission of the College. Academic freedom is subject to the norms and standards of scholarly inquiry.

As a community of scholars dedicated to the premise of life-long learning, Georgia Piedmont Technical College encourages faculty and students to examine and discuss questions and issues of interest to them. In the development of knowledge, research endeavors, and creative activities, faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. Fundamental to an opportunity for free inquiry and expression is the right to assemble in accordance with College and Technical College System of Georgia (TCSG) policies.

Faculty members and students are entitled to freedom in the classroom in discussing their subject. Caution must be used not to introduce material that has no relation to the instructional field. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs.

As per the Technical College System of Georgia policy, Georgia Piedmont Technical College faculty members must carry out their responsibilities in a professional and ethical manner and must not bring discredit upon the College or the State of Georgia by engaging in conduct reflecting discredit to the technical college.

Faculty members must fulfill their responsibilities to society and to their profession by manifesting competence, professional discretion, and good citizenship. They will be free from institutional censorship or discipline when they speak or write as good citizens.

As professional educators, faculty members must be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate they are not speaking for the institution.

The principles of academic freedom shall not prevent the College from making proper efforts to ensure the best possible instruction for all students in accordance with the objectives of the institution and the Technical College System of Georgia.

Faculty who believe their academic freedom has been compromised should refer to [TCSG Procedure III.M.1](#), while students should refer to [TCSG Policy V.A.1](#)

IV.E GPTC Program Advisory Committees Policy

Adopted:

Scope: Faculty

Contact: Vice President of Academic Affairs

Each Georgia Piedmont Technical College occupational training program or group of programs has an advisory committee composed of at least three business/industry professionals and labor decision-makers. Program advisory committees plan and operate as extensions of the College by providing programmatic assistance under an annual program of work.

Function

- The program advisory committee provides expert support to the program by promoting interaction between the program and business and industry professionals. Support focuses on planning, developing, implementing, and evaluating the occupational program. It functions in the following ways:
- Assists with developing short-range and long-range plans
- Provides advice regarding curriculum content to ensure that courses relate to present and future employment needs
- Provides advice on the appropriateness of instructional methods
- Makes recommendations regarding the modification, addition, or deletion of course offerings
- Supports the program through public relations activities
- Makes recommendations regarding the design and use of physical facilities
- Makes recommendations regarding the selection and maintenance of equipment
- Assists in evaluation of program effectiveness, job development, job placement, program promotion, program standards, program advocacy, and industrial/professional support of the program

Membership

Membership of the program advisory committees is primarily composed of (1) a cross-section representation of persons in the industry/profession served by the program, (2) persons within the community and employment market who positively impact the program, and (3) Georgia Piedmont Technical College faculty as ex officio members.

The committee elects officers each year, including a chairperson and a secretary. As ex officio members, program faculty cannot serve as officers.

Meetings

Program advisory committees meet a minimum of two times annually on a scheduled basis, normally in the spring and in the fall.

Each advisory committee must have an annual program of work which should include all of the committee's functions but could also include special projects such as a fund-raising activity, a community survey on behalf of the program, or research of a particular piece of equipment, etc. All members may have input into the agenda, but the chairperson assists program faculty in developing the agenda for each meeting and directs the activities of the Committee at meetings. A quorum must be present to conduct business officially at each meeting.

Minutes

Program advisory committees maintain minutes of each meeting specifying date, agenda, members present, members absent, and recommendations. These minutes also provide documentation for Performance Accountability Reviews (PAR). Minutes of the previous meeting are distributed to each committee member prior to each meeting. A copy of all minutes must be forwarded to the Academic Affairs Secretary within ten days of the meeting.

The advisory committee maintains an open file of minutes and other necessary documents for a minimum of three years. There should be at least two sets of minutes yearly (one for each meeting) for each of the three years in the respective program office files and in the Performance Accountability Review (PAR) files.

All instructional programs are required to use the Technical College Systems of Georgia (TCSG) program standards and guides which provide the minimum guidelines for course competency, contact hours, and prerequisites. In order to meet these standards, all classes must begin and end at the scheduled times. All course standards and guides can be accessed at <https://tcsge.edu>.

IV.H GPTC Structure of Associate Degree, Diploma, and Technical Certificate of Credit Programs

Adopted:

Contact: Vice President of Academic Affairs

References: [TCSG Policy IV.H](#) (5.1.6.)

Georgia Piedmont Technical College's [academic programs](#) follow Technical College System of Georgia [Policy IV.H](#).

IV.I GPTC Warranty Procedure

Adopted:

Contact: Assistant Vice President of Academic Affairs

Owner: Vice President of Academic Affairs

References: [TCSG Policy IV.I](#) (5.1.7.), [TCSG Claim Report Procedures](#)

Georgia Piedmont Technical College (GPTC) guarantees that its degree, diploma, and technical certificate of credit graduates have demonstrated competence in those competencies as defined by the approved state curriculum standards.

Should any student within two (2) years of graduation not be able to perform one or more of the competencies contained in the approved state curriculum standards, including failure to pass a state required licensing examination, Georgia Piedmont Technical College agrees to provide to the former student specific retraining at no cost to the employer or graduate for tuition or instructional fees.

Implementation of a claim must follow the procedures below:

- A. The employer or graduate contacts the Vice President of Academic Affairs (VPAA) in writing to discuss the need for retraining. The VPAA provides instructions or a template for a written claim request to the employer.
- B. The VPAA analyzes the written claim request, consults with the employer in conjunction with the graduate(s), and informs the employer and/or graduate(s) of the action to be taken.
- C. If the student graduated from a Georgia technical college other than GPTC, the VPAA will notify the student's college; this college will be responsible for costs incurred in the retraining.
- D. The VPAA forwards a copy of the Warranty Claim Information Report to the Vice President of Administrative Services (VPAS) and the President.
- E. The President forwards a copy of the Warranty Claim Information Report to the Commissioner of the Technical College System of Georgia.

IV.J.1 GPTC Credit Hour Policy

Adopted:

Scope: Academic Affairs

Contact: Academic Deans

Owner: VPAA

References: COC Federal Requirement 4.9, [TCSG Policy IV.H](#)

One contact hour equals a minimum of fifty (50) minutes of instruction.

One (1) semester credit hour is defined as follows:

- class - One contact hour of class per week for the duration of a semester equals one semester credit hour; class is defined as instruction which emphasizes group or individualized classroom learning. Class instruction normally requires extensive out-of-class preparation by the student and follow-up out-of-class practice assignments.
- demonstration laboratory (D.Lab or Lab 2) - Two contact hours of demonstration laboratory per week for the duration of a semester equals one semester credit hour; demonstration laboratory is defined as instruction which emphasizes teacher-assisted learning activities. Demonstration laboratory instruction normally requires some out-of-class preparation by the student and may require some out-of-class practice assignments.
- practical performance laboratory (P.Lab or Lab 3) - Three contact hours of practical performance laboratory per week for the duration of a semester equals one semester credit hour; practical performance laboratory is defined as instruction which emphasizes structured activities requiring the application and practice of occupational competencies. Practical performance laboratory instruction normally requires only limited out-of-class preparation by the student and no out-of-class practice assignments.
- occupation-based instruction (O.B.I.) - Three contact hours or more of occupation-based instruction per week for the duration of a semester equals one semester credit hour; occupation-based instruction is defined as instruction which emphasizes supervised work-experience activities requiring the application of occupational competencies. Occupation-based instruction normally requires only limited out-of-class preparation by the student and no out-of-class practice assignments.

Academic Deans schedule classes in a manner that assures the above contact hour requirements are met for each course.

IV.J.2 GPTC Transferring and Awarding Credit Procedure

Adopted:

Scope: Students

Contact: Registrar

References: [TCSG Policy IV.J](#), [TCSG Procedure IV.J.1](#), [Professional Certification & Licensure Equivalency Chart](#)

Forms:

Under appropriate circumstances, students may be awarded academic credit for coursework completed at other institutions, or for other forms of training/education that are comparable to courses offered at Georgia Piedmont Technical College.

Transfer of College Credit

A student may receive credit for courses taken at another postsecondary institution if:

- The course taken has essentially the same content and is taught at a comparable or higher level as the course at Georgia Piedmont Technical College;
- An official transcript is on file in the student's admission file from all post-secondary institutions attended;
- The course has an equal or greater number of credit hours as the course at Georgia Piedmont Technical College;
- A grade of "C" or higher has been earned for the course to be transferred;

Students who wish to receive transfer credit for coursework completed at another institution must complete a Request for Transfer Credit form in the Office of Student Affairs. Students receiving VA benefits must submit a Request for Transfer Credit form if they have ever attended another post-secondary institution. If the student submits the request by the term deadline stated on the Request for Transfer Credit form, the College will make a determination and communicate to the student the decision by the end of the given term.

Some courses are subject to a time limit for transferability. The Office of the Registrar provides a list of these courses.

Learning Support classes may not be transferred.

A grade of "TR" will be entered on the permanent record if credit is awarded. The hours will not be computed in the grade point average.

Transfer Credit from Regionally Accredited Institutions

The Office of the Registrar will normally award transfer credit for coursework taken at regionally accredited institutions, provided the above conditions are met and the student's previous institution is in good standing with its accrediting body.

Transfer Credit from Non-Regionally Accredited Institutions

For coursework taken at non-regionally accredited institutions, the Office of the Registrar and the Academic Affairs division determine 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 Office of the Registrar mails a Faculty Credential Verification Form to the previous institution. The VPAA validates the credentials of the faculty who taught the course(s). The Office of the Registrar, the VPAA, and — when appropriate — faculty credentialed in the field evaluate the comparability of the nature, content, and level of the learning experiences to the courses offered at Georgia Piedmont Technical College; the appropriateness and applicability of the learning experiences to the programs offered at Georgia Piedmont Technical College; and the length of time that has passed since the course was taken. In cases where course equivalency is questioned, credit must be validated by examination.

Transient Credit

A transient student is a student who is currently enrolled at one postsecondary institution seeking to take classes at another postsecondary institution. At GPTC, students must obtain permission from their program advisor before applying as a transient student to other postsecondary institutions.

To ensure coursework and learning outcomes are at the collegiate level, GPTC requires that associate degree level educational coursework taken as a transient student be taken at a regionally accredited institution. However, if students cannot find the associate degree course offered at a regionally accredited college, they must request a "Faculty Credentials Form" be sent from the Registrar's office at GPTC to the Registrar of the non-regionally accredited host institution. The Registrar will confer with the Vice President of Academic Affairs to ensure the faculty credentials meet the credentialing requirements of Georgia Piedmont Technical College.

Grading procedures for transient students are the same as for traditional students. Therefore, the transient student's grade will be sent from the host school to GPTC (home school) for recording of the grade upon completion of the course. The grade becomes a part of the student's permanent record. The transient grades are entered as transfer credit ("TRA", "TRB", or "TRC") and the hours included in the total number of earned hours, but do not affect the student's GPA.

Articulated Credit

Students who graduated from a Georgia high school within the previous 24 months may be eligible to earn credit for high school coursework. Students wishing to receive articulated credit must complete a Request for Articulated Credit Form in the Office of Student Affairs, and complete a validation exam for each course selected. Credit will be awarded in cases where the student scores 70% or higher on the validation exam for the course.

Exemption Credit

Exemption credit is awarded when the student successfully completes an examination equivalent to the course's final comprehensive examination. The student must present satisfactory evidence that he/she has prior knowledge of a particular subject before being eligible to test. Such evidence may be in the form of a portfolio, job description, letter from an employer, certificate of completion from a noncredit program, transcript from a non-accredited program, or similar documentation. The course instructor makes the determination whether or not the student is eligible to test. In order to take an exemption evaluation, the student must complete an [Exemption Credit Payment Form](#).

Advanced Placement Credit

CLEP: Credit will be awarded for successful completion of any appropriate CLEP (College Level Examination Program) subject area examinations. Credit should be awarded based on score recommendations of the Council on College Level Services.

Advanced Placement Examinations: Credit will be awarded to students who have taken appropriate courses (determined equivalent to courses offered at a Technical College) in high school and achieve a score of 3 or more on the Advanced Placement Examination. The Advanced Placement Examinations are offered by the College Entrance Examination Board.

International Baccalaureate Credit: Credit will be awarded to students who have taken appropriate courses (determined equivalent to courses offered at a Technical College) in high school and achieve a score of 3 or more on the International Baccalaureate Examination. The IB Examinations are offered by the International Baccalaureate Examination Board.

Armed Services Credit

Armed Services Credit may be awarded for education/training courses in the Armed Services. Such learning experiences must be certified by the American Council on Education (identified in the Council's publication, Guide to the Evaluation of Educational Experiences in the Armed Services). Credit is given on the basis of individual evaluation. Creditable military experience must closely correspond in content and competencies to courses in the Georgia Piedmont Technical College curriculum. The student must complete a Request for Transfer Credit Form.

Prior Learning Assessment

In some instances, Georgia Piedmont Technical College will grant transfer credit for industry certifications or professional licenses. In order to receive credit for program courses, students who apply to programs after completing industry certification and/or licenses must submit appropriate documentation to the Registrar's Office and complete a Request for Transfer Credit Form. Consulting the parameters listed in the Professional Certification and Licensure Credit Chart, the transfer credit specialist will award appropriate transfer credit subject to approval by the Registrar.

Residency Requirement

In order to obtain an award from Georgia Piedmont Technical College, a student must complete at least 25% of the curriculum requirements through instruction offered by Georgia Piedmont Technical College.

IV.L.1.a GPTC Faculty Credentials Policy

Adopted:

Scope: Faculty

Contact: Vice President of Academic Affairs

References: [TCSG Policy III.U.8 \(4.9.5.\)](#), [TCSG General Program Standard 02-07-01](#)

When determining acceptable qualifications of its faculty, Georgia Piedmont Technical College gives primary consideration to the highest earned degree in the discipline in accordance with the guidelines contained herein. The College also considers competence, effectiveness, and capacity including undergraduate and graduate degrees, documented related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.

For all cases, Georgia Piedmont Technical College is responsible for justifying and documenting the qualifications of its faculty and bases faculty credentialing decisions upon the course(s) to be taught by the faculty member and his/her qualifications to teach that specific course. Before a faculty member is approved to teach a course, a thorough review of his/her credentials is conducted by the appropriate academic dean to verify his/her qualifications to teach the course.

Georgia Piedmont Technical College is not a transfer institution. Thus, all degrees, diplomas, and certificates offered by the College are terminal. The following chart outlines the minimum guidelines that are to be followed in selecting faculty:

INSERT CREDENTIAL GUIDELINES CHART

Credential Documentation

Upon employment as a faculty member, the new instructor and the Academic Dean will verify that proper documentation has been provided to Georgia Piedmont Technical College assuring that the new faculty member meets credential guidelines. Transcripts "issued to student" are not official documents. Official documentation will be kept in the employee's personnel file in the Human Resources Office. Copies of documentation will be kept by the appropriate Academic Dean in the employee's faculty credential file. Credential documentation will include the following:

Credential Documentation	Location Where Kept
Resume	Official in HR Office; copy in credential file
Transcripts of academic work	Official in HR Office; copy in credential file
Licenses, certifications, etc.	Official in HR Office; copy in credential file
Georgia Piedmont Technical College employment application	Official in HR Office; copy in credential file
Justification of why instructor is credentialed to teach specific course(s) (if needed in lieu of formal academic training)	Credential File
Employment verification letters (if needed as a substitute for or supplement to formal academic preparation)	Credential File
Honors and awards	Credential File
Staff development activities	Credential File
Other documentation needed to justify qualifications of instructor	Credential File

It is the faculty member's responsibility to update the information within his/her file upon completion of additional degrees, certifications, training, etc. The faculty member shall notify his/her Academic Dean and the Director of Human Resources whenever he/she makes updates to his/her file.

Justification for Exception to Credential Guidelines

Justification for an exception to credential guidelines must be documented via the Faculty Credential Justification form. The following guidelines should be used to determine if an exception to the College's faculty credential guidelines is appropriate:

- In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic training for faculty members. Such cases must be justified on an individual basis.
- Justifications must be on a course-by-course basis. The individual preparing the justification must consider course competencies and explain how the applicant is qualified to teach those competencies.

It is the responsibility of Georgia Piedmont Technical College to keep documentation of academic preparation (such as official transcripts and, if appropriate for demonstrating competency, official documentation of professional and work experience, technical and performance competency, records of publications, certifications, licenses, and other qualifications) on file for all full-time and part-time faculty members.

Maintaining Currency

Full-time faculty members will remain current in their teaching discipline via professional development activities including back-to-industry visits. Full-time faculty members are required to participate in a variety of professional development activities that are provided internally as well as in external activities that are specific to the discipline. Faculty members are encouraged to seek out relevant faculty development activities such as advanced degrees, workshops, seminars, conferences, credit courses, industry tours, etc. that will help them remain up-to-date on current trends and new technologies in their program areas

IV.L.1.c GPTC Instructor Evaluation Procedure

Adopted:

Scope: Faculty

Contact: Vice President of Academic Affairs; Vice President of Operations

References: Faculty Manual

At the end of each semester's work, students are asked to evaluate their courses. Students complete evaluations for each course in which they are enrolled. Questions range from instructor knowledge and effectiveness to quality of syllabi and materials to classroom comfort to course organization and usefulness. Instructors and their supervisors see an analysis of the results which can and should be useful in bringing about improvements. Acceptable standards of confidentiality of information will be maintained at all times.

IV.L.1.e GPTC Instructional Supervision and Performance Evaluation Procedure

Adopted:

Scope: Faculty

Contact: Deans, Vice President of Academic Affairs

Owner: Vice President of Academic Affairs

Reference: [TCSG Policy III.G](#) (4.4.4.)

Academic Deans supervise all full-time and part-time instructors; however, full-time instructors must work closely with all part-time instructors to provide information and share ideas and resources both vertically and horizontally.

Part-time instructors must establish a working relationship with the immediate supervisor and follow the line of authority for reporting educational concerns.

Instructor evaluations at Georgia Piedmont Technical College are an integral component in the process of improving teaching and learning. An effective evaluation program results when teachers and evaluators are successful in using formative evaluations to reinforce effective practices and to improve instruction.

Per [TCSG Policy III.G](#), all evaluations will be written. All faculty members employed by Georgia Piedmont Technical College will be formatively and summatively evaluated annually by Academic Affairs staff for performance appraisal and professional purposes.

The specific objectives of performance evaluations are:

- To ensure that all instructors maintain proficient levels of performance for enhanced student learning
- To reinforce effective teaching practices
- To identify deficit areas where instructional improvement are needed

Georgia Piedmont Technical College uses the following instruments to evaluate the effectiveness of instructors:

- Student Evaluations
- Instructional Observation Report
- Distance Education Peer Review Process

Procedures for evaluating both full-time and part-time instructors should be performed by the appropriate deans or his/her designee and are as indicated:

- Faculty evaluations are performed annually using a constructive team approach (input from full-time faculty for part-time instructors), instructional observation (appendix E), and quarterly student evaluations that create a positive environment in the teacher-performance evaluation process.
- Student Evaluations are performed quarterly for every course taught. This includes face-to-face as well as distance education courses.
- Instructor Observations are performed on every faculty member by the dean or his/her designee annually.
- Instructor Evaluations will be completed annually on full-time faculty only.

Additionally, faculty teaching distance education courses are evaluated under a peer review process that involves peer faculty, the Director for Distance Education, and the instructor's supervising Academic Dean.

Instructional supervisors communicate the results of these evaluations to the faculty members. The communication identifies strengths of the instructional practices and provides recommendations for improvement if needed.

IV.L.1.i GPTC Program Coordinator Policy

Adopted:

Scope: Faculty

Contact: Vice President of Academic Affairs

References: [SACS-COC Comprehensive Standard 3.4.11](#)

In order to ensure degree programs are conducted with an appropriate and consistent level of rigor and accountability throughout the college, Georgia Piedmont Technical College assigns the role of Program Director to a qualified full-time faculty member teaching within each degree program.

Selection: Full-time program directors are hired based on their communication, organizational, and leadership skills in addition to their teaching abilities and academic credentials. Each full-time faculty member is eligible to serve as Director for his or her program. For programs taught by a single full-time faculty member, that faculty member serves as Program Director.

Responsibilities: The Program Director is responsible for:

- Communicating curriculum to all faculty teaching in the program
- Coordinate the selection of textbooks
- Completing assessments of Student Learning Outcomes (SLOs) for the program:
 - Coordinating development of program-level outcomes
 - Collecting the data necessary to assess the outcomes
 - Working with program faculty to analyze the data and determine meaningful improvements to instruction based on that analysis
 - Completing annual SLO reports and submitting them to the Institutional Effectiveness Office
- Completing program Annual Plans
 - Coordinating development of program objectives
 - Collecting data showing progress toward objectives
 - Completing Annual Plans and submitting them to the Institutional Effectiveness Office
- Communicating policy and assessment methods to adjunct faculty
- Other duties as assigned by the VPAA and/or supervising Academic Dean, necessary for the success of the program.

IV.L.1.i GPTC Program Coordinator Policy

Adopted:

Scope: Faculty

Contact: Vice President of Academic Affairs

References: [SACSCOC Comprehensive Standard 6.2.c](#)

In order to ensure degree programs are conducted with an appropriate and consistent level of rigor and accountability throughout the college, Georgia Piedmont Technical College assigns the role of Program Director to a qualified full-time faculty member teaching within each degree program.

Selection: Full-time faculty members are hired on the basis of their communication, organizational, and leadership skills in addition to their teaching abilities and academic credentials. Each fulltime faculty member is eligible to serve as Director for his or her program. For programs taught by a single full-time faculty member, that faculty member serves as Program Director indefinitely. For programs taught by multiple fulltime faculty, the Vice President of Academic Affairs will select a faculty member to serve in the role.

Responsibilities: The Program Director is responsible for:

- Communicating curriculum to all faculty teaching in the program
- Coordinate the selection of textbooks
- Completing assessments of Student Learning Outcomes (SLOs) for the program:
 - Coordinating development of program-level outcomes
 - Collecting the data necessary to assess the outcomes
 - Working with program faculty to analyze the data and determine meaningful improvements to instruction based on that analysis
 - Completing annual SLO reports and submitting them to the Institutional Effectiveness Office
- Completing program Annual Plans
 - Coordinating development of program objectives
 - Collecting data showing progress toward objectives
 - Completing Annual Plans and submitting them to the Institutional Effectiveness Office
- Communicating policy and assessment methods to adjunct faculty
- Other duties as specified by the Vice Presidents and Campus Deans, necessary for the success of the program

IV.L.4.a GPTC Academic Dismissal Policy

Adopted:

Scope: Students

Contact: Registrar

Owner: Vice President of Student Affairs

A student who fails to attain a minimum 2.0 GPA the next semester in attendance after being placed on probation is subject to academic dismissal. A student who is academically dismissed must stay out of school one full semester before petitioning for readmission. A second academic dismissal could constitute a final dismissal from the student's current program of study.

IV.L.4.b GPTC Academic Dismissal Waiver Request Procedure

Adopted:

Scope: Students

Contact: Vice President of Academic Affairs

Owner: Vice President of Academic Affairs

References: [TCSG Policy V.H](#) (6.5.1.)

Any student placed on academic dismissal may request a waiver (of the one semester absence from the college) by petitioning the Vice President of Academic Affairs. The waiver request should be in writing and should include the reason for the decline in GPA and the plan to correct the problem or situation including steps taken to prevent future grade problems. The Vice President will consider prior academic history, work responsibilities, time constraints, etc. in determining whether to grant the waiver request.

If the Vice President decides to grant the waiver request, he/she will notify the student, program instructor, and the Registrar's Office in writing or via e-Mail.

IV.H GPTC Structure of Associate Degree, Diploma, and Technical Certificate of Credit Programs

IV.I GPTC Warranty Procedure

Adopted:

Contact: Vice President of Academic Affairs

Owner: Vice President of Academic Affairs

References: [TCSG Policy IV.I](#) (5.1.7.), [TCSG Claim Report Procedures](#)

Georgia Piedmont Technical College (GPTC) guarantees that its degree, diploma, and technical certificate of credit graduates have demonstrated competence in those competencies as defined by the approved state curriculum standards.

Should any student within two (2) years of graduation not be able to perform one or more of the competencies contained in the approved state curriculum standards, including failure to pass a state required licensing examination, Georgia Piedmont Technical College agrees to provide to the former student specific retraining at no cost to the employer or graduate for tuition or instructional fees.

Implementation of a claim must follow the procedures below:

- A. The employer or graduate contacts the Vice President of Academic Affairs (VPAA) in writing to discuss the need for retraining. The VPAA provides instructions or a template for a written claim request to the employer.
- B. The VPAA analyzes the written claim request, consults with the employer in conjunction with the graduate(s), and informs the employer and/or graduate(s) of the action to be taken.
- C. If the student graduated from a Georgia technical college other than GPTC, the VPAA will notify the student's college; this college will be responsible for costs incurred in the retraining.

- D. The VPAA forwards a copy of the Warranty Claim Information Report to the Vice President of Administrative Services (VPAS) and the President.
- E. The President forwards a copy of the Warranty Claim Information Report to the Commissioner of the Technical College System of Georgia.

IV.J.1 GPTC Credit Hour Policy

Adopted:

Scope: Academic Affairs

Contact: Academic Deans

Owner: VPAA

References: COC Federal Requirement 4.9, [TCSG Policy IV.H](#) (5.1.6.)

One contact hour equals a minimum of fifty (50) minutes of instruction.

One (1) semester credit hour is defined as follows:

1. Class - One contact hour of class per week for the duration of a semester equals one semester credit hour; class is defined as instruction, which emphasizes group or individualized classroom learning. Class instruction normally requires extensive out-of-class preparation by the student and follow-up out-of-class practice assignments.
2. demonstration laboratory (D.Lab or Lab 2) - Two contact hours of demonstration laboratory per week for the duration of a semester equals one semester credit hour; demonstration laboratory is defined as instruction which emphasizes teacher-assisted learning activities. Demonstration laboratory instruction normally requires some out-of-class preparation by the student and may require some out-of-class practice assignments.
3. practical performance laboratory (P.Lab or Lab 3) - Three contact hours of practical performance laboratory per week for the duration of a semester equals one semester credit hour; practical performance laboratory is defined as instruction which emphasizes structured activities requiring the application and practice of occupational competencies. Practical performance laboratory instruction normally requires only limited out-of-class preparation by the student and no out-of-class practice assignments.
4. Occupation-based instruction (O.B.I.) - Three contact hours or more of occupation-based instruction per week for the duration of a semester equals one semester credit hour; occupation-based instruction is defined as instruction, which emphasizes supervised work-experience activities requiring the application of occupational competencies. Occupation-based instruction normally requires only limited out-of-class preparation by the student and no out-of-class practice assignments.

Academic Deans schedule classes in a manner that assures the above contact hour requirements are met for each course.

IV.L.2.a GPTC Library General Use Procedure

Adopted:

Scope: Students, Faculty, and Staff

Contact: Director of Library Services

Computer Use

- Computer use guidelines are dictated by the Georgia Piedmont Technical College Acceptable Computer and Internet Use Policy posted on the bulletin boards in the Library and in the Student Handbook.
- Students are allowed to use the computers for personal or recreational use as long as there are no students waiting to use them for coursework. When asked by the Library staff, students should give up their computers courteously.
- There is no charge for current students for printing the first 20 pages of class-related work per day. After 20 pages, printing is 5-cents per page. Students are asked to be considerate about the volume of printing and to print only what they need. For color printing students are allowed 5 free pages for class work per day. Additional color print pages are 10-cents per page.

Checkout Policy

- Students may borrow library books and materials upon presentation of a current GPTC identification card. Books and other materials in the general collection circulate for a two-week period. Students with overdue materials will not be allowed to check out additional items until all overdue materials have been returned.

Non-circulating materials

- Reference books generally do not check out. The reference collection includes manuals, handbooks, encyclopedias and any items of a general reference nature. They are usually sources for locating specific information rather than books that would be read in entirety.
- Students are not permitted to check out videos or periodicals. A photocopier is available for copying from books, according to copyright law.
- Faculty can check out Reference material (books, periodicals, and videos) for 1-2 days. These items need to be returned as soon as possible so that all faculty will have access to them.

Renewals

- After initial checkout period, an item may be renewed unless another patron has requested that the item be held. Materials may be renewed twice. After the second renewal, an item will need to be returned for a 24 hour period until it may be checked out again.

Reserve

- Instructors will sometimes place materials on reserve for their classes. These items may be checked out for one day only. No renewals are allowed for items on reserve.

Overdue Materials and Fines

- It is the responsibility of the student to insure the return of Library items on time. Overdue notice are sent to students through their instructor, email, or postal mail. Students who have not returned books after three notices will be required to pay a fine. Students will have a hold placed on their records and will not be permitted to register for the next term, or receive a transcript, or graduate until their record has been cleared by obtaining a receipt from the librarian.

Lost Books or Materials

- Any item lost or damaged beyond repair must be paid for by the borrower. The charge will be the amount necessary to replace the item. Books are replaced with the current edition. All replacement costs must be paid in full to remove the hold from the student's academic record.

General Library Use

- The Library supports and follows the principles outline in the American Library Association Library Bill of Rights.
- Students are not allowed to talk on cell phones in the Library. The call must be taken out to the halls immediately.
- All non-students under the age of 17 must be accompanied and supervised by an adult at all times. Children may not use the computers or cause a disturbance for others studying in the Library.
- Noise levels should be kept to a minimum as long as there are students studying in the Library. Headphones are available for computers and the VCR.

If patrons refuse to abide by the policies of the Library or behave in an uncooperative manner they will be warned by the librarian. If the behavior is repeated, they may be asked to leave and/or they may lose their computer privileges in the Library.

IV.L.4.a GPTC Academic Dismissal Policy

Adopted:

Scope: Students

Contact: Registrar

Owner: Vice President of Student Affairs

A student who fails to attain a minimum 2.0 GPA the next semester in attendance after being placed on probation is subject to academic dismissal. A student who is academically dismissed must stay out of school one full semester before petitioning for readmission. A second academic dismissal could constitute a final dismissal from the student's current program of study.

IV.L.4.b GPTC Academic Dismissal Waiver Request Procedure

Adopted:

Scope: Students

Contact: Vice President of Academic Affairs

Owner: Vice President of Academic Affairs

References: [TCSG Policy V.H](#) (6.5.1.)

Any student placed on academic dismissal may request a waiver (of the one semester absence from the college) by petitioning the Vice President of Academic Affairs. The waiver request should be in writing and should include the reason for the decline in GPA and the plan to correct the problem or situation including steps taken to prevent future grade problems. The Vice President will consider prior academic history, work responsibilities, time constraints, etc. in determining whether to grant the waiver request.

If the Vice President decides to grant the waiver request, he/she will notify the student, program instructor, and the Registrar's Office in writing or via e-Mail.

GPTC IV.L.4.1 Procedure for Protecting the Privacy of Distance Education Students

Adopted:

Scope: Students

Contact: Director of Distance Education

References: [GPTC Procedure: Distance Education Student Privacy](#)

Georgia Piedmont Technical College protects the privacy of all students, adhering to the same privacy standards for online students as it does for students studying on the campus, through strict adherence to the rules of the Family Educational Rights and Privacy Act of 1974 (FERPA). The official FERPA statement is available for student view on the College's website, in the Catalog/Student Handbook, and on the Blackboard Learning Management System (LMS) main page.

GPTC issues a unique username and password to each student upon enrollment and each College employee upon date of employment who is required to access the Blackboard Learning Management System, the platform the College uses for distance education. Blackboard is a secure environment where faculty members post course materials, assignments and exams, provide chat and discussion forums for their courses, and where students participate in forum discussions, chat sessions, upload assignments, and take quizzes and exams. The privacy of individual students' assessments and grades is maintained within the learning management system.

Anyone using Blackboard is required to have a unique username and password to access any learning management resources. Faculty are restricted to accessing information associated with the specific courses they teach. Students are automatically enrolled in courses through a batch process run by the Blackboard Administrator each semester and identified by their unique username and password. Students are restricted to information allowed by faculty members in courses for which they have enrolled and student-group related activities in a given course. Course and user profile information is not visible to anyone without an account. Authorized Blackboard users cannot view the profile information of other users unless those users give permission.

Secure Login and Password: Each distance learning faculty and student enters his/her username and password into Blackboard to gain access to authorized Blackboard learning environment resources. This combination of username and password identifies faculty and students to the system on each course visit. Upon initial login, students and faculty are given the opportunity to change their password. GPTC keeps no record of the student's password once it has been changed. A lost password link can be emailed to the faculty's or student's email address if requested by the student or faculty member. Students are responsible for keeping their password confidential. LMS Password Resets are submitted through email to our helpdesk. To protect the privacy of students, those working the helpdesk are trained to reset the password to match the original login. This login is automatically sent to the student's secure GPTC email account. If the request is received over the phone, the passwords are reset following the same procedure.

In addition, GPTC uses an online account host (Banner Web) to enable students to view their personal information, class schedules, final course grades, and transcripts. Upon admission to the College, students are assigned a unique username and password to access this information. Upon log in to their Banner Web account, students are given the opportunity to change their passwords for security purposes.

Each student is assigned a unique student email address by the College. This student email system is maintained by the College and provides students with a secure login environment.

Georgia Piedmont Technical College provides links to other websites that may be useful for our students and/or customers. Georgia Piedmont Technical College cannot make any representation of guarantee regarding the linked sites, their content or their security. For your protection, Georgia Piedmont Technical College suggests that you review the privacy and security policies of the company websites for each link.

Should your private information be compromised in any way, Georgia Piedmont Technical College will inform those affected by the breach.

V.H.7 GPTC Plagiarism Policy

Adopted:

Scope: Students and Faculty

Contact: Vice President of Academic Affairs

Plagiarism is a dishonest act that occurs when a student submits someone else's work (from as little as a sentence or phrase to an entire document) as his or her own. This act can range from not citing an author for ideas and/or published material (including work from the Internet) to copying and pasting information from websites or any other publications, as well as paying for a paper written by someone else. Using someone else's words or ideas in an oral presentation without giving credit is yet another form of plagiarism.

The temptation to commit plagiarism is greater than ever with all the information from the Internet. In addition, it is now easier to identify plagiarized material than ever before. Some instructors have access to the program Turnitin.com, a good resource for flagging plagiarism. Everyone has access to the Internet, and a copied and pasted sentence or section into Google will reveal if the information has been published elsewhere. In other words, detection of plagiarism is easy for instructors. If a student is not sure what is correct and acceptable, guidance from your instructor should be sought. There are also many websites available giving specific examples of how to avoid plagiarizing.

V.H.7.a GPTC Plagiarism Procedure

Adopted:

Scope: Students

Contact: Vice President of Academic Affairs

This is the procedure Georgia Piedmont Technical College will follow in regards to plagiarized work received from a student.

- When an instructor identifies plagiarized material, he or she will assign a grade of zero to the submission. The zero may be considered a consequence of not meeting the stated criteria for the task as well as of plagiarizing.
- A copy of the assignment in which the plagiarism took place with documentation of the source of the original material will be given to the student and sent to the dean of academic affairs or campus director to be filed.
- If there is a second infraction by the student in any class during his/her remaining tenure at Georgia Piedmont Technical College, the dean/director will contact the individual and counsel the student regarding academic repercussions. Penalties for the second act of plagiarism will be the same as the first, plus the instructor's option of giving the student an F in the course. See Code of Conduct from Student Handbook for the full scope of expected student conduct and penalties for infractions.

IV.L.4.w GPTC Test Proctoring Policy

Adopted:

Scope: Faculty and students

Contact: Director of Distance Education

Owner: Vice President of Academic Affairs

Students enrolled in distance education courses are required to participate in at least one proctored event per course (i.e. exams, lab assignments, presentations, etc.).

IV.L.4.w.i Test Proctoring Procedure

Adopted:

Scope: Faculty and students

Contact: Director of Distance Education

Owner: Vice President of Academic Affairs

In order to verify student identity and ensure academic integrity, students enrolled in distance education courses (i.e., online or hybrid courses delivered with more than 50% of course online) are required to participate in at least one proctored graded event per course.

Georgia Piedmont Technical College strongly encourages students to take advantage of the instructor-scheduled proctored events which are listed on the course syllabi. However, in the event extenuating circumstances prevent the student from participating in the instructor-scheduled event, the following options are available at the discretion of the instructor. It is the student's responsibility to make the appropriate arrangements upon receiving instructor approval.

There is no cost for instructor-scheduled proctored events. Any costs or fees associated with alternative proctoring options are paid by the student.

1. Arrange an appointment with an instructor-approved proctor. Approved proctors include persons who are not related to the student:
 - A faculty member or administrator of an regionally-accredited university or college
 - A school superintendent, principal, or counselor
 - A librarian
 - A commissioned officer whose rank is higher than the student's own (for students in the military only)
2. Have the event proctored by another Technical College. Click [here](#) for contact information for other Technical Colleges.
3. If the instructor allows, the student may schedule the exam through ProctorU during the time posted on the syllabus. This will be at the student's expense based on the time limit of the exam, which is payable directly to ProctorU.

[ProctorU: How it Works](#)

[ProctorU Test-Taker Handout](#)

[How to Get Started with Online Proctoring](#)

GPTC ProctorU Live+ Pricing

Duration	Price
60 minutes or Less	\$16.00 USD
61 – 120 Minutes	\$21.00 USD
121 – 180 Minuts	\$27.00 USD

Students with documented disabilities and/or special testing needs should contact their instructors for appropriate accommodations in collaboration with the College's ADA Coordinator, Ms. Candice Buckley, at (404) 297-9522.

IV.R.1 GPTC Procedure: Program and/or Course Approval, Modification and Terminations

Adopted:

Scope: Faculty & Staff

Contact: Vice President of Academic Affairs

References: SACSCOC Comprehensive Standard 3.4.1

State policies and procedures will be followed for program and/or course approvals, modifications and terminations.

Georgia Piedmont Technical College (GPTC) shall base the approval of programs on service area and employment outlook, needs assessments and the college's current program capacity and needs.

Prior to developing a concept proposal, the Dean, Program Director and appropriate faculty shall conduct an analysis of a variety of factors including alignment with the College's mission of providing workforce education and training in the service area, GPTC's ability to offer the program, curriculum, facility and equipment requirements, enrollment projections, and job placement opportunities.

After a thorough analysis has been conducted and concept proposal developed, the appropriate School Dean provides leadership throughout the approval process.

New Course/Program Modification Approval Process

Approved TCSG courses that are being used as an addition to an existing program, as elective or other program/course adjustments, may be brought in with approval by the appropriate School Dean

1. After review by Academic Affairs Administrative (AAA) Team
 - i. Complete #12 and #14
2. Program modifications, such as adding specialty areas, should follow the steps in #1
 - i. Complete #12 and #14
3. If a course is being added that does not currently exist; and is being developed independently of the appropriate IFCC, existing programs, or courses the following procedure should be followed.
4. The Program Director will inform the School Dean of the opportunity to create a new course
5. A course justification analysis should be created, to include;
 - a. Justification for the course
 - b. Any accreditation, certification or outside regulating authority needs and/or requirements
 - c. A review of any SACS/COC implications should be completed
 - The Director for Institutional Effectiveness will prepare appropriate documentation for submission to SACS/COC upon approval.
 - d. Detailed cost analysis to include
 - Additional faculty costs (fulltime, adjuncts)
 - Equipment costs
 - Facility costs
 - Accreditation, regulations agency costs
 - e. Equipment needs

6. Specific course details will then be created to include;
 - a. Proposed course name
 - b. Prerequisites/Co-requisites
 - c. Course Description
 - d. Course length (including credit hours and contact hours)
 - e. Competencies
 - f. Learning Outcomes
7. The Program Director will present the proposal to the School Dean for review and approval to move forward
8. The School Dean will present the proposed new course proposal to the Academic Affairs Administrative (AAA) Team
9. Contact TCSG program coordinator to create course shells
10. Initial KMS data will be entered by appropriate Dean and/or designee
11. Course will go to Curriculum Committee for approval
12. Course will go to Executive Cabinet/Presidents Council for approval and/or notification
13. The KMS Coordinator submits new program data, as appropriate, in KMS for TCSG approval
14. Course will then be shared with all relevant parties by VPAA, or designee, for required implementation steps such as;
 - a. Tech support, administrative services, student services

New Program Approval Process

1. Program Director will check KMS to see if the program already exists.
 - a. Yes---Then they would review and see if it meets the need. If it does then skip steps #4-5
 - b. No---continue with the process
2. Benefits of adding the program at GPTC should be clearly defined and proposal submitted to the School Dean
3. Collect, determine and list the following in the completed proposal;
 - a. Industry data to justify the new program
 - b. Employment outlook data from Department of Labor showing positive employment/growth trends
 - c. Any accreditation, certification or outside regulating authority needs and/or requirements
 - d. Detailed cost analysis to include
 - Additional faculty costs (fulltime, adjuncts)
 - Equipment costs
 - Facility costs
 - Accreditation, regulations agency costs
 - e. Faculty requirements (credentials, fulltime, adjunct, etc.)
 - f. Equipment needs
 - g. Facility needs
 - h. Data on similar programs at neighboring technical colleges to include program size, student needs, program success, etc.
 - i. Contact Administrative Finance to see if funding is available for new program as written

- j. Contact Office of Institutional Effectiveness to discuss and review SACS/COC implications
 - The Director for Institutional Effectiveness will prepare required documentation for submission to SACS/COC upon approval for implementation of program
4. Create draft curriculum sheet showing all courses
 - New courses are identified
 - Courses should be created and submitted with proposal
5. Obtain input and approval from appropriate advisory committee
6. The School Dean will present proposed new program to the Academic Affairs Administrative (AAA) Team
7. Initial KMS data is entered by appropriate Dean and/or designee
8. The VPAA submits proposal to Curriculum Committee for review and approval
9. The VPAA presents proposed new program to Executive Cabinet/President's Council for approval
10. The KMS Coordinator submits new program data in KMS for TCSG
11. Obtain TCSG State Board approval
12. Begin program accreditation approval process, if applicable
13. Course will then be shared with all relevant parties by VPAA, or designee, for required implementation steps such as;
 - a. Techsupport, administrative services, student services

Program Termination Process

1. Program Director and faculty will discuss the need to terminate the indicated program.
 - a. Rational for the termination should be clearly defined and a proposal submitted to School Dean
2. Obtain input and approval from appropriate advisory committee
3. Collect, determine and list the following in a completed proposal;
 - a. Industry data to justify the termination
 - b. Employment outlook data from Department of Labor showing negative employment/growth trends
 - c. Any accreditation, certification or outside regulating authority implications
 - d. Detailed savings analysis to include;
 - faculty savings (fulltime, adjuncts)
 - Equipment and facility savings
 - Accreditation, regulations agency savings
 - e. Relocation/reallocation plans
 - Fulltime and adjunct faculty
 - Current equipment
 - Facility areas
 - f. Detailed teach out plan for any current students
 - g. Contact Office of Institutional Effectiveness to discuss and review SACS/COC implications
 - The Director for Institutional Effectiveness will prepare required documentation for submission to SACS/COC upon approval

4. The School Dean will present proposed termination plan to the Academic Affairs Administrative (AAA) Team
5. The VPAA submits proposal to the Curriculum Committee for review and approval
6. The VPAA presents proposed new program to the Executive Cabinet/Presidents Council for approval
7. The KMS Coordinator will submit termination data into KMS for TCSG
8. Obtain TCSG State Board approval
9. Notify outside accreditation bodies and/or regulating agencies, if applicable
10. Termination information will then be shared with all relevant parties by VPAA, or designee, for required implementation steps such as;
 - a. Tech support, administrative services, student services

Section VI – Student Affairs

V.A.1 GPTC Student Grievances Policy

Adopted:

Scope: Students

Contact: Vice President of Student Affairs

References: [TCSG Procedure V.P](#) (6.5.3p.)

It is the policy of the Technical College System of Georgia to maintain a grievance process available to all students that provides an open and meaningful forum for their complaints, the resolution of these complaints, and is subject to clear guidelines. This procedure does not address complaints related to the unlawful harassment, discrimination and/or retaliation for reporting harassment/discrimination against students. Those complaints are handled by the Unlawful Harassment and Discrimination of Students Procedure.

V.A.1.a GPTC Student Grievances Procedure

Adopted:

Scope: Students

Contact: Vice President of Student Affairs

References: [TCSG Procedure V.P](#) (6.5.3p.)

I. DEFINITIONS:

- A. Grievable issues: Issues arising from the application of a policy/procedure to the student's specific case is always grievable. Specifically grievable are issues related to student advisement, improper disclosure of grades, unfair testing procedures and poor treatment of students; this is a representative list and is not meant to be exhaustive.
- B. Non-grievable issues: Issues which have a separate process for resolution (i.e. disciplinary sanctions, FERPA, financial aid, academic grades, etc.) are not grievable and a student must take advantage of the process in place.
- C. Business days: Weekdays that the college administrative offices are open.
- D. Vice President for Student Affairs (VPSA): The staff member in charge of the student affairs division at the college.
- E. Retaliation: Unfavorable action taken, condition created, or other action taken by a student/employee for the purpose of intimidation directed toward a student because the student initiated a grievance or participated in an investigation of a grievance.
- F. Grievant: the student who is making the complaint.

II. ATTACHMENTS:

None

III. PROCEDURE:

- A. Informal Complaint Procedure: Student complaints should be resolved on an informal basis without the filing of a formal grievance.
 1. A student has 10 business days from the date of the incident being grieved to resolve their complaint informally by approaching their instructor, department chair or any other staff or faculty member directly involved in the grieved incident.
 2. Where this process does not result in a resolution of the grievance, the student may proceed to the formal grievance procedure.

- B. Formal Complaint Procedure: where a student cannot resolve their complaint informally, they may use the formal grievance procedure.
1. Within 15 business days of the incident being grieved, the student must file a formal grievance in the office of the Vice President for Student Affairs (VPSA) with the following information:
 - a. Name,
 - b. Date,
 - c. Brief description of incident being grieved,
 - d. Remedy requested
 - e. Signed, and
 - f. Informal remedy attempted by student and outcome
 2. If the grievance is against the VPSA, the student shall file the grievance in the Office of the President.
 3. The VPSA, or his/her designee, will investigate the matter and supply a written response to the student within 15 business days.
 4. If the grieved incident involves possible unlawful harassment, discrimination or retaliation for reporting unlawful harassment/discrimination, the investigation will be handled pursuant to the Procedure: Unlawful Harassment and Discrimination of Students.
 5. If the grieved incident is closely related to an incident being processed through the disciplinary procedure, the disciplinary procedure will take precedence and the grievance will not be processed until after the disciplinary procedure has run its course.
 6. The VPSA, or his/her designee, shall be granted an additional 15 business days to investigate the grievance upon notice to the grieving student.
- C. Appeal of Staff Response: If a student is unsatisfied with the response from the VPSA, the student may appeal the decision to the President of the college. The college staff has no right to appeal.
1. A student shall file a written appeal to the President within 5 business days of receiving the response referenced in VI.B.3.
 2. The appeal will be decided based entirely on documents provided by the student and the administration, therefore the student must ensure that he has provided all relevant documents with his appeal.
 3. At the President of the college's sole discretion, grievance appeals at their institution may be held in one of the following two ways:
 - a. The President may review the information provided by the student and administration and make the final decision; or
 - b. The President may appoint a cross-functional committee comprised of 5 members, including one chair, to make the final decision.
 4. The decision of either the President or the cross-functional committee shall be made within 10 business days of receipt by the President of the appeal.
 5. Whichever process is chosen by the President, the decision of the grievance appeal is final.
- D. Retaliation against a student for filing a grievance is strictly prohibited.

IV. RECORD RETENTION:

Documents relating to formal grievances including investigations, dispositions and the grievance itself shall be held for 5 years after the graduation of the student or the date of the student's last attendance.

V.A.2 GPTC Student Unlawful Harassment Policy

Adopted:

Scope: Students, Faculty, & Staff Contact: Vice President of Student Affairs

References: [TCSG Procedure V.A.1](#) (6.1.1p.)

Unlawful Harassment

It is the policy of Georgia Piedmont Technical College to maintain a learning environment that is free of unlawful harassment (including sexual harassment), discrimination, retaliation, and intimidation.

Procedure

- All students are expressly prohibited from engaging in any form of harassing, retaliation, discrimination, or intimidating behavior or conduct.
- Any student who has engaged in prohibited behavior or conduct will be subject to disciplinary action up to and including expulsion.
- All students are encouraged to report any act of unlawful harassment, discrimination, retaliation and/or intimidation. Reports will be treated in an expeditious and confidential manner.
- Georgia Piedmont Technical College will not tolerate retaliation for having filed a good faith harassment and/or discrimination complaint or for having provided any information in an investigation. Any student or employee who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including dismissal or expulsion.
- Any student who knowingly makes a false charge of harassment/discrimination or retaliation, or any student who is untruthful during an investigation is guilty of misconduct and may be subject to disciplinary action, up to and including, dismissal.

Applicability

This procedure shall uniformly apply to all Georgia Piedmont Technical College employees, Technical College students, and other persons conducting business with the College. This procedure applies to all interactions between staff and students, and between students, whether or not the interaction occurs during class or on or off campus.

Definitions

- A. Unlawful Harassment (Other Than Sexual Harassment):** Verbal or physical conduct that disparages or shows hostility or aversion toward an individual because of that person's race, color, religion, gender, sexual orientation, national origin, age, or disability. Harassment does one or more of the following:
1. Has the purpose or effect of creating an intimidating, hostile or offensive academic or work environment, or
 2. Has the purpose or effect of unreasonably interfering with an individual's academic or work performance.
- B. Examples of Unlawfully Harassing Conduct or Behavior (Other Than Sexual Harassment):** Harassing conduct or behavior includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, age or disability. This includes jokes or pranks that are hostile or demeaning with regard to race, color, religion, gender, national origin, age or disability. Harassing conduct may also include written or graphic material that disparages or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability, and that is displayed on walls, bulletin boards, computers, or other locations, or circulated in the work place. This is a representative list of harassing conduct or behavior and is not intended to be exhaustive.

- C. Sexual Harassment (a form of unlawful harassment):** Sexual harassment is defined as unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal, written, electronic or physical conduct of a sexual nature when:
1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
 2. Submission to, or rejection of, such conduct by an individual is used as the basis for education decisions affecting such individual; or,
 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.
- D. Examples of Sexually Harassing Conduct or Behavior:** Sexually harassing conduct or behavior (regardless of the gender of the persons involved) includes:
1. Physical touching;
 2. Sexual comments of a provocative or suggestive nature;
 3. Suggestive looks or gestures;
 4. Jokes, printed material or innuendoes intended for and directed to another employee;
 5. Making acceptance of unwelcome sexual conduct, advances, or requests for sexual favors of any nature a condition for education, education decisions, or continued enrollment (pressure for sexual favors). This is a representative list of harassing conduct or behavior and is not intended to be exhaustive.
- E. Discrimination:** The denial of benefits or admission to the College or to any of its programs or activities, either academic or nonacademic, curricular or extracurricular, because of race, color, religion, age, national origin, gender, sexual orientation, political affiliation, or handicap and disability.
- F. Retaliation:** Unfavorable action taken, unfavorable condition created, or other action taken by a student or employee for the purpose of intimidation that is directed toward a student because the student initiated an allegation of unlawful harassment/retaliation or who participates in an investigation.

Reporting

- A. All students are encouraged to report events of unlawful harassment, discrimination, and/or unlawful retaliation against themselves or others. However, a student may attempt to resolve any issue arising under this policy informally.
1. Allegations or suspicions of unlawful harassment or unlawful retaliation may be reported by the complainant to any College employee.
 2. Such reports can initially be expressed in writing, by telephone, or in person; however, the report will ultimately be required to be in writing.
 3. After an allegation is made to a College employee that employee shall report the allegation to the President or Title IX Coordinator, as soon as possible, not to exceed 48 hours.
- B. Instructors/administrators who have reason to believe that unlawful harassment, discrimination, and/or retaliation may exist shall immediately inform their President or the following:
- Title IX Coordinator
Sadie Washington
Georgia Piedmont Technical College
495 N Indian Creek Dr., Clarkston, GA 30021
(404) 297-9522 ext. 1210
- C. Information relating to these matters will be kept confidential.

Investigations

- A. All complaints of unlawful harassment, discrimination or unlawful retaliation shall be investigated thoroughly. Any President or local investigator is encouraged to consult with the Compliance Officer, Human Resources Director or Executive Director, Legal Services with any questions or concerns.
- B. If a complaint does not specify facts sufficient to allege unlawful harassment or retaliation as prohibited by this procedure, the local investigator may determine that the allegations shall not be investigated. This will be done with joint approval by the local investigator and President.
- C. Where a complaint is investigated, the investigation shall commence within 5 business days of receipt of the complaint.
- D. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. All witnesses provided by the complainant will be interviewed.
- E. The process from initial complaint to completed investigation should take no longer than 60 days. If additional time is needed, the complainant will be informed.
- F. The local investigator who conducts the investigation will present facts in a written report to the President.
- G. Reports concerning the unlawful harassment, discrimination, or retaliation of students will be processed and handled confidentially to the extent permitted by law.

Review and Disposition

- A. After reviewing the final report, the President shall make a recommendation, based on a preponderance of the evidence, as to whether the facts support a finding that unlawful harassment, discrimination, or unlawful retaliation has occurred. The President shall make this recommendation within 5 business days of receipt of the completed investigation.
- B. If the recommendation is that the facts do not support a finding of unlawful harassment, discrimination, or unlawful retaliation, and it is determined that no action should be taken, then the matter can be closed.
- C. If the recommendation is that the facts do support a finding of unlawful harassment, discrimination, unlawful retaliation, or a policy violation, appropriate sanctions will be recommended and taken pursuant to the applicable disciplinary procedure (either student or employee).
- D. The investigator will provide written notice to the complaining party and subject that the investigation is complete. Notice should be given within 5 business days, provided that if a disciplinary action is to be initiated, no parties will be notified until all disciplinary actions are served.

Appeal by Complainant

- A. If the complainant wishes to appeal the recommendation by the President that the facts do not support a finding of unlawful harassment and/or discrimination, the complainant may do so in writing within 5 business days of receiving notice of the President's recommendation.
- B. The complainant must send the appeal by regular mail, facsimile, or email to the following:

Executive Director, Legal Services
1800 Century Place NE, Suite 400
Atlanta, Georgia 30345-4304

V.B.2 GPTC Admissions Procedures

Adopted:

Contact: Dean for Student Affairs

Owner: Vice President of Student Affairs

1. Submit a completed application for admission with the \$20 non-refundable application fee to the Office of Admissions.
2. Submit an official high school transcript or an official GED transcript. If you have completed 30 semester or 45 quarter hours of degree level coursework at an accredited college, a high school transcript/GED scores is not required.
3. Request that an official transcript be sent from all colleges, universities, or other postsecondary institutions attended.
4. Request that an official SAT, ACT, COMPASS or ASSET test scores be sent to the Admissions Office if taken within five years of the date of application. If your scores are over five years old or if you have not taken one of these tests, you will be scheduled for placement testing upon receipt and processing of your application. Official Georgia High School Graduation Test scores in English/Language Arts may be submitted for English and reading placement if scores are high enough.

NOTE: "Official" means mailed directly from the releasing institution or a hand-delivered (unopened) envelope sealed by the releasing institution.

Applications are reviewed and processed on a first come, first served basis when the admissions file is complete. A file is considered complete when all transcripts, test scores and any other supporting documentation has been received. Admission decisions are made and applicants are formally accepted when files are complete. Students are notified by mail and email of their acceptance and receive a time and date to report for registration.

Non-Accredited Home Study/Correspondence Course Programs

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

- Submit a letter from the local superintendent's office verifying that (1) the parent or legal guardian notified the superintendent of intent to home school and (2) that the parent or legal guardian submitted the required attendance reports to the superintendent's office on monthly basis as required by O.C.G.A. 20-2-690.
- Submit annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years. The final progress report should include the graduation date.

Applicants of home schools 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 home-schooled student's junior and senior years. The final progress report should include the graduation date.
- Submit SAT or ACT scores that meet the TCSG system minimum requirements.

V.D.1 GPTC Student Code of Conduct Policy

Adopted:

Scope: Students

Contact: Vice President of Student Affairs

References: GPTC Dress Code Policy, [GPTC Tobacco-Free Environment Policy](#), [GPTC Acceptable Computer And Internet Use Policy](#), [TCSG Policy II.C.6 \(3.3.6.\)](#), [TCSG Policy II.C.10 \(3.3.10.\)](#), [TCSG Policy V.D.2](#). See also [Student Disciplinary Procedure](#)

PREAMBLE

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for knowledge.

Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus, other college sites, and in the community. Students are expected to exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of the community.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, college discipline will be initiated if the presence of the student on campus is considered a possible threat to persons or property, or if that person's presence may disrupt the educational process of the college. However, when a student's violation of the law also adversely affects the college's recognized educational objectives, or violates the college's Student Code of Conduct, the college will enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law.

It is the policy of the Technical College System of Georgia (TCSG) to provide technical and adult education programs for the people of Georgia. Technical Colleges must provide opportunities for intellectual, emotional, social, and physical growth. Technical College students assume an obligation to act in a manner compatible with the fulfillment of the mission. The Technical College community recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, the Technical College System of Georgia establishes this Student Code of Conduct.

ARTICLE I: DEFINITIONS

- 1. Appellate Board:** as defined in the Student Disciplinary Policy and Procedure.
- 2. Faculty Member:** any person hired by the Technical College to conduct teaching, service, or research activities.
- 3. Judicial Body:** as defined in the Student Disciplinary Policy and Procedure.
- 4. Member of the Technical College Community:** any person who is a Student, Faculty Member, contractors, Technical College Official or any other person/s involved with the Technical College or the community or employed by the Technical College.
- 5. Policy:** the written regulations of the Technical College as found in, but not limited to, the Student Code of Conduct, Student Handbook(s), Residence Hall Handbook(s), Technical College Catalog(s), the Technical College Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.
- 6. Student:** all persons taking courses at the Technical College, including full-time, part-time, dual enrollment, joint enrollment, non-credit, and credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the Technical College are considered "Students".
- 7. Student Disciplinary Officer:** as defined in the Student Disciplinary Policy and Procedure.

8. **System:** the Technical College System of Georgia.
9. **Technical College:** any college within the Technical College System of Georgia.
10. **Technical College Official:** any person employed by the Technical College performing assigned administrative responsibilities on a part-time, full-time or adjunct basis.
11. **Technical College Premises:** all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the Technical College (including adjacent streets and sidewalks).

ARTICLE II: PROSCRIBED CONDUCT

ACADEMIC

Academic Misconduct Definitions

Academic Misconduct includes, but is not limited to, the following:

1. Aiding and Abetting Academic Misconduct

Knowingly helping, procuring, encouraging or otherwise assisting another person to engage in academic misconduct.

2. Cheating

- a. Use and/or possession of unauthorized material or technology during an examination, or any other written or oral work submitted for evaluation and/or a grade, such as tape cassettes, notes, tests, calculators, computer programs, cell phones and/or smart phones, or other electronic devices.
- b. Obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person's knowledge.
- c. Furnishing assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade to another person.
- d. Possessing, using, distributing or selling unauthorized copies of an examination, computer program, or any other written or oral work submitted for evaluation and/or a grade.
- e. Representing as one's own an examination or any other written or oral work submitted for evaluation and/or a grade taken by another person.
- f. Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.
- g. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.
- h. Obtaining teacher edition text books, test banks, or other instructional materials that are only intended to be accessed by Technical College Officials, college administrator or Faculty Member.

3. Fabrication

The falsification of any information or citation in an examination or any other written or oral work submitted for evaluation and/or a grade.

4. Plagiarism

- a. Submitting another's published or unpublished work in whole, in part or in paraphrase, as one's own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.
- b. Submitting as one's own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.
- c. Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

NON-ACADEMIC

1) Jurisdiction of the Technical College.

Generally, Technical College jurisdiction and discipline shall be limited to conduct which occurs on Technical College Premises, off-campus classes, activities or functions sponsored by the Technical College, an examination or any other written or oral work submitted for evaluation and/or a grade, or which otherwise adversely affects Members of the Technical College Community and/or the pursuit of the Technical College's objectives.

2) Conduct Rules and Regulations

Any Student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in the Student Disciplinary Policy and Procedure:

1. Behavior

- a. **Indecent Conduct:** The Technical College prohibits disorderly, lewd, or indecent conduct, including public physical or verbal action; language commonly considered offensive (not limited to, but including profanity); or distribution of obscene or libelous written or electronic material.
- b. **Violence:** The Technical College prohibits mental or physical abuse of any person (including sex offenses) on Technical College Premises or at Technical College-sponsored or Technical College-supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons. This includes fighting and/or other disruptive behavior, which includes any action or threat of action which endangers the peace, safety, or orderly function of the Technical College, its facilities, or persons engaged in the business of the Technical College.
- c. **Harassment:** The Technical College prohibits any act, comment, behavior, or clothing which is of a sexually suggestive, harassing, offensive, or intimidating nature. The Technical College also prohibits stalking, or behavior which in any way interferes with another Student's rights or an employee's performance or creates an intimidating, hostile, or offensive environment. (This also includes the display of or navigation to pornography and other inappropriate websites and materials.) If, in the opinion of Technical College Officials, clothing and/or behavior (including the presence of gang colors, signs, and/or symbols) are threatening, intimidating, or offensive in nature, sanctions may be imposed immediately.
- d. **Disruption:** The Technical College prohibits intentional obstruction or interruption of teaching, research, administration, disciplinary proceedings, or other Technical College activities, including public service functions, and other duly authorized activities on Technical College Premises or at Technical College-sponsored activity sites.
- e. **Failure to Comply:** Failure to comply with directions of Technical College Officials and/or failure to identify oneself to these persons when requested to do so.

2. Professionalism

Personal Appearance: Refer to Georgia Piedmont Technical College Dress Code Policy.

3. Use of Technical College Property

- a. **Theft and Damage:** The Technical College prohibits theft of, misuse of, or harm to Technical College Property, or theft of or damage to property of a Member of the Technical College Community or a campus visitor on Technical College Premises or at a Technical College function.
- b. **Occupation or Seizure:** The Technical College prohibits occupation or seizure in any manner of Technical College property, a Technical College Premises, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
- c. **Presence on Technical College Premises:** The Technical College prohibits unauthorized entry upon Technical College Premises; unauthorized entry into Technical College Premises or a portion thereof which has been restricted in use; unauthorized presence in Technical College Premises after closing hours; or furnishing false information to gain entry upon Technical College Premises.
- d. **Assembly:** The Technical College prohibits participation in or conducting an unauthorized gathering that threatens or causes injury to person or property or that interferes with free access to Technical College facilities or that is harmful, obstructive, or disruptive to the educational process or functions of the Technical College.

- e. Fire Alarms: The Technical College prohibits setting off a fire alarm or using or tampering with any fire safety equipment on Technical College Premises or at Technical College-sponsored activity sites, except with reasonable belief in the need for such alarm or equipment. In the event of a fire alarm sounding, Students must evacuate the building unless otherwise directed by a Technical College Official.
- f. Obstruction: The Technical College prohibits obstruction of the free flow of pedestrian or vehicular traffic on Technical College Premises or at Technical College sponsored or supervised functions. Refer to Georgia Piedmont Technical College Parking Policy and Regulations.

4. Drugs, Alcohol and Other Substances

Substances referred to under this policy include all illegal drugs, alcoholic beverages, and misused legal drugs (both prescription and over-the-counter).

- a. Alcohol: Georgia Law and the Technical College prohibit possession or use of alcoholic beverages on Technical College Premises unless used for educational purposes or for a religious ceremony. Alcohol is also prohibited by the Technical College at Technical College-sponsored or supervised functions unless permitted by the Technical College President. College-sponsored or supervised functions will be permitted only if the event takes place at (1) a Technical College business conference center capable of accommodating more than two hundred persons or (2) at an off-campus facility and all provisions of the State Board of the Technical College System of Georgia Policy II.C.6. must be followed. The Technical College further prohibits Students being in a state of intoxication on Technical College Premises or at Technical College-sponsored or supervised functions (including off-campus functions) or in a Technical College-owned vehicle.
- b. Controlled substances, illegal drugs and drug paraphernalia: The Technical College prohibits possession, use, sale, or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.
- c. Food: The Technical College prohibits eating and/or drinking in classrooms, shops, and labs or other unauthorized areas on Technical College Premises, unless otherwise permitted by Technical College Officials.
- d. Tobacco: The Technical College prohibits smoking, or using other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on Technical College Premises. Refer to the Georgia Piedmont Technical College Tobacco Policy.

5. Use of Technology

- a. Damage and Destruction: Destruction of or harm to equipment, software, or data belonging to the Technical College or to others is considered unacceptable usage. This may include altering, downloading, or installing software on Technical College computers, tampering with computer hardware or software configuration, improper access to the Technical College's network, and disconnection of Technical College computers or devices.
- b. Electronic Devices: Unless otherwise permitted by Technical College Officials, the Technical College prohibits use of electronic devices in classrooms, labs, and other instructional, event, or support facilities on Technical College Premises. Such devices include, but are not limited to cell phones, beepers, walkie talkies, cameras, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. The Technical College also prohibits attaching personal electronic devices to college computers under any circumstances.
- c. Harassment: The Technical College prohibits the use of computer technology to harass another Student or Technical College Official by sending obscene, harassing or intimidating messages, jokes, or material.
- d. Unacceptable Use: Use of computing facilities to interfere with the work of another Student, Faculty Member or Technical College Official. This includes the unauthorized use of another individual's identification and password.

Georgia Piedmont Technical College prohibits any additional violation to the Department's Acceptable Computer and Internet Use Policy.

6. Weapons

The Technical College System of Georgia and its associated Technical Colleges are committed to providing all employees, Students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting by expressly prohibiting the possession of a firearm, weapon, or explosive compound/material on any technical college campus (including all satellite campuses/off-site work units), within the designated school safety zone, or at any technical college sanctioned function in a manner contrary to state or federal law (Policy II.C.10).

7. Gambling

The Technical College System of Georgia prohibits the violation of federal, state or local gambling laws on Technical College premises or at Technical College sponsored or supervised activities.

8. Parking

The Technical College prohibits violation of Georgia Piedmont Technical College regulations regarding the operation and parking of motor vehicles on or around Georgia Piedmont Technical College Premises.

9. Financial Irresponsibility

The Technical College prohibits failure to meet any and all financial obligations to the Technical College. All tuition and fees must be paid prior to the first day of class.

10. Violation of Technical College Policy

Violation of published System or Technical College Policies, rules or regulations including, but not limited to, rules imposed upon Students who enroll in a particular class or program or Students who reside in on-campus housing.

11. Aiding and Abetting

Aiding, abetting, or procuring another person to do an activity which otherwise violates this Code of Conduct is prohibited.

12. Violation of Law

- a. If a Student is convicted or pleads Nolo Contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the Technical College's vital interests and stated mission and purpose.
- b. Disciplinary proceedings may be instituted against a Student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.
- c. When a Student is charged by federal, state, or local authorities with a violation of law, the Technical College will not request or agree to special consideration for that individual because of his/her status as a Student. The Technical College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual Students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

13. Abuse of the Student Judicial Process, including but not limited to

- a. Failure to obey the notification of a Student Disciplinary Officer, Judicial Body, Appellate Board or Technical College Official.
- b. Falsification, distortion, or misrepresentation of information in a judicial proceeding.
- c. Disruption or interference with the orderly conduct of a judicial proceeding.
- d. Initiating a judicial proceeding knowingly without cause.
- e. Attempting to discourage an individual's proper participation in, or use of, the judicial process.

- a. Attempting to influence the impartiality of a member of a Student Disciplinary Officer, Judicial Body, or Appellate Board prior to, and/or during the course of, the judicial proceeding.
- b. Harassment (verbal or physical) and/or intimidation of a member of a Student Disciplinary Officer, Judicial Body, or Appellate Board prior to, during, and/or after a judicial proceeding.
- c. Failure to comply with the sanction(s) imposed under the Student Code.

V.D.1 GPTC Student Code of Conduct Policy

Adopted:

Scope: Students

Contact: Vice President of Student Affairs

The instructor will refer any student who violates any of the academically-related code of conduct actions to his/her instructional supervisor. The instructor will refer any student who violates any of the other code of conduct actions to the Vice President of Student Affairs.

The appropriate administrator will meet with the student to discuss the action and investigate the allegations as necessary.

Depending upon the severity and the number of occurrences of the action, the administrator will impose appropriate sanctions (verbal or written warning, probation, suspension, or dismissal).

The administrator will document the process and notify the instructor of the action.

V.D.3 GPTC Student Matters Subject to Disciplinary Actions Policy

Adopted:

Scope: Students

Contact: Vice President of Student Affairs

Appropriate disciplinary procedures and sanctions shall be applied to any student, acting individually or in concert with others, who commits, or attempts to commit, any of the following acts of misconduct:

1. Action(s) or conduct which hinders, obstructs or otherwise interferes with the learning process. This includes but is not limited to the use of cell phones, pagers and radios, etc. in classrooms, labs, library/media center, and clinical settings. Use of these devices in the settings listed above will not be permitted.
2. Actions which have great potential for physically harming the person or property of others, including that of the College, or which actually result in physical harm, or which cause reasonable apprehension of physical harm.
3. Any type of sexual assault including rape.
4. Making false representations to the College, including forgery and unauthorized alteration of documents, unauthorized use of any College document or instrument of identification.
5. Academic dishonesty, including, but not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the College; and nondisclosure or misrepresentation in filling out applications or other College records.
6. Substantially interfering with the freedom of expression, movement or activity of others.
7. Excessive absences or excessive tardiness.
8. Violation of any probationary terms.

9. Failure to meet any financial obligations to the College.
10. Use of profanity, whether verbal, written, or electronic, is prohibited on campus and at college sponsored activities.
11. Reckless driving on campus.
12. Initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency. Misusing or damaging fire safety equipment on College premises.
13. Theft of property or of services; possession of property that is known to be stolen. Persons will be prosecuted.
14. Failure to comply with the lawful directions of College officials, including campus security officers and other law enforcement officials, acting in performance of their duties.
15. Willfully refusing or failing to leave the property of or any building or other facility owned, operated, or controlled by the College when requested to do so by a lawful custodian of the building, facility or property if the student is committing, threatens to commit or incites others to commit any act which would disrupt, impair, interfere with or obstruct the lawful mission, processes, procedures or functions of the College.
16. Unauthorized presence in or use of College premises, facilities, or property, in violation of posted signs, when closed, or after normal operating hours. This includes entering other departments without prior approval of instructor.
17. Illegal use, possession, or distribution of any controlled substance, illegal drug, or alcohol, on college premises or at college sponsored events.
18. Use or possession of fireworks on College premises or at College sponsored events.
19. Use, possession, or storage of any weapon (which includes, but is not limited to, firearms, ammunition, bombs, explosives, incendiary devices, knives, or other dangerous weapons, substances, or materials) on College premises or at College-sponsored activities, unless expressly authorized in writing by the President.
20. Misusing College computing resources by intentionally making or receiving, accessing, altering, using, providing or in any way tampering with files, disks, programs, passwords or hardware belonging to other computer users without their permission.
21. Receiving or transmitting offensive material through College computers.
22. Violation of published or posted College regulations or policies, including but not limited to regulations prohibiting discriminatory activity, safety regulations, parking regulations, and regulations on designated areas for smoking, eating and drinking.
23. Aid to others in committing or inciting others to commit any act mentioned above.
24. Action(s) or conduct which hinders, obstructs or otherwise interferes with the implementation or enforcement of the Code of Conduct including failure to appear before any of the College's disciplinary authorities and to testify as a witness when reasonably notified to do so by an appropriate College officer.
25. Any other acts or omissions which affect adversely College functions or College-sponsored activities, interfere with the rights of others to the pursuit of their education, or otherwise disrupts the learning process or is inconsistent with the educational objectives of the College.
26. Violating the terms of any disciplinary sanction imposed in accordance with this Code.

The term "student" includes both full-time and part-time students pursuing credit or non-credit studies.

All references to College officers, by title, in this Code shall also include the designee(s) of that officer.

V.D.4 GPTC Student Disciplinary Procedure

Adopted:

Scope: Students

Contact: Vice President of Student Affairs

References: [GPTC Code of Conduct Policy \(p.16\)](#)

Forms: [Student Code of Conduct Complaint Form](#), [Disciplinary Sanction Appeal Form](#)

I. POLICY:

The administration reserves the right to maintain a safe and orderly educational environment for Students and staff. Therefore, when, in the judgment of Georgia Piedmont Technical College officials, a Student's conduct disrupts or threatens to disrupt the Georgia Piedmont Technical College Community, appropriate disciplinary action will be taken to restore and protect the atmosphere of collegiality and mutual respect on campus. This procedure is intended to provide an orderly protocol for handling Student disciplinary cases in accordance with the principles of due process and justice.

II. APPLICABILITY:

This procedure is applicable to all Technical Colleges associated with the Technical College System of Georgia.

III. DEFINITIONS:

- 1. Academic Misconduct:** includes, but is not limited to, the definition found in the Student Code of Conduct, Article II, Paragraphs 1-4.
- 2. Appellate Board:** any person or persons designated by the President to consider an appeal from a Judicial Body's determination that a Student has violated the Student Code of Conduct, other regulations, or from the sanctions imposed. The President may serve as the Appellate Board.
- 3. Business Days:** weekdays that the Georgia Piedmont Technical College administrative offices are open.
- 4. Continuing Relationship:** any person who has been enrolled as a student and may enroll in the future as a Student at Georgia Piedmont Technical College.
- 5. Faculty Member:** any person hired by Georgia Piedmont Technical College to conduct teaching, service, or research activities.
- 6. Judicial Advisor:** a Georgia Piedmont Technical College Official authorized on a case-by-case basis by the President to impose sanctions upon students found to have violated the Student Code of Conduct. The President may authorize a Judicial Advisor to serve simultaneously as a Judicial Advisor and the sole member or one of the members of a Judicial Body. Nothing shall prevent the President from authorizing the same Judicial Advisor to impose sanctions in all cases. Unless otherwise noted, the "Judicial Advisor" of Georgia Piedmont Technical College may be the Student Disciplinary Officer.
- 7. Judicial Body:** any person or persons authorized by the President of a Technical College to consider a Student's appeal of a decision by the Student Disciplinary Officer.
- 8. Member of the Technical College Community:** any person who is a Student, Faculty Member, Georgia Piedmont Technical College Official or any other person/s involved with the Georgia Piedmont Technical College Community or employed by Georgia Piedmont Technical College.
- 9. Policy:** the written regulations of Georgia Piedmont Technical College as found in, but not limited to, the Student Code of Conduct, Students Handbook(s), Residence Hall Handbook(s), Georgia Piedmont Technical College Catalog(s), the Georgia Piedmont Technical College Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.
- 10. Student:** all persons taking courses at Georgia Piedmont Technical College full-time, part-time, dual enrollment, joint enrollment, non-credit and credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with Georgia Piedmont Technical College are considered "Students."

11. **Student Disciplinary Officer:** the person designated by the President to administer this procedure. This person may be the same as the Judicial Advisor.
12. **Student Organization:** any number of persons who have complied with the formal requirements for Georgia Piedmont Technical College recognition.
13. **System:** the Technical College System of Georgia.
14. **Technical College:** any college within the Technical College System of Georgia.
15. **Technical College Official:** any person employed by Georgia Piedmont Technical College, performing assigned administrative responsibilities on a part-time, full-time, or adjunct basis.
16. **Technical College Premises:** all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by Georgia Piedmont Technical College (including adjacent streets and sidewalks).

IV. ATTACHMENTS:

- A. Student Code of Conduct Complaint Form
- B. Disciplinary Sanction Appeal Form

V. PROCEDURE:

- Filing a Complaint
 1. Any member of the Georgia Piedmont Technical College Community may file a complaint with the Student Disciplinary Officer against any Student for a violation of the Student Code of Conduct. The individual(s) initiating the action must complete a Student Code of Conduct Complaint Form, and forward it directly to the Student Disciplinary Officer or his/her designee.
 2. Academic Misconduct may be handled using this procedure or a separate Academic Misconduct Procedure at the discretion of the President.
 3. Investigation and Decision
 - a. Within five business days after the Student Code of Conduct Complaint Form (the "Complaint") is filed, the Student Disciplinary Officer or his/her designee shall complete a preliminary investigation of the incident, and schedule a meeting with the Student against whom the Complaint was filed in order to discuss the incident and the charges. In the event that additional time is necessary, the Student will be notified. After discussing the Complaint with the Student, the Student Disciplinary Officer or his/her designee shall determine whether the student committed the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct.
 - b. The Student shall have 5 business days from the date contacted by the Student Disciplinary Officer to schedule the meeting. This initial meeting may only be rescheduled one time. If the Student fails to respond to the Student Disciplinary Officer within 5 business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the Student Disciplinary Officer will consider the available evidence without Student input and make a determination
 - c. In the event that a Complaint alleges violations of the Student Code of Conduct by more than one Student, each Student's disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.
 - d. If the Student Disciplinary Officer or his/her designee determines that the Student is guilty of a violation of the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described below. If the Student Disciplinary Officer or his/her designee determines that the alleged conduct did not occur, or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

A. Disciplinary Sanctions

1. After a determination that a Student has violated the Student Code of Conduct, the Student Disciplinary Officer or his/her designee may impose one or more of the following sanctions:
 - a. Restitution – A Student who has committed an offense against property may be required to reimburse Georgia Piedmont Technical College or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.
 - b. Reprimand – A written reprimand may be given to any Student. Such a reprimand does not restrict the Student in any way, but it signifies to the Student that he/she is in effect being given another chance to conduct himself/herself as a proper Member of the Georgia Piedmont Technical College Community, and that any further violation may result in more serious sanctions.
 - c. Restriction – A restriction upon a Student's privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent Georgia Piedmont Technical College in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.
 - d. Disciplinary Probation – Continued enrollment of a Student on probation may be conditioned upon adherence to specified terms. Any Student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to be in violation of these terms while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.
 - e. Failing or lowered grade – In cases of academic misconduct, the Student Disciplinary Officer or his/her designee will make a recommendation to the Vice President for Academic Affairs or his/her designee who may authorize the instructor to award a failing or lowered grade in the course, a loss of credit on the assignment or examination, and may impose other additional sanctions including suspension or dismissal from Georgia Piedmont Technical College. Reference policy V.H. Academic standards, evaluations and appeals.
 - f. Disciplinary Suspension – If a Student is suspended, he/she is separated from Georgia Piedmont Technical College for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.
 - g. Disciplinary Expulsion -Removal and exclusion from Georgia Piedmont Technical College, Georgia Piedmont Technical College controlled facilities, programs, events, and activities. A record of the reason for the Student's dismissal is maintained by the Student Disciplinary Officer or his/her designee. Students who have been dismissed from Georgia Piedmont Technical College for any reason may apply in writing for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, the Student will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Student Disciplinary Officer or his/her designee.
 - h. Interim Disciplinary Suspension – As a general rule, the status of a Student accused of violations of the Student Code of Conduct should not be altered until a final determination is made regarding the charges against him/her. However, interim suspension may be imposed upon a finding by the Student Disciplinary Officer or his/her designee that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and well-being of the accused student or any other member of the Georgia Piedmont Technical College Community or its guests, or that the continued presence of the Student on campus creates a risk of substantial disruption of classroom or other Georgia Piedmont Technical College-related activities.
 - i. System-wide Expulsion – Where a student has been expelled or suspended three times from the same or different colleges in the Technical College System of Georgia in the past seven years, the student may not be permitted to register at any college in the Technical College System of Georgia for a period of ten years after the most recent expulsion/suspension.

2. Violation of Federal, State, or Local Law
 - a. If a Student is convicted or pleads Nolo Contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to Georgia Piedmont Technical College's vital interests and stated mission and purpose.
 - b. Disciplinary proceedings may be instituted against a Student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.
 - c. When a Student is charged by federal, state, or local authorities with a violation of law, Georgia Piedmont Technical College will not request or agree to special consideration for that individual because of his/her status as a Student. Georgia Piedmont Technical College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual Students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
3. Conditions of Disciplinary Suspension and Expulsion
 - a. A Student who has been suspended or expelled from Georgia Piedmont Technical College shall be denied all privileges afforded a Student and shall be required to vacate Georgia Piedmont Technical College Premises at a time determined by the Student Disciplinary Officer or his/her designee.
 - b. In addition, after vacating the Georgia Piedmont Technical College Premises, a suspended or expelled Student may not enter upon the Georgia Piedmont Technical College Premises at any time, for any purpose, in the absence of written permission from the Student Disciplinary Officer or his/her designee. A suspended or expelled student must contact the Student Disciplinary Officer or his/her designee for permission to enter the Georgia Piedmont Technical College Premises for a limited, specified purpose.
 - c. If the student seeks to submit a signed Disciplinary Sanction Appeal Form, the Student Disciplinary Officer or his/her designee must accept the Form by mail or fax if he/she refuses the Student's request to enter the Georgia Piedmont Technical College Premises for that specified purpose.
 - d. A scheduled appeal hearing before the Judicial Body shall be understood as expressed permission from the Student Disciplinary Officer or his/her designee for a student to enter the Georgia Piedmont Technical College Premises for the duration of that hearing.

B. Mediation

At the discretion of the President, Georgia Piedmont Technical College may adopt a mediation procedure to be utilized prior to the appeals set forth herein.

C. Appeals Procedure

1. A Student who wishes to appeal a disciplinary decision by the Student Disciplinary Officer or his/her designee must file a written notice of appeal through the President's Office for review by the Judicial Body within five business days of notification of the decision.

2. The Student will then have the right to appear in a hearing before a Judicial Body assigned by the President or his/her designee within 10 business days to present evidence and/or testimony. The student has the right to be assisted by any single advisor he/she chooses, at his/her own expense. The Student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Judicial Body. The Judicial Body may consist of two faculty members, one staff member and two students. There shall be a single verbatim record, such as a tape recording, of all hearings before the Judicial Body. The record shall be the property of Georgia Piedmont Technical College. The standard of proof in all hearings shall be a preponderance of the evidence. The Chairperson of the Judicial Body shall notify the President and the Student Disciplinary Officer in writing of the Judicial Body's decision. The Georgia Piedmont Technical College President or his/her designee will notify the Student in writing of the Judicial Body's decision and the opportunity to appeal directly to the President.
3. The Student shall have 5 business days after receiving written notification of the Judicial Body's decision from the President or his/her designee to request in writing an appeal hearing with the Appellate Board. This appeal hearing may only be rescheduled one time. If the student fails to request an appeal hearing by the Appellate Board within 5 business days, reschedules the hearing more than once, or fails to appear at the meeting, the decision of the Judicial Body will be final and binding.
4. The Appellate Board shall only consider evidence currently in the record, new facts not brought up in earlier stages of the appeal shall not be considered. The Appellate Board shall deliver its decision to the Student within 10 business days. The decision of the Appellate Board shall be final and binding.

D. Document Retention

The Student Disciplinary Officer or his/her designee shall retain a copy of all documents concerning complaints, investigations, administrative actions, and communications in relation to any incident that resulted in a disciplinary investigation of any kind against a Student. The Student Disciplinary Officer or his/her designee will also retain records of any disciplinary appeals filed by the affected Student, as well as the resulting record of appeal and decision submitted by the Judicial Body and Appellate Board. A record of the final decision must also be retained, in the event that the decision is appealed to the President. All records specified in this section shall be retained for a period of five years.

V.G GPTC Grade Point Policy & Procedure

Adopted:

Scope: Students

Contact: Vice President of Academic Affairs

References: [TCSG Policy V.G](#) (6.5.2.), [TCSG Procedure V.G.1](#) (6.5.2p.)

Georgia Piedmont Technical College follows [TCSG Policy V.G](#) and [TCSG Procedure V.G.1](#).

V.H.4 GPTC Grade Appeal Procedure

Adopted:

Contact: Vice President of Academic Affairs

References: [TCSG Policy V.H \(6.5.1.\)](#)

Forms: [Grade Appeal Form](#)

Purpose

To provide a procedure for students at Georgia Piedmont Technical College to appeal a final grade or other academic decision received from an instructor.

Procedure

Questions and concerns about grades are often the result of misunderstandings about grading practices and expected standards. Direct communication between the instructor and the student, including review of the course syllabus, usually resolves these misunderstandings. If a student receives a course grade which he/she believes is incorrect, the student should contact the instructor no later than the end of the first week of the following semester to discuss the concern. If conversation with the instructor does not resolve the matter, the student will follow the grade appeal procedure:

1. The student will contact the appropriate Academic Dean to file the "Grade Appeal Form" and to request a meeting to discuss the issue. The Academic Dean will conduct an investigation in an effort to resolve the appeal and will give the student an interpretation of the grade.
2. If no solution is found after meeting with the Academic Dean, the student may file an appeal with the Vice President of Academic Affairs before the mid-term of the semester following the semester in which the grade was received, or the student will lose his/her right to appeal.
3. Upon receiving the completed appeal form, the Vice President of Academic Affairs will review the appeal, notify the instructor that an appeal has been made, and activate the Grade Appeals Committee to hear the student's appeal. Membership of this committee includes:
 - An Academic Dean, other than the one consulted in Step 2
 - A faculty member from a department not involved in the appeal appointed by the Vice President
 - A faculty member selected by the student making the appeal
 - A faculty member selected by the instructor whose grade is being appealed
4. Since the hearing conducted by the Grade Appeals Committee is an in-house procedure and not a court of law, no legal counsel or any other person may be present except the student, the instructor, and appointed members of the committee. Exceptions to this would be granted by the Vice President only in the case of a disabled student requiring some highly specialized extraordinary assistance that could not be routinely provided by the chair or another member of the committee.
5. A meeting of the Grade Appeals Committee is scheduled by the Committee Chair within two weeks of receiving the appeal.
6. On the date of the hearing, the Grade Appeals Committee convenes at the appointed place with the aggrieved student and involved faculty member. The chair of the committee presides at the meeting. The committee examines the evidence, calls witnesses as necessary, and keeps informal minutes of the proceedings that shall be available to the Vice President and President.
7. The faculty member involved in the appeal presents his/her case to the committee (no longer than 15 minutes) and calls witnesses and/or presents documentation for the committee to read later. The aggrieved student is not present during this presentation. The committee may question the faculty member concerning his/her testimony. Following completion of the testimony, the faculty member is dismissed.

8. The student involved in the appeal presents his/her case to the committee (no longer than 15 minutes) and calls witnesses and/or presents documentation for the committee to read later. The faculty member involved in the appeal is not present during this presentation. The committee may question the student concerning his/her testimony. Following completion of the testimony, the student is dismissed.
9. Following the hearing of all testimony, the committee convenes to review and discuss the evidence and make a decision as to the disposition of the appeal. A formal vote will be taken by the chair to determine the outcome of the appeal. The chair notifies the Vice President of the committee's recommendation within two working days of the hearing.
10. The chair notifies the Vice President of the committee's recommendation within two working days of the hearing.
11. The Vice President will notify the student and faculty member in writing as to the disposition of the appeal within five working days of the hearing date.
12. Further appeal, if desired by either party, will be presented to the President.
13. The decision of the President is final.

V.H.5 GPTC Grading Policy

Adopted:

Scope: Students

Contact: Vice President of Academic Affairs

References: [TCSG Procedure V.G.1](#) (6.5.2p.)

Grades will be recorded in letter grades. An overall 2.0 GPA (Grade Point Average) is required for graduation. A minimum grade of "C" may be required for progress from specified courses to more advanced courses. The following [grading scale](#) is used for all Georgia Piedmont Technical College students:

90-100	= A (4.0)	I	= Incomplete
80-89	= B (3.0)	IP	= In progress
70-79	= C (2.0)	P	= Pass
60-69	= D (1)	W	= Withdraw
59 or below	= F (0)	WP	= Withdraw passing
		WF	= Withdraw failing
		WM	= Withdraw military
		N	= Non-credit
		AU	= Audit
		EX, EXE, EXP	= Credit by exam
		TR, TRA, TRB, TRC	= Transfer credit
		AC	= Articulated credit
		U	= Unsatisfactory

An **Incomplete** (I) must be converted to a grade before mid-term of the following semester from the date the Incomplete was recorded or it will be converted to a punitive failing grade. A student that officially withdraws from classes during the first 60% of any academic term following drop/add period will earn a grade **W**. These grades are not included in the calculation of grade point averages. After the 60% period the student will earn a grade of **WP** or **WF** depending upon his/her actual grades. The grade of "WF" will be calculated as an "F" in the GPA. These grades may affect financial aid eligibility.

V.H.5.a Grade Point Calculation Procedure

Adopted:

Scope: Students & Faculty

Contact: Vice President of Academic Affairs

References: [TCSG Procedure V.G.1](#) (6.5.2p.)

A grade point average (GPA) is calculated by (1) multiplying the credits for each course by the grade points associated with the grade earned, (2) totaling the points earned for all courses, and (3) dividing the total points by the total number of credits attempted.

The assigned values for the grades are A = 4, B = 3, C = 2, D = 1, and F and WF = 0.

Example:

Class Code	Course Title	Hours Attempted	Grade	Grade Value	Quality Points
Math 1111	College Algebra	3.0	A	4	12.0
ENGL 1101	Composition & Rhetoric	3.0	B	3	9.0
ACCT 1100	Financial Accounting	4.0	F	0	0
PSYC 1101	Introduction to Psychology	3.0	C	2	6.0
27.0 Quality Points divided by 13.0 Hours Attempted equals a GPA of 2.08.					

The Cumulative Grade Point Average (CGPA) is an attempt to reflect the total credit instructional activity of the student. It is recalculated after each semester to include the current semester's grade(s). The CGPA is not affected by program of study, changes in program of study, or student classification. The cumulative grade point average is that grade point average calculated on all attempts at all credit courses taken at the Technical College.

The Graduation Grade Point Average calculation includes only those courses required for graduation. When a course is taken more than once, the final or highest grade will be used in calculating the grade point average for graduation. A 2.0 grade point average is needed for graduation.

The Semester Grade Point Average is that average calculated based on all credit courses taken each semester at the Technical College.

If a student completely withdraws from courses after being called to military duty, the course registration status is recorded as 'WM' for 'Withdraw Military'. The 'WM' code will have zero credit hours and zero billing hours associated with it.

V.H.6 GPTC Work Ethics Policy

Adopted:

Scope: Students

Contact: Vice President of Academic Affairs

V.J.1 GPTC Change of Name or Address Policy

Scope: Students

Contact: Registrar

Owner: Vice President of Student Affairs

Students should inform the Office of Student Affairs of any change in name, address, phone number, or status. Change Forms are available in the Office of Student Affairs. If such changes are not reported, students may not receive grade transcripts, various announcements, etc.

IV.L.4.j GPTC Credit Programs Records Retention Procedure

Adopted:

Scope: Faculty and Staff

Contact: Vice President of Academic Affairs

Owner: Vice President of Academic Affairs

References: [TCSG Policy II.C.8](#) (3.3.8.)

The Registrar at Georgia Piedmont Technical College is responsible for official student records; however, during the course of advising and teaching, instructors often create records and documents. Records created in the course of Georgia Piedmont Technical College's academic operations support current administrative needs, meet legal requirements, and provide a rich source for historical data. The College is committed to the retention of its credit program records in order to meet legal requirements, optimize use of space, minimize costs, and preserve historical data needed by the College. Because the College does not have a centralized records management office for credit program records, each department/program area is responsible for the retention, disposal, and transfer of the records it generates.

The following procedure will assist instructors in identifying those portions of their files that are appropriate for retention and for transfer to storage. Original materials (see Sections IV and V below for details) should be retained in the office of origin according to the attached retention schedule. When the retained records become of historical interest only, they should be sent to storage with an explanation of their importance.

Purpose

The purpose of this procedure is to identify credit program records retention requirements and responsibilities and provide proper management of records and compliance with retention requirements as outlined by the Georgia Secretary of State, federal and state laws, and accepted educational practice.

Definition of Records

Official records consist of recorded information that is created or received by College employees in the course of performing official functions on behalf of the College. These may include items related to policies, decisions, procedures, operations, and external or internal transactions. These records are the property of Georgia Piedmont Technical College regardless of their physical location, even when they are in the possession of individuals, and, as such, may not be permanently removed from the College nor destroyed except in accordance with this procedure. See Section IV for items that are not official records.

Official records can be recorded on any physical form or medium, including paper or electronic. Examples of official records include memoranda, letters, reports, books, plans, maps, diagrams, pictorial or graphic works, photographs, film, recordings, e-mail, word-processed documents, spreadsheets, databases, and imaging systems.

Retention Schedule

Documents should be retained according to the attached Records Retention Schedule and should be stored in a secure vault or fireproof cabinet in a locked office. Each program area that generates official records must adhere to the official retention schedule pertinent to the responsibilities carried out in that department. The attached schedule includes:

- Type of official record
- Recommended minimal retention period (Note that guidance on retention times for many types of official records are provided by law and/or professional associations.)
- Retention period at Georgia Piedmont Technical College (which may be longer than mandated by law)
- Whether these records should be transferred to storage at the end of the retention period

It is important to retain critical documents, but many items do not need to be retained. Records that should be disposed of at the end of their retention period include:

- Routine letters of transmittal and acknowledgment
- Memoranda that are not personally addressed — except for one record copy from the issuing senior staff member
- Requests for publications or information after the requests have been filled
- Replies to questionnaires if the results are recorded and preserved either in storage or in a published report.

Items without a retention period, which may be discarded directly from the department when they are no longer needed for administrative purposes, include:

- All blank forms and unused printed or duplicated materials
- All other duplicate material, including received e-mail messages from other offices on campus: the originating office should keep only the original; keep annotated copies
- Papers, reports, working papers, and drafts that have been published
- Artifacts and memorabilia

Non-paper objects cannot be sent to storage. They should be stored in a secure vault or fireproof cabinet in a locked office.

Regardless of the retention period, academic records should not be destroyed under any of the following conditions:

- The record is covered by an applicable state or federal law that requires the record in question to be retained for a longer period than set forth in the Records Retention Schedule
- The record is relevant to pending or anticipated litigation or pertains to a claim, audit, investigation or enforcement action
- The record is needed to perform current or future activities in support of the department or College

Departments may retain documents for periods longer but not shorter than specified in the Records Retention Schedule. Where a record may fit into one or more categories with different retention periods, the record should be maintained for the longer retention period.

Security of Academic Records

Student records with personally identifiable information will be kept in a secure location during their period of retention and storage. Access to these records will only be given in instances that comply with Family Educational Rights and Privacy Act (FERPA) regulations.

Transfer to Storage

After the specified retention period in the office of origin, permanent items and items of historical value should be transferred to storage. Consult with the appropriate campus dean about the process of storing these documents.

When materials are transferred to storage, they should be kept in the order in which they were created and maintained in the department. A cover page briefly identifying the material and describing the activity to which it relates should accompany the transfer.

In the absence of specific restrictions, all materials transferred to storage will be opened to researchers and the Institutional Effectiveness Department on a nondiscriminatory basis, except those records that contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974. Records preserved in storage may be borrowed by the office of origin for its own use.

The storage facility will retain records of permanent or enduring value to maximize the future accessibility of their content. Before records are sent to the storage facility, they must be marked with a destroy date or as permanent records.

The Records Retention Schedule is intended as a general guide. If questions arise about records not listed here or questions about the retention or disposal of specific records series, or whether particular records have permanent or enduring value, please contact the Vice President of Academic Affairs or Vice President of Campus Operations.

Disposal

Disposal of records which have been maintained pursuant to this procedure and which need not be kept should be destroyed. Many of the student records covered by this procedure and retention schedule contain confidential information protected by federal and state law. Good educational practice and federal law requires that any sensitive or identifying personal information existing in such records (such as social security number, driver's license number, mother's maiden name, account number or code, or personal financial information) be disposed of in a manner that will prevent unauthorized individuals from accessing the information. At Georgia Piedmont Technical College, the preferred method of records disposal is shredding.

Responsibility

1. It is the responsibility of every employee to comply with this procedure.
2. It is the responsibility of any individual who supervises, manages, or directs a department or function to ensure his/her employees are aware of the procedure and adhere to it.
3. It is the responsibility of each Dean and Vice President to ensure his/her respective areas are in compliance with this procedure so that the College may meet its operational and legal obligations and preserve its historical record.

Records Retention Schedule

Type of Record	Duration for Instructor to Retain Record
Academic dismissal records	5 years on campus after date of last attendance then destroy
Advising records (student)	5 years on campus after date of last attendance then destroy
Advisory committee minutes	3 years on campus then store for 4 years
Budget allocation/reports	2 years on campus then destroy
Business calendar	3 years on campus then destroy
Class lists	1 year on campus after end of term then destroy
Clinical agreements, contracts,	MOUs 3 years on campus after expiration date then store for 5 years
Code of conduct violations	5 years on campus after date of last attendance then destroy
Counseling notes	3 years on campus after date of last attendance then destroy
Course syllabi and lesson plans	2 years on campus then store permanently
Curriculum change requests	5 years on campus then destroy
Employer Verification Forms	3 years on campus then store for 4 years
Field trip forms	3 years on campus then destroy
Grade sheets/grade book	1 year on campus after date of last attendance then destroy
Grant proposals not funded	1 year on campus then destroy
Grant proposals funded and reports	2 years after conclusion of grant on campus, then store permanently
Grievance records	5 years on campus after date of last attendance then destroy

Records Retention Schedule Cont.

Type of Record	Duration for Instructor to Retain Record
IFCC notes and minutes	5 years on campus then destroy
Incident Report (copy)	1 year on campus after end of term then destroy
Independent study records	5 years on campus after date of last attendance then destroy
Instructor's student files ¹	3 years on campus after date of last attendance then destroy
Internship/Externship student records	5 years on campus after date of last attendance then destroy
Medical exams (if required for program)	1 year on campus after date of last attendance then destroy
Pass rate data for licensing and certification	5 years on campus then destroy
Placement documents	1 year on campus after date of last attendance then destroy
Program accreditation documents	2 years on campus, then store permanently
Student assessment records (exams, tests, term papers, homework records, presentations, etc.)	1 year on campus after course completion then destroy
Student organization records	2 years on campus, then store permanently
Warranty claim data	1 year on campus after claim resolved then destroy

¹ Instructor's student files should contain Student Data Sheet, safety procedures documentation, medical records, background check forms, approved field trip forms, deficiency notices, tardy and attendance notices, signed work ethics form, copy of course schedules, and program of study document.

V.J.3 GPTC Directory Information Policy

Adopted:

Contact: Registrar

At its discretion, the college may provide directory information in accordance with the provisions of [the Act](#). The following information is considered by Georgia Piedmont Technical College as Directory Information:

- Name
- Address
- Telephone Number
- College Assigned E-mail Address
- Dates of Enrollment
- Enrollment Status (Full/Part-Time, not Enrolled)
- Major
- Advisor's Name
- Academic Awards and Honors Received (Including President's List)
- Class (Freshman/Sophomore)
- Degree, Diploma, or Certificate Conferred, Including Dates
- Date of Birth
- Place of Birth
- Previous Institution(s) Attended

This information may be given without the student's consent unless the student notifies the Office of Student Affairs and requests the information be held. Social Security Number may be verified, but will not be dispersed as directory information.

Students may withhold directory information by notifying the Office of the Registrar in writing within two (2) weeks after the first day of class for each term. Request for non-disclosure will be honored by the college for only one academic year; therefore, authorization to withhold Directory Information must be filed annually in the Office of the Registrar.

V.J.4 GPTC The Family Educational Rights & Privacy Act Policy

Adopted:

Contact: Registrar

Owner: Vice President of Student Affairs

Reference: [Family Educational Rights and Privacy Act \(FERPA\)](#)

The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the college will maintain the confidentiality of student educational records.

Georgia Piedmont Technical College accords all the rights under the law to its students. No one outside the college shall have access to nor will the college disclose any information from student's educational records without the written consent of students except to personnel within the college, to officials of other institutions in which students seek to enroll, to persons or organizations providing student financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Within the Georgia Piedmont Technical College community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the Offices of the Registrar, Administrative Services, Financial Aid, Admissions, and Academic Affairs within the limitations of their need to know.

V.J.5 GPTC Review of Records Policy

Adopted:

Scope: Students

Contact: Registrar

Reference: [Family Educational Rights and Privacy Act \(FERPA\)](#)

The law provides students with the right to inspect and review information contained in their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unacceptable.

The Registrar at Georgia Piedmont Technical College has been designated by the college to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, financial files, cooperative education, and placement records. Any student wishing to review his/her education record must make written request to the Registrar listing the item or items of interest. Only records covered by the Act will be made available within forty-five days of the request. Students may have copies made of their records with certain exceptions (e.g., a copy of the academic record for which a financial "hold" exists or transcript of an original or source document which exists elsewhere).

Copies will be made at the student's expense at prevailing rates. Education records do not include records of instructional, administrative, and educational personnel which are the sole possession of the college, records of the law enforcement unit, student health records, employment records or alumni records. Health records, however, may be reviewed by physicians of the student's choosing.

Exceptions

Students may not inspect nor review the following as outlined by the Act: financial information submitted by their parents, confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review, or education records containing information about more than one student, in which case the college will permit access only to that part of the record which pertains to the inquiring student. The college is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Records Correction Procedures

Any student who believes that his/her education record contains information that is inaccurate or misleading, or is otherwise in violation of his/her privacy or other rights may discuss his/her problems informally with the Registrar. If the decisions are in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended; and he/she will also be informed by the Registrar of his/her right to a formal hearing.

Student requests for a formal hearing must be made in writing to the Vice President for Student Affairs who, within a reasonable period of time after receiving such requests, will inform the student of the date, place, and time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the student's expense. The hearing panel which will adjudicate such challenges will be the Vice President for Student Affairs, representatives from the Office of Student Affairs, and a faculty representative from the student's program of study.

Decisions of the hearing panel will be final, will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panel, if the decisions are in favor of the student. If the decisions are unsatisfactory to the student, the student may place with the education records statements commenting on the information in the records or statements setting forth any reasons for disagreeing with the decisions of the hearing panel. The statements will be placed in the education records, maintained as part of the student's records, and released whenever the records in question are disclosed.

Appeal Process for Records Correction

Any student who believes that adjudication of his/her challenge was unfair or not in keeping with provisions of the Act may request, in writing, assistance from the President of the college to aid him/her in filing complaints with The Family Education Rights and Privacy Act Office (FERPA), Department of Education, Room 4074, Switzer Building, Washington D. C. 20202. Revisions and clarifications will be published as experience with the law and college's policy warrants.

V.J.6 GPTC Withhold Directory Information Policy

Adopted:

Scope: Students

Contact: Registrar

Students may withhold directory information by notifying the Office of the Registrar in writing within two (2) weeks after the first day of class for each term. Request for non-disclosure will be honored by the college for only one academic year; therefore, authorization to withhold Directory Information must be filed annually in the Office of the Registrar.

V.R.6 GPTC Transfer Students Policy

Adopted:

Scope: Students

Contact: Registrar

Students must provide transcripts from all colleges or universities attended for evaluation of credit. Only those courses with a grade C or better that meet the quality of established standards and are essentially the same content as courses taught at Georgia Piedmont Technical College are considered for transfer.

A transfer student is admitted to Georgia Piedmont Technical College:

- In good standing if the student was in good standing at their former institution.
- On probation if the student was on warning at their former institution. To be removed from academic probation a student must earn a grade point average of at least 2.0 during the first quarter enrolled.

- On probation if the student was on probation at their former institution. A student admitted on probation must earn a grade point average of at least 2.0 during their first quarter enrolled.
- On probation if the student was on academic suspension at their former institution. A student admitted on probation must earn a grade point average of at least 2.0 during the first quarter enrolled.

V.R.8 GPTC Transient Students Policy

Adopted:

Scope: Students

Contact: Registrar

Incoming Transient Students

A student in good standing at another accredited institution may be permitted to enroll as a "transient" student on a space-available basis in order to complete work to be transferred to the parent institution. A transient student should be advised in writing by the parent institution concerning recommended courses. The transient student must:

- Submit an application and \$15 non-refundable application fee to Georgia Piedmont Technical College.
- Present a statement from the Registrar or Academic Dean of the parent institution that the student is in good standing and eligible to return to that institution. Enrollment is usually limited to one semester; and,
- Pay all scheduled tuition and fees of Georgia Piedmont Technical College or have pre-approval for financial aid.
- Applicants for transient status must re-apply and receive transient status approval for each semester that they wish to enroll under the transient status.

Outgoing Transient Students

A student in good standing at Georgia Piedmont Technical College may be permitted to enroll as a "transient" student at another accredited institution. The outgoing transient student must:

- Complete the Georgia Piedmont Technical College Request for Transient Status form.
- Have successfully completed a minimum of one semester at Georgia Piedmont Technical College.
- Request permission for a transient class that is required for their current program of study.
- Meet pre-requisites for the course they plan to take.
- Receive approval from their program advisor.
- Apply to the College you wish to attend, seeking admission as a transient student and pay their application fee.
- Earn a grade of "C" or higher for the course to be transferred back to Georgia Piedmont Technical College.

Transient status cannot be granted for Learning Support courses.

IV.L.1.g GPTC Maintaining Student Records Procedure

Adopted:

Scope: Faculty

Contact: Vice President of Academic Affairs

The instructor's records of attendance and grades are legal documents and considered confidential and must not be handled by students. Instructors should record all data legibly and accurately. Individual codes for grading should be explained in the front of the book. Records must be kept for one full year following the end of the quarter that grades were given.

Instructors must maintain student files for students enrolled in every course. At a minimum, the files should include:

- Student Data Sheet with name, address, and emergency contact information
- Documentation that the student has been informed of safety procedures
- Evaluation sheets to document laboratory or hands-on activities
- Graded activities that were not returned to the student
- Field trip covenants not to sue forms (if field trips were taken)
- Deficiency notices
- Tardy and attendance notices
- Signed work ethics form
- Copy of course schedule
- Program of study