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STUDENT HANDBOOK 2017-2018

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NOTE TO STUDENTS:

This Handbook has been carefully prepared to ensure that all information is as accurate and complete as possible. However, Georgia Piedmont Technical College reserves the right to make changes to the handbook and to the information and policies contained herein. Such changes will be communicated to students as necessary.

The most current, official version of this handbook can be found at www.gptc.edu.

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Handbook Amended: September 13, 2018

Frequently called numbers

All GPTC department numbers are 404-297-9522

Δ

Academic Dean (DeKalb)	1132
Academic Dean (Newton)	3116
Academic Dean (South DeKalb)	1161
Academic Advising (DeKalb)	1109
Academic Advising (Newton)	3231
Admissions and Records (DeKalb)	1602
Admissions and Records (Newton)	3100
	3127
Assessment Center (Testing)	1571

В

BANNER Help Desk	5911
Bookstore (DeKalb)	1288
Toll Free number	866-266-5748
Bookstore (Newton)	3224

C

Campus Security	1199
Career Services (DeKalb)	1109
Career Services (Newton)	3231
Cashier (DeKalb)	1249
Cashier (Newton)	3124

		D
Disability Services	1155	
		F
Financial Aid (DeKalb)	1107 1168	
Financial Aid (Newton)	3100	
Foundation (GPTC)	1753	
International Student Services	1154	
		L
Learning Resources Center/ Library (DeKalb)	1850	
Learning Resources Center/Library (Newton)	3212	
		0
Online Learning Help Desk	5399	

South DeKalb Campus	6000
Special Populations	1280
Student Activities	1291
Student Help Desk: Banner & Student Email	5911
Student ID Cards (DeKalb)	1291
Student ID Cards (Newton)	3100
SGA (Campus wide)	1113
Student Success & Learning Support Center	1287

V

Veterans Services (DeKalb)	1154
Veterans Services (Newton)	1154
Voters Registration Information	1291

Campus Locations

DeKalb Campus 495 North Indian Creek Drive Clarkston, Georgia 30021	Paul M. Starnes Center 1085 Montreal Road Clarkston, Georgia 30021
Newton Campus	Regional Transportation Training Center
16200 Alcovy Road	6720 Marbut Road
Covington, Georgia 30014	Lithonia, Georgia 30058
Newton Campus Building D & Conference Center	Rockdale Center
8100 Bob Williams Parkway	1400 Parker Road
Covington, Georgia 30014	Conyers, GA 30094
South DeKalb Campus	Morgan County Center
2460 Wesley Chapel Road	150 E. Washington Street
Decatur, GA 30035	Madison, GA 30650

Message from the President



Welcome to Georgia Piedmont Technical College and congratulations on your decision to attend our college. Our instructors and staff are professionals in their fields and are eager to help you be successful.

Georgia Piedmont Technical College has experienced a tremendous amount of growth and is now one of the fastest growing technical colleges in the state. We are proud of that growth and want each of you to know how important you are to us. As students, your success is our #1 priority. Your instructors are here to serve as both educators and advisors in your field of study during your tenure here. Please rely on them for academic and professional advice.

Being a student requires a great deal of preparation and commitment. In order for you to be successful, you must be disciplined and focused in completing your studies. This student handbook will keep you informed and knowledgeable of rights and responsibilities as a student. We hope that you will take the time to learn about the many cultural, athletic and student activities on campus and be as active as your schedule permits.

Again, Georgia Piedmont is committed to helping you fulfill your goals and equip you with the skills needed to enter the workforce or to continue your studies.

I wish you much success at Georgia Piedmont Technical College and in your personal and professional life.

I know your experience will be one of fulfillment and growth.

Jabari Simama, Ph.D.

President, Georgia Piedmont Technical College

Mission and Vision Statements

Mission Statement

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.

Vision

Georgia Piedmont Technical College is the preferred, most respected and responsive technical college in the State of Georgia. We are recognized for our student-centered atmosphere of educational excellence and maintain an intellectual environment by encouraging teaching and learning, which inspire the full development of individual goals, abilities, and interests. We dedicate our resources in creating a culture of shared excellence with our stakeholders by closely aligning our purpose with the economic aspirations of the State. We appreciate the assets of our diverse constituency, which adds value within the community, and provide solutions for the betterment of our society.

Georgia Piedmont Technical College Presidents

Dr. Jabari Simama	President	2012-present
Larry Teems	Acting President	2011-2012
Dr. Robin Hoffman	President	2005-2011* Interim/Acting President 2004
Dr. Paul M. Starnes	President	1979-2004
Dr. Barry Mellinger	Director	1975-1979
Travis Weatherly	Director	1969-1975
James F. Clark	Director	1966-1969
Paul Lowery	Director	1961-1966



Now celebrating its 56th year, Georgia Piedmont Technical College was first established in 1961 as DeKalb Area Vocational School. The college was initially organized in cooperation with the Vocational Division of the State Department of Education as a part of the total educational program operated by the DeKalb County Board of Education. DeKalb Technical College operated as a division and campus of Georgia Perimeter College from 1972 to

1986, and as the post-secondary unit of DeKalb County School System until June 30, 1996. On July 1, 1996, DeKalb Tech began operating as a unit of the Technical College System of Georgia. In 2000, DeKalb Technical Institute's name was officially changed to DeKalb Technical College. Established to serve a multi-county area east of Atlanta, the college is part of the Technical College System of Georgia. The college enrolled its first class of 18 students in Electronics Technology in 1961. At that time, the college was in temporary quarters while the DeKalb Campus facility was under construction. The facility on North Indian Creek Drive in Clarkston opened in October 1963 and consists of five buildings, totaling 275,000 square feet of floor space.

Today, the college has ten centers of learning in DeKalb, Newton, Rockdale and Morgan counties. Georgia Piedmont Technical College currently has more than 8,000 students enrolled in credit programs and more than 9,000 in adult education and continuing education classes. Academic and technical programs at GPTC cover more than 120 different occupations. There are more than 260 full-time members of the faculty and staff, and part-time faculty and staff number approximately 660. Changing to semester scheduling in Fall 2011, Georgia Piedmont Technical College offers classes year-round, in fall, spring and summer terms.



Accreditations

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

The Commission should be contacted only if there is evidence that appears to support Georgia Piedmont Technical College's significant non-compliance with Commission requirements or standards. Inquiries related to normal and ongoing College operations such as admission requirements, financial aid, programs, etc., should be addressed directly to Georgia Piedmont Technical College and not to the Commission on Colleges. In addition to the institutional accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools, the following hold program-specific accreditation:

AIR CONDITIONING TECHNOLOGY PROGRAM

Partnership for Heating Ventilation Air Conditioning Refrigeration Accreditation (PAHRA). This accreditation is supported by these organizations: Air Conditioning and Refrigeration Institute (ARI), Air Conditioning Contractors of America (ACCA), American Society of Heating, Refrigeration, Air Conditioning Engineers (ASHRAE), Council of Air Conditioning and Refrigeration Educators (CARE), Gas Appliance Manufacturers Association (GAMA), Heating Air Conditioning and Refrigeration Distributors International (HARDI), and Plumbing, Heating, Cooling Contractors (PHCC).

ELECTRONICS AND COMPUTER ENGINEERING TECHNOLOGY PROGRAMS

Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET). For more information visit www.abet.org.

CLINICAL LABORATORY TECHNOLOGY

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018. ● (773) 714 8880 ● www.naacls.org

LAW ENFORCEMENT ACADEMY

The Commission on Accreditation for Law Enforcement Agencies, Inc., (CALEA®) The Public Safety Training Academy Accreditation purpose is to promote superior public safety training services and recognize professional excellence. 13575 Heathcote Boulevard, Suite 320 Gainesville, Virginia 20155 (703) 352-4225 FAX (703) 890-3126. http://www.calea.org

PARALEGAL PROGRAM

American Bar Association Paralegal Education Program Approval https://www.americanbar.org/groups/paralegals.html

PARAMEDIC PROGRAM

Commission on Accreditation of Allied Health Education Programs (CAAHEP) caahep.org

Technical Education Warranty

In collaboration with the Technical College System of Georgia and other technical colleges in the state, Georgia Piedmont Technical College has established curriculum standards with direct involvement of business and industry. These standards serve as the industry-validated specifications which allow Georgia's 22 technical colleges to provide a Technical Education Warranty. The Technical Education Warranty states that:

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

The Technical Education Warranty applies to any Georgia Piedmont Technical College graduate who is employed in the field of his/her training and is in effect for a period of two years after graduation. Georgia Piedmont Technical College graduates or their employers who see a need to inquire or to file a claim under this Warranty should submit a written request citing the graduate's name, student identification number, program of study, and dates of attendance along with a description of the deficiency to the Office of the Associate Vice President of Academic Affairs. The Office of the Associate Vice President of Academic Affairs will review the claim and take appropriate action. This warranty is in effect for a period of two years after graduation.

Work Ethics

The Work Ethics Program encourages students to develop positive work habits conducive to the needs of the workforce. In efforts to develop a viable and effective workforce, leaders in business and industry have identified ten essential work ethics traits that are taught and practiced at Georgia Piedmont Technical College:

- Attendance
- Cooperation
- Character
- Communication
- Respect
- Productivity
- Organizational Teamwork
- Attitude
- Skills
- Appearance

As Georgia Piedmont Technical College students interact in the classroom or lab, faculty monitors and documents their behaviors using the Work Ethics Trait Behavior Documentation Form. A midterm report provides every student feedback about their work ethics performance. Students are issued a work ethics grade each semester for all courses attempted, and it holds equal importance for grades earned via technical skills.

Statement of Equal Opportunity

Georgia Piedmont Technical College is committed to the concept of an open- door policy and equal educational opportunity. The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

The Title IX Coordinator

Dr. Debra Gordon, Associate Vice President of Academic Affairs, Georgia Piedmont Technical College, Building A, Room 103, 495 North Indian Creek Drive, Clarkston, Georgia 30021, (404) 297-9522, ext.1176, gordond@gptc.edu.

The ADA/Section 504 Coordinator

Lisa Peters, Director of Special Services, Georgia Piedmont Technical College, Building A, Room 170, 495 North Indian Creek Drive, Clarkston, GA 30021, (404) 297-9522, ext. 1154, petersl@gptc.edu.

The Equal Opportunity (EEO) Compliance Officer

Lolita Morrison, Human Resources
Director, Georgia Piedmont Technical
College. Building A, Rm 157, 495 N.
Indian Creek Dr., Clarkston, GA 30021,
(404) 297-9522, ext. 1210,
morrisonl@aptc.edu. Grievance
procedures providing for resolution of
alleged employee discrimination may
be obtained from the Human Resource
Office.

The Equity Coordinator

Roz Bogle, Special Populations/Equity Coordinator, Georgia Piedmont Technical College, Building A, Room 170, 495 North Indian Creek Drive, Clarkston, GA 30021, (404) 297-9522, ext. 1280, bogler@aptc.edu. Grievance procedures and related forms providing for resolution of alleged discrimination associated with non-traditional program students may be obtained from the Equity Office.

GPTC Non-Discrimination Notice

Georgia Piedmont Technical College and the Technical College System of Georgia is an equal opportunity employer and offers career and technical education programs for all regardless of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member of citizenship status (except in those special circumstances permitted or mandated by law). This non-discrimination policy encompasses the operation of all technical college-administered programs, programs financed by

the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

Student Rights & Responsibilities

Students are charged with certain rights and responsibilities which legitimize their membership in the Georgia Piedmont Technical College community. All students are expected to understand and exercise their rights, fulfill their responsibilities, and respect the rights of others.

Knowledge of student rights and responsibilities can help students to avoid the sanctions prescribed for violations of conduct. More important, it can assist students in helping to maintain a climate in which their skills and abilities can be developed without denying the same opportunity to others.

Unfamiliarity with student rights and responsibilities does not excuse students from carrying out their charge as members of the Georgia Piedmont Technical College community.

Georgia Piedmont Technical College promotes an orderly climate of academic integrity, rational and critical inquiry, intellectual freedom, and freedom of individual thought and expression consistent with the rights of others. Faculty, staff, and students have reciprocal rights and obligations designated to establish and maintain these tenets. Georgia Piedmont Technical College protects the rights of students and invokes sanctions where conduct adversely affects Georgia Piedmont Technical College's pursuit of its educational objectives.

Students have a right to be heard through the School Deans, the Dean of Student Affairs, or the Vice President of Adult Education in matters which affect their rights and responsibilities. Students have the right to take a stand on issues, to examine and discuss questions of interest, and to support legal causes by orderly means which do not disrupt Georgia Piedmont Technical College operations or interfere with the rights of others. Students or student groups wishing to engage in a peaceful demonstration must obtain a permit from the Office of Student Affairs and Enrollment Management at least forty-eight (48) hours prior to the demonstration. The demonstration must be restricted to the area specified in the permit. An electronic permit can be requested via the following link:

https://publicdocs.maxient.com/reportingform.php?GeorgiaPiedmontTC&layout id=7

Students have the right to freedom of expression by word or symbol as long as it does not materially or substantially interfere with the orderly operation of Georgia Piedmont Technical College or the rights of others. This right of expression does not protect lewd, indecent, or obscene conduct and expression.

Student publications and communications guarantee the rights inherent in the concept of "freedom of the press." Individual students and organizations have the right to publish, distribute, and broadcast material on a Georgia Piedmont Technical College campus provided that the materials identify the name of the student and organization. All publications and broadcasts are subject to the canons of responsible journalism, including the avoidance of libel, avoidance of indecency or obscenity, undocumented allegations, and techniques of harassment and innuendo.

Student organizations approved by the Associate Vice President of Student Affairs may meet on Georgia Piedmont Technical College premises provided they make arrangements in accordance with the rules and regulations for room and space reservation.

Students and/or student groups may not make reservations in their names for outside groups or organizations to use Georgia Piedmont Technical College facilities.

Only student organizations approved by the Associate Vice President of Student Affairs may invite speakers on campus for the purpose of hearing the speaker's ideas and opinions.

The President of Georgia Piedmont Technical College or an authorized representative may cancel a speaker's reservation when there is a clear and present danger that the speaker would threaten the orderly operation of Georgia Piedmont Technical College. Such a cancellation will be communicated to the sponsoring organization.

Students have the right to have their academic and disciplinary records kept confidential subject to existing law. No official records are kept which reflect any alleged political activity or belief of students. No official records of students are available to unauthorized persons without the expressed written consent of the student involved except under legal compulsion.

Academic Misconduct

I. Policy

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 campus, additional 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. Nothing in this Code of Conduct shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the United States of America.

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 as to 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. TCSG's 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.

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.

II: DEFINITIONS

- 1) **Faculty member:** any person hired by a TCSG technical college to conduct teaching, service, or research activities.
- 2) **Hearing Body:** as defined in the Student Disciplinary Procedure.
- 3) **Member of the technical college community:** any person who is a student, faculty member, contractor, technical college official or any other person/s involved with the technical college, involved in the community or employed by the technical college.
- 4) **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.
- 5) **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 also considered "students."
- 6) **System:** the Technical College System of Georgia or TCSG.
- 7) **Technical college official:** any person employed by the technical college performing assigned responsibilities on a part-time, full-time or adjunct basis.
- 8) **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).

PROSCRIBED CONDUCT PROCEDURE

Any student found to have committed any of the following types of misconduct is subject to the disciplinary sanctions outlined in the Student Disciplinary Policy and Procedure.

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 created 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

Fabrication is the use of invented information or the falsification of research or other findings. Examples include, but are not limited to:

- Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials.
- Listing sources in a bibliography not used in the academic exercise.
- Submission in a paper, thesis, lab report, or other academic exercise of falsified, invented, or fictitious data or information, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or information.
- Submitting as your own written work, printing, sculpture, etc. prepared totally or in part by another.

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 Misconduct

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

1. BEHAVIOR

- a. **Indecent Conduct:** lewd, or indecent conduct; or distribution of obscene or libelous written or electronic material.
- b. Violence physical abuse of any person (including dating violence, domestic violence or sexual violence) on technical college premises or at technical college- sponsored or technical college supervised functions, including 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 violence 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. Note: certain physical abuse may also be considered unlawful harassment.
- c. Harassment: The technical college prohibits unlawful conduct based on race, color, creed, national or ethnic origin, gender, religion, disability, age, genetic information, political affirmation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status addressed directly to any individual or group that has the purpose or effect of unreasonably and objectively interfering with that individual or group's: (1) performance, (2) work or educational environment or (3) ability to participate in an educational program or activity.
- d. The technical college also prohibits stalking, or other behavior which objectively and unreasonably interferes with another's legal rights or creates an objectively intimidating, hostile, or offensive environment.
 - (This also includes the display of or navigation to pornography and other inappropriate websites and materials and inappropriate behavior on social media and/or networking applications.) Impermissible harassment may include verbal, non-verbal and/or physical conduct.

- e. **Disruption:** prohibits activities not otherwise protected by law including the First Amendment to the Constitution of the United States of America, which intentionally obstructs or interrupts 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.
- f. **Failure to Comply:** Failure to comply with lawful directions of technical college officials and/or failure to identify oneself to these persons when requested to do so.

2. PROFESSIONALISM: PROFESSIONALISM/PERSONAL APPEARANCE

Students are expected to maintain proper personal appearance at all times. Attire and grooming should be appropriate for the occupational area in which the student is training. Appropriate is what one normally would wear on a job in the specific area of training. Any attire considered unsafe or disruptive to the class will not be allowed. Students inappropriately dressed or dressed in a manner that could present a safety hazard will not be allowed to attend class. Inappropriate dress may include, e.g., sleep wear, tank tops, halter tops, bikini tops, tube tops, see-through shirts, shirts exposing stomach area/bare midriffs, unclothed upper body, mini-skirts, mini-dresses, and short-shorts. Undergarments cannot be visible. The wearing of work-related headgear is restricted to division area in which the Student is enrolled.

An exception to this Policy is if the headgear is part of a Technical College recognized uniform such as the nurse cap. It is inappropriate for headgear (e.g., baseball caps, bandannas, wave caps, skull caps, hoods, scarves, stocking caps, do-rags, hats, curlers etc.) with the exception of religious headgear, to be worn indoors by either male or female students. Hair picks or combs may not be left in the hair.

Students are expected to practice good personal hygiene. These requirements are designed to instill in each student a sense of order and respect for himself/herself, other students, and the faculty. A primary mission of Georgia Piedmont Technical College is to prepare students for workplace success; to this end, appearance is a major concern employers identify as an area of needed emphasis.

3. USE OF TECHNICAL COLLEGE PROPERTY

- a. **Theft and Damage:** 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:** illegal 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**: 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:** prohibits participation in or conducting an unauthorized gathering that objectively threatens or causes injury to person or property or that interferes with free access to technical college facilities or that is unprotected by the First Amendment to the Constitution of the United States of America and objectively harmful, obstructive, or disruptive to the educational process or functions of the technical college.
- **e. Fire Alarms:** 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:** 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 procedures at **www.gptc.edu**.

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: Students must comply with all state and federal laws regulating alcohol as well as TCSG Policy II.C.6, Alcohol on Campus. Alcoholic beverages may not be served or sold at any student sponsored function.
- b) Students being in a state of intoxication on technical college premises or at technical college-sponsored or supervised functions (including off-campus functions), internships, externships, practicum, clinical sites, co-operative or academic sponsored programs or activities or in a technical college-owned vehicle is prohibited.
- c) 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.
- **d) 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.
- **e) Smoking/Tobacco:** The technical college prohibits smoking, or using other forms of electronic, alternative smoking devices or other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on technical college premises. Refer to Georgia Piedmont Technical College Parking Policy and Regulations procedures at www.gptc.edu.

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 affiliated facilities on technical college premises. Such devices include, but are not limited to cell phones, beepers, walkie-talkies, cameras, gaming devices, portable electronic storage devices such as thumb drives, 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 objectively interfere with another's legal right to be free from harassment based on that individual's race, color, creed, genetic information, national or ethnic origin, gender, religion, disability, age, political affirmation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status.
- 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 is 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 in or on college building or property shall be governed by Georgia state law. All individuals are expected to comply with the related laws. Failure to follow laws pertaining to weapons is considered a violation of the Student Code of Conduct. Relevant Georgia laws to be aware of and compliant with include but may not be limited to:

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O.C.G.A.§ 16-8-12(a)(6)(A)(iii) O.C.G.A.§ 16-7-80
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O.C.G.A.§ 16-7-81

O.C.G.A.§ 16-7-85

O.C.G.A.§ 16-11-121

O.C.G.A.§ 16-11-125.1

O.C.G.A.§ 16-11-126

O.C.G.A.§ 16-11-127

O.C.G.A.§ 16-11-127.1

O.C.G.A.§ 16-11-129

O.C.G.A.§ 16-11-130

O.C.G.A.§ 16-11-133

O.C.G.A.§ 16-11-135

O.C.G.A.§ 16-11-137 O.C.G.A.§ 43-38-10

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 the theft or misappropriation of any technical college, student organization or other assets.

10. VIOLATION OF TECHNICAL COLLEGE POLICY

Violation of 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, internships, externships, practicum, clinical sites, co-operative, or any academic sponsored programs or activities, student organizations 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. FALSIFICATION OF DOCUMENTATION

Disciplinary proceedings may be instituted against a student who falsifies any documentation related to the Technical College either to the Technical College or to others in the community, including, but not limited to falsification of:

Technical College transcripts; transcripts or other documentation from other institutions to obtain credit from or admission to the Technical College; Technical College report cards or other grade reports; documentation related to a student's citizenship status; tests, homework, attendance records; signature of any Technical College employee in his or her official capacity; signatures of any employee of a clinical or internship site where the student is participating in an educational program associated with the Technical College or records related to any clinical, internship or other academic activity associated with the Technical College.

13. VIOLATION OF LAW

a. If a Student is convicted or pleads Nolo Contendere to an on-campus or off- campus violation of federal, state, or local law, but not has not been charged with any other violation of the Student Code of Conduct, disciplinary action may nevertheless be taken and sanctions imposed for if the violation of federal, state or local law 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 violation 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.

14. ABUSE OF THE STUDENT JUDICIAL PROCESS, INCLUDING BUT NOT LIMITED TO

- a. Failure to obey the notification of the Vice President for Student Affairs or his/her designee, Hearing 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 disciplinary proceeding.
- d. Initiating a disciplinary proceeding knowingly without cause.
- e. Attempting to discourage an individual's proper participation in, or use of, the disciplinary process.
- f. Attempting to influence the impartiality of a member of a Hearing Body, or Appellate Board prior to, and/or during the course of, the disciplinary proceeding.
- g. Harassment (verbal or physical) and/or intimidation of a member of a Hearing Body, or Appellate Board prior to, during, and/or after a disciplinary proceeding.
- h. Failure to comply with the sanction(s) imposed under the Student Code.

Disciplinary Policy and Procedures

Georgia Piedmont Technical College reserves the right to maintain a safe and orderly educational environment for students and staff.

Therefore, when, in the judgment of Technical College officials, a student's conduct disrupts or threatens to disrupt the 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.

DEFINITIONS:

- 1. **Academic Misconduct:** includes, but is not limited to, the definition found in the Student Code of Conduct.
- 2. **Business Days:** weekdays that the technical college administrative offices are open.
- 3. **Hearing Body:** any person or persons authorized by the president of a technical college to provide a hearing as provided in this procedure.
- 4. **Member of the technical college community:** any person who is a student, faculty member, technical college official or any other person/s involved with the technical college 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, Students 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. **Students:** particular term but who have a continuing relationship with the technical college are considered "students."
- 7. **Student Organization:** any number of persons who have complied with the formal requirements for technical college recognition.
- 8. **Technical College:** any college within the Technical College System of Georgia.
- 9. **Technical College Official:** any person employed by the technical college, performing assigned administrative responsibilities on a part-time, full-time, or adjunct basis.
- 10. **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).

A. Filing a Complaint Procedure

STEP 1: Any person may file a complaint with the Associate Vice President for Student Affairs or his/her designee against any student for an alleged violation of the Student Code of Conduct. The individual(s) initiating the action should complete a Student Code of Conduct Complaint Form via Maxient, and provide it to the Associate Vice President for Student Affairs or his /her designee. Student Concern form can be accessed at www.gptc.edu/concern.

Academic Misconduct may be handled using this procedure or a separate Academic Misconduct Procedure at the discretion of the technical college president.

B. Investigation and Decision

STEP 2: Within five business days after the Student Code of Conduct Complaint Form (the "Complaint") is filed, the Associate Vice President for Student Affairs 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 allegations. In the event that additional time is necessary, the Student will be notified. After discussing the complaint with the student, the Associate Vice President for Student Affairs 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.

- 1. The student shall have 5 business days from the date contacted by the Associate Vice President for Student Affairs or his/her designee to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond to the Vice President for Student Affairs or his/her designee within 5 business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the Vice President for Student Affairs or his/her designee will consider the available evidence without student input and make a determination.
- 2. 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.

STEP 3: If the Associate Vice President for Student Affairs or his/her designee determines that the student has violated the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described below.

STEP 4: If the Associate Vice President for Student Affairs 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.

Disciplinary Sanctions

C. Disciplinary Sanctions

Based on the severity of the incident, the Associate Vice President for Student Affairs may take one of two actions:

- 1. After a determination that a student has violated the Student Code of Conduct, the Associate Vice President for Student Affairs or his/her designee may impose, without referral to the Hearing Body, one or more of the following sanctions. Notification shall be sent to the student and the person(s) who initially filed the complaint.
- a. Restitution A student who has committed an offense against property may be required to reimburse the 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 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 the 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 Associate Vice President for Student Affairs 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 the technical college. Reference policy V.H.

Academic Standards, Evaluations and Appeals.

- 2. After a determination that a student has violated the Student Code of Conduct, the Associate Vice President for Student Affairs or his/her designee may recommend the imposition of one of the following sanctions if appropriate. The Associate Vice President for Student Affairs' recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions, as well as those described in DISCIPLINARY SANCTIONS above, following a hearing. A copy of the written recommendation shall be provided to the student and the person filing the complaint:
- a. **Disciplinary Suspension** If a student is suspended, he/she is separated from the technical college for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.
- b. Disciplinary Expulsion Removal and exclusion from the technical college, technical college controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by the Associate Vice President for Student Affairs or his/her designee. Students who have been dismissed from the technical college for any reason may apply in writing to the Associate Vice President for Student Affairs 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 Associate Vice President for Student Affairs or his/ her designee.

c. **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.

TYPES OF POSSIBLE SANCTIONS BY LEVEL

Level I Violations

The following are examples of the most common Level I violations and possible outcomes for offenses:

- Informally resolved Indecent Conduct
- Improper Disposal of Trash
- Violation of Professionalism/personal appearance policy
- Violation of Posting Policy
- Parking Violation

Possible Sanctions for Level I violations, include but are not limited to:

- Letter of Warning
- Counseling
- Education Project
- Reprimand

Level II Violations

The following are examples of the most common Level II violations and possible outcomes for offenses:

- Use/Abuse of Student ID
- Indecent Behavior
- Disruption
- Security Violations
- Violation of Tobacco free campus policy
- Failure to comply
- Solicitation and Sales on Campus
- Aiding and Abetting
- Falsification of Documentation
- Technology Misuse or Abuse
- Second "Level I" Violation within a 12-month period
- Violation or conviction of local, state, and/or federal law

Possible Sanctions for Level II violations, include but are not limited to:

- Counseling
- Education Project
- Special Assignment
- Restitution
- Restricted Access
- Disciplinary Probation

No contact order

Level III Violations

The following are examples of the most common Level III violations and possible outcomes for offenses:

- Violation of Drug and Alcohol & Other substances Policy
- Harassment
- Violence
- Electronic Copyright Infringement Policy
- Disorderly Conduct
- Disorderly Intoxication
- Fire Safety Minor (candles, halogen lamps/bulbs, coil appliances, incenses)
- Failure to Appear before a Student Conduct Officer or Hearing Board
- Furnishing False Identification and/or Information
- Gambling Policy
- Violations of Weapons policy
- Illegal Entry/Trespassing
- No Contact Order
- Intimidation
- Second "Level II" Violation within a 12-month period
- Sexual Misconduct
- Theft, Attempted Theft, Possession of Stolen Property (under \$150.00)
- Third "Level I" Violation within a 12-month period
- Violation or conviction of local, state, and/or federal law

Possible Sanctions for Level III violations, include but are not limited to:

- Education Project
- Monetary Fine
- Restitution
- Restricted Access
- Disciplinary Probation
- Disciplinary Probation with Restrictions
- Alcohol/Drug/Anger Assessment
- Suspension

Level IV Violations

The following are examples of the most common Level IV violations and possible outcomes for offenses:

- Assault
- Concealed Weapons
- Drugs-Possession, Use, Sale and Drug Paraphernalia
- Failure to comply with a student conduct administrative or hearing board decision
- Failure to comply with College official/law enforcement

- Firearms/Firecrackers
- Fire Safety (creating false fire alarms, failure to evacuate a structure, tampering with fire equipment)
- Fourth "Level I" Violation within a 12-month period
- Harassment
- Malicious Destruction of Property
- Second "Level III" Violation within a 12-month period
- Sexual Assault and Sexual Violence
- Theft, Attempted Theft, Possession of Stolen Property (\$150.00 or more)
- Third "Level II" Violation within a 12-month period
- Violations committed while on living unit or disciplinary probation
- Violation or conviction of local, state, and/or federal law

Possible Sanctions for Level IV violations, include but are not limited to:

- Monetary Fine
- Restitution
- No Contact Order
- Restricted Access
- Loss of Privileges
- Disciplinary Probation
- Disciplinary Probation with Restrictions
- Alcohol/Drug/Anger Assessment
- Suspension
- Dismissal

Level V Violations

The following are examples of the most common Level V violations and possible outcomes for offenses:

- Two level IV violations within one-year
- Any offense or series of offenses that poses a threat to the health, safety, and well-being of a student, to the College, or to the community
- A violation or conviction of local, state, and/or federal law can also be considered a Level V violation

Possible Sanctions for Level IV violations, include but are not limited to:

- Suspension
- Dismissal

Definitions:

Counseling-The student may be required to attend counseling sessions with a member of the Counseling Staff or referred to a professional off campus.

Educational Project-The student is required to conduct research or a project in an area relevant to the offense

No Contact Order-A No Contact Order may be imposed in instances where it is determined that a student poses a potential threat to another person. The student will be asked to refrain from making contact in person, via phone, cell phone, text message, instant message, communication via friends or other third parties, etc.

Probation-Probation is a sanction permitting a student to remain enrolled under prescribed conditions. The Probation may be imposed for a specified period of time, or through graduation. During the Probation, the student must demonstrate that his/her behavior conforms to College's Student Code of Conduct. Student conduct violations are cumulative. Therefore, all subsequent violations of the Student Code of Conduct will be subject to suspension or dismissal.

Restitution-The student is required to pay for repair or replacement of damaged or stolen property. The payment required may not exceed the cost of repair or replacement of the damaged or stolen item, but a lesser amount may be specified.

Suspension-Students will be removed from the College within 24 hours of notification of the disciplinary action. While a student is suspended, he/she is not to return to the campus, programs, facilities and activities of the college without written permission from the Associate Vice President for Student Affairs or Dean of Students. If a student is suspended from the College, a letter will be sent to the email address and mailing address on file for notification of the suspension. *President's Approval

Dismissal/Expulsion-Dismissal requires that the student completely sever any and all connection with Georgia Piedmont Technical College within 24 hours of notification. *President's Approval

d. Violation of Federal, State, or Local Law

- 3. 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.
- 4. 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.
- 5. 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.

D. 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 allegations against him/her.

However, interim suspension may be imposed upon a finding by the Associate Vice President for Student Affairs 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 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 technical college-related activities. If an interim disciplinary suspension is imposed, the matter must be referred as soon as possible to the Hearing Body. The student need not request an appeal.

11. Conditions of Disciplinary Suspension and Expulsion

- 1. A student who has been suspended or expelled from the technical college shall be denied all privileges afforded a student and shall be required to vacate technical college Premises at a time determined by the Associate Vice President for Student Affairs or his/her designee.
- 2. In addition, after vacating the technical college Premises, a suspended or expelled Student may not enter upon the technical college Premises at any time, for any purpose, in the absence of written permission from the Associate Vice President for Student Affairs or his/her designee.
- 3. A suspended or expelled student must contact the Associate Vice President for Student Affairs or his/her designee for permission to enter the technical college premises for a limited, specified purpose.
- 4. If the student seeks to submit a signed Disciplinary Sanction Appeal Form, the Associate Vice President for Student Affairs or his/her designee must accept the form by mail or fax if he/she refuses the Student's request to enter the technical college premises for that specified purpose.
- 5. A scheduled appeal hearing before the Hearing Body shall be understood as expressed permission from the Associate Vice President for Student Affairs or his/her designee for a student to enter the technical college premises for the duration of that hearing.

B. Mediation

At the discretion of the technical college president the technical college may adopt a mediation procedure to be utilized prior to the appeals set forth herein. Mediation may never be used in cases of alleged sexual misconduct.

Document Retention

The Associate Vice President for Student Affairs 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 Associate Vice President for Student Affairs 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 Hearing Body and technical college president or his/her designee A record of the final decision must also be retained. Documents shall be held for no less than three (3) years after the graduation of the student or the date of the student's last attendance.

Student Grievances

Students are charged with certain rights and responsibilities which legitimize their membership in the Georgia Piedmont Technical College community. All students are expected to understand and exercise their rights, fulfill their responsibilities, and respect the rights of others.

Knowledge of student rights and responsibilities can help students to avoid the sanctions prescribed for violations of conduct. More important, it can assist students in helping to maintain a climate in which their skills and abilities can be developed without denying the same opportunity to others.

Unfamiliarity with student rights and responsibilities does not excuse students from carrying out their charge as members of the Georgia Piedmont Technical College community.

Georgia Piedmont Technical College promotes an orderly climate of academic integrity, rational and critical inquiry, intellectual freedom, and freedom of individual thought and expression consistent with the rights of others. Faculty, staff, and students have reciprocal rights and obligations designated to establish and maintain these tenets. Georgia Piedmont Technical College protects the rights of students and invokes sanctions where conduct adversely affects Georgia Piedmont Technical College's pursuit of its educational objectives.

Student Rights

Students have a right to be heard through the Academic Deans, the Dean of Student Affairs, or the Vice President of Adult Education in matters which affect their rights and responsibilities. Students have the right to take a stand on issues, to examine and discuss questions of interest, and to support legal causes by orderly means which do not disrupt Georgia Piedmont Technical College operations or interfere with the rights of others. Students or student groups wishing to engage in a peaceful demonstration must obtain a permit from the Office of the Associate Vice President of Student Affairs at least forty-eight (48) hours prior to the demonstration. The demonstration must be restricted to the area specified in the permit.

Students have the right to freedom of expression by word or symbol as long as it does not materially or substantially interfere with the orderly operation of Georgia Piedmont Tech or the rights of others. This right of expression does not protect lewd, indecent, or obscene conduct and expression.

Student publications and communications guarantee the rights inherent in the concept of "freedom of the press." Individual students and organizations have the right to publish, distribute, and broadcast material on a Georgia Piedmont Technical College campus provided that the materials identify the name of the student and organization. All publications and broadcasts are subject to the canons of responsible

journalism, including the avoidance of libel, avoidance of indecency or obscenity, undocumented allegations, and techniques of harassment and innuendo.

Student organizations approved by the Associate Vice President of Student Affairs may meet on Georgia Piedmont Technical College premises provided they make arrangements in accordance with the rules and regulations for room and space reservation.

Students and/or student groups may not make reservations in their names for outside groups or organizations to use Georgia Piedmont Technical College facilities.

Only student organizations approved by the Associate Vice President of Student Affairs may invite speakers on campus for the purpose of hearing the speaker's ideas and opinions.

The President of Georgia Piedmont Technical College or an authorized representative may cancel a speaker's reservation when there is a clear and present danger that the speaker would threaten the orderly operation of Georgia Piedmont Technical College. Such a cancellation will be communicated to the sponsoring organization.

Students have the right to have their academic and disciplinary records kept confidential subject to existing law. No official records are kept which reflect any alleged political activity or belief of students. No official records of students are available to unauthorized persons without the expressed written consent of the student involved except under legal compulsion.

Student grievance and appeal procedures:

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 grievances, the resolution of these grievances, and is subject to clear guidelines. This procedure does not address grievances 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.

DEFINITIONS:

- A. Grievance issues: Issues arising from the application of a policy/procedure to the student's specific case is always grievance. Specifically, grievances are issues that are 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-grievance issues: Issues which have a separate process for resolution (i.e. disciplinary sanctions, FERPA, financial aid, academic grades, discrimination, harassment etc.) are not grievance and a student must take advantage of the process in place.
- C. Business days: Weekdays that the college administrative offices are open.
- D. Associate Vice President of Student Affairs (AVPSA: The staff member in charge of the student services 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.

INFORMAL GRIEVANCE PROCEDURE:

For all timelines established herein, if a student will need additional time, an extension may be granted at the Associate Vice President for Student Affairs' discretion.

Informal Grievance Procedure: Students with grievance issues should be resolved those issues, if possible, on an informal basis without the filing of a formal grievance.

- A. A student has 10 business days from the date of the incident being grieved to resolve the matter informally by approaching their instructor, division chair or any other staff or faculty member directly involved in the grieved incident.
- B. Where this process does not result in a resolution of the grievance issue, the student may proceed to the formal grievance procedure below.

Formal Grievance Procedure: Where a student cannot resolve their grievance informally, he or she may use this formal grievance procedure.

A. Within 15 business days of the incident being grieved, the student must file a formal grievance in the office of the Associate Vice President for Student Affairs (AVPSA) or his/her designee with the following information:

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Date:

Brief description of incident being grieved:

Remedy requested:

Signed, and Informal remedy attempted by student and outcome

- B. If the grievance is against the AVPSA, the student shall file the grievance with the Technical College President.
- C. The AVPSA, or his/her designee, will investigate the matter and supply a written response to the student within 15 business days.
- D. 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.
- E. If the grieved incident is closely related to an incident being processed through the harassment/discrimination or disciplinary procedures, the proceedings under the Unlawful Harassment and Discrimination of Students procedure will take precedence, then the

- disciplinary procedure and then the student's grievance will be addressed. The grievance will not be processed until after the other procedures have run their course.
- F. The AVPSA, or his/her designee, shall be granted an additional 15 business days to investigate the grievance upon notice to the grieving student.

Appeal: The student may appeal the decision from the AVPSA or his/her designee to the technical college President. Only the student has the right to appeal. A student shall file a written appeal to the technical college President within 5 business days of receiving the response referenced in Formal Grievance Procedure, Item B. above.

- A. The appeal will be decided based entirely on documents provided by the student and the administration; therefore the student must ensure that he or she has provided all relevant documents with his appeal.
- B. At the sole discretion of the technical college President, grievance appeals at their institution may be held in one of the following two ways:

The technical college President may review the information provided by the student and administration and make the final decision; or, the technical college President may appoint a cross-functional committee, to make the final decision. The decision of either the technical college President or the cross-functional committee shall be made within 10 business days of receipt of the appeal.

C. Whichever process is chosen by the technical college President; the decision of the grievance appeal is final.

Retaliation against a student for filing a grievance is strictly prohibited.

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.

Unlawful Harassment and Discrimination of Students Policy

Reporting and Management Action

- 1. All students, faculty, staff and administration are encouraged to report events of unlawful harassment, discrimination, and/or unlawful retaliation against themselves or others. A student may attempt to resolve any issue arising under this policy informally.
- a. Allegations or suspicions of unlawful harassment or unlawful retaliation may be reported by the complainant to:

Dr. Debra Gordon, Title IX Coordinator

Associate Vice President for Academic Affairs, Building A, Room 103A Phone: (404) 297-9522, extension 1176 Email: *gordond@gptc.edu*.

Grievance procedures providing for resolution of alleged student discrimination under these Acts may be obtained from the Title IX Coordinator at the DeKalb Campus.

The ADA/Section 504 Coordinator: Lisa Peters, Director Special Services

Building A, Room 170

Phone: (404) 297-9522, ext. 1154

Email: petersl@qptc.edu.

a. Grievance procedures providing for resolution in regard to students with disabilities may be obtained from the ADA/Section 504 Coordinator at the DeKalb Campus.

ADA Section 504 Grievance Form

- b. Such reports can initially be expressed in writing, by telephone, or in person; however, the report will ultimately be required to be in writing.
- c. After an allegation is made to a department employee, that employee shall report the allegation to the Title IX Coordinator as soon as possible, not to exceed 48 hours.

I. PURPOSE:

It is the policy of the Technical College System of Georgia (TCSG) that all students shall be provided an environment free of unlawful harassment (including sexual harassment and sexual violence), discrimination, and retaliation.

All students and employees are expressly prohibited from engaging in any form of unlawful harassing, discriminating, intimidating or retaliatory behavior or conduct ("prohibited conduct") in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses also shall not engage in prohibited conduct and may be barred for such prohibited conduct if other corrective measures are ineffective. Allegations of prohibited conduct occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure.

Any individual who has engaged in prohibited conduct will be subject to disciplinary action up to and including expulsion or dismissal. Nothing in this procedure shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the United States of America.

All students are encouraged to report any prohibited conduct. Reports will be treated in an expeditious and confidential manner.

TCSG 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 individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including expulsion or dismissal.

Any individual who knowingly makes a false charge of unlawful harassment/discrimination or retaliation, or who is untruthful during an investigation may be subject to disciplinary action, up to and including expulsion or dismissal.

Employee complaints of unlawful harassment or discrimination shall be conducted pursuant to the process outlined in Procedure III.A.1, Unlawful Harassment of Staff.

I. APPLICABILITY:

All work units and technical colleges associated with the Technical College System of Georgia.

II. RELATED AUTHORITY:

Title IX of the Educational Amendments of 1972 20 U.S.C. §§ 1681 et seq.

Violence Against Women Reauthorization Act of 2013 Campus Sexual Violence Elimination Act (Campus Save)

O.C.G.A. § 19-7-5

Titles VI and VII of the Civil Rights Act of 1964 Age Discrimination Act of 1975
Rehabilitation Act of 1973, as amended Americans with Disabilities Act of 1990
Americans with Disabilities Amendments Act (ADAAA) of 2008
Genetic Information Nondiscrimination Act (GINA) of 2008 Procedure: Student Grievances

III. DEFINITIONS:

- A. Unlawful Harassment (Other Than Sexual Harassment): unlawful verbal or physical conduct that disparages or shows hostility or aversion toward an individual because of that person's race, color, religion, gender, national origin, age, genetic information or disability and which:
 - 1. Has the purpose or effect of creating an objectively and unreasonably intimidating, hostile or offensive educational environment, or
 - 2. Has the purpose or effect of objectively and unreasonably interfering with an individual's educational performance.

Unlawful harassing conduct or behavior can include, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, genetic information, age or disability.

Unlawful harassing conduct can include jokes or pranks that are hostile or demeaning with regard to race, color, religion, gender, national origin, age or disability.

Unlawful 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 otherwise circulated in college community in any format.

Conduct which threatens, coerces, harasses or intimidates another person or identifiable group of persons, in a manner that is considered unlawful under state and federal laws pertaining to stalking or dating/domestic violence while on college premises or at college sponsored activities may also be considered unlawful harassment under this procedure.

- B. Sexual Harassment (a form of unlawful harassment): 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 educational environment.

Sexually harassing conduct or behavior (regardless of the gender of the persons involved) can include but is not limited to:

Physical touching, sexual comments of a provocative or suggestive nature, suggestive looks or gestures, sexually explicit jokes, electronic media/communication, printed material or innuendos intended for and directed to another, requests for sexual favors, making acceptance of any unwelcome sexual conduct or advances a condition for grades, continued enrollment or receipt of any educational benefit or determination.

- C. Sexual Violence (a form of unlawful harassment): physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent, including but not limited to sexual assault, rape, sexual battery, and sexual coercion. All acts of sexual violence are considered unlawful sexual harassment, regardless of gender, for purposes of this procedure.
- D. Unlawful 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, gender, national origin, genetic information or disability.
- E. Unlawful 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 participated in an investigation of an allegation.
- F. Technical College System of Georgia: all work units and technical colleges under the governance of the State Board of the Technical College System of Georgia.
- G. Employees: any individual employed in a full or part time capacity in any TCSG work unit or technical college.
- H. Visitor: any third party (e.g. volunteer, vendor, contractor, member of the general public etc.) who conducts business or regularly interacts with a work unit or technical college.
- I. Clinical Site: any off-campus location to which students or faculty are assigned for completion of program requirements including labs, internships, or practicums.

- J. President: the chief executive officer responsible for the management and operation of the technical college where the accused violator is currently enrolled or employed.
- K. Human Resources Director: the highest ranking employee responsible for the human resources functions at a technical college or TCSG work unit.
- L. Local Investigator: the individual(s) at the technical college who is responsible for the investigation of an unlawful harassment, discrimination and/or, retaliation complaint. Local investigators may be assigned based upon the subject matter of the complaint or their function within the organization.
- M. Compliance Officer: the individual designated by the Commissioner to coordinate TCSG compliance with Title IX of the Educational Amendments of 1972 and other state and federal laws governing unlawful discrimination and harassment.
- N. Title IX Coordinator: an individual designated by the president of the college to ensure compliance with Title IX of the Educational Amendments of 1972, 20

U.S.C. §§ 1681 et seq., and related federal regulations.

- O. The Title IX Coordinator may also be assigned the responsibility for compliance with other state and federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the Department of Education.
- P. Section 504 Coordinator: an individual designated by the president of the college to ensure compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as Amended, and any other state and federal regulations governing disabilities; the responsibilities of the 504 Coordinator will include, but may not be limited to evaluating students requesting accommodations for a disability and ensuring equal access to facilities, services and programs.

IV. PROCEDURE:

A. Administration and Implementation

- 1. Each college president shall designate one or more officials to serve as the Title IX Coordinator and the Section 504 Coordinator and ensure the designated officials have received appropriate training.
- Contact information for the Title IX and Section 504 Coordinators and the Statement of Equal
 Opportunity should be permanently displayed on official bulletin boards and included in electronic or
 written college publications and academic materials as described in the TCSG Usage for Statement of
 Equal Opportunity.
- 3. Instructors/administrators must take ongoing proactive steps to ensure educational opportunities (to include classrooms, clinics, labs, programs, etc.) and student activities (clubs, sports, etc.) are accessible and free from any type of unlawful discrimination or harassment.

4. The Compliance Officer will conduct training programs and monitor the colleges to ensure the correct administration and implementation of this procedure, and will ensure that proactive or corrective measures have been taken to prevent unlawful discrimination, harassment, or retaliation.

A. Reporting and Management Action

- 1. All students are encouraged to report events of unlawful harassment, discrimination, sexual violence and/or retaliation ("prohibited conduct") against themselves or others, regardless of where the incident occurred.
- 2. Students have the right to file (or not to file) a criminal complaint for sexual violence with the local law enforcement authorities before, during, or after filing a complaint with the college. The technical college shall not unreasonably delay investigation under this procedure to await the outcome of any criminal investigation.
- 3. If a student filing a complaint requests anonymity or asks that the complaint not be pursued, the college must inform the student that its ability to respond may be limited, that retaliation for filing a complaint is prohibited and steps to prevent harassment and retaliation will be taken. The college should take all reasonable steps to investigate and respond to the complaint consistent with the request and pursue other steps to limit the effects of the alleged harassment and prevent recurrence.
- **4.** Colleges may weigh a request to not pursue a complaint considering the following factors: the seriousness of the alleged conduct, the complainant's age, whether there have been other harassment complaints about the same individual, and the alleged harasser's rights to receive information about the allegations if the information is maintained as an "education record" under FERPA. The college must inform the student if the request cannot be ensured.
- 5. Reports concerning all prohibited conduct referenced in this procedure will be processed confidentially to the extent permitted by law; communications regarding complaints will be disseminated to others on a need-to-know basis to ensure that necessary steps are taken to protect the community as a whole and that appropriate disciplinary measures or corrective actions are considered and taken.
- **6.** Allegations or suspicions of unlawful discrimination, harassment, sexual harassment, sexual violence or unlawful retaliation may be reported to the technical college's Title IX or Section 504 Coordinators, the president, the Commissioner, or the Human Resources Director (should the complaint involve employees). Complaints may also be emailed to unlawfulharassment@tcsg.edu.
- 7. Complaints under this procedure can be expressed in writing, by telephone, or in person; individuals are, however, encouraged to express complaints in writing to ensure all concerns are addressed.
- **8.** If an allegation of unlawful harassment, discrimination, sexual harassment, sexual violence or retaliation is made to an employee not designated to receive such reports, the employee receiving the complaint must report the allegation as provided in section 6 above.
- **9.** Allegations of any sexual conduct involving individuals under the age of 18 must also be reported as an allegation of child abuse as outlined in O.C.G.A. § 19-7-5.

- **10.** The Commissioner or president may suspend, transfer or reassign employees or students in order to prevent possible further harassment, discrimination, sexual violence or retaliation; to facilitate the investigation or to implement preventive or corrective actions under this procedure.
- **11.** Any allegation of unlawful harassment, discrimination, sexual harassment, sexual violence or retaliation against employees must be reported to the Human Resources Director who may elect to conduct the investigation in conjunction with other local investigators.

Investigations

- All complaints of prohibited conduct under this procedure shall be investigated by local investigators thoroughly and should be completed within 45 business days of the receipt of the complaint. The parties will be notified if extraordinary circumstances exist requiring additional time.
- 2. A complaining party will be notified within 5 business days of receipt of the complaint if the complaint does not specify facts sufficient to allege unlawful discrimination, harassment, sexual violence or retaliation and that a formal investigation will not be conducted pursuant to this procedure. The complaining party may appeal the decision in writing to the president within 5 business days of receiving the notice. The president's decision will be final.
- 3. Individuals designated to investigate, review or recommend corrective actions in response to allegations will be trained to conduct investigations in a manner that protects the safety of victims and promotes accountability. Individuals assigned as the investigator for a particular incident shall disclose to the president any relationship with the parties that could call into question their ability to be objective prior to taking any action with respect to the investigation. The president will reassign alternate individuals if necessary.
- 4. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. Both the complaining party and the respondent (the parties) will be given equal opportunity to identify witnesses and offer evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties. Both the complaining party and the respondent may be accompanied by an advisor of his or her choice. However, the advisor may not speak on behalf of the party.
- 5. The college will evaluate the information collected during the investigation and determine whether a preponderance of the evidence substantiates that unlawful discrimination, unlawful harassment sexual violence and/or unlawful retaliation has occurred.
- 6. Investigations and summary findings will be documented appropriately.
- 7. No later than 10 business days after completion of an investigation, both of the parties will be simultaneously provided a summary of the results of the investigation in writing.

Any information prohibited from disclosure by law or policy will be redacted from any documents prior to distribution.

C. Corrective Actions

- 1. Colleges will take all reasonable steps to prevent unlawful retaliation against complainants and any other individuals participating in investigations under this procedure.
- 2. If prohibited conduct is determined to have occurred following the investigation, the college, through the appropriate officials, shall implement steps to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate. Steps may include, but are not limited to, mandating training or evaluation, disciplinary sanctions, policy implementation or reassignment of students or employees.
- 3. Should recommended disciplinary sanctions involve academic suspension, expulsion or dismissal from employment, the matter must be referred to either the Vice President for Student Affairs for students or the Human Resources Director for employees. Allegations regarding students shall be considered and sanctions assigned as provided by the college's Student Code of Conduct and Disciplinary Procedure. Sanctions for employees shall be considered as provided by the Positive Discipline Procedure.
- 4. Individuals who are responsible for conducting or reviewing investigations or proposing sanctions under this procedure should not also serve as reviewing officials or hearing officers in the appeal of sanctions arising from an investigation.
- 5.Even in the absence of sufficient evidence to substantiate a finding that unlawful discrimination, unlawful harassment, sexual violence or retaliation has occurred, colleges are expected to address any inappropriate conduct and take all reasonable steps to prevent any future unlawful discrimination, harassment, sexual violence or retaliation.

D. Reviews and Dispositions

- 1. Any of the parties to a complaint under this procedure may request a review of the investigative findings within 5 business days of receiving notice of the investigative results by submitting a written request to the president.
- 2. The president shall review all investigations conducted under this procedure and ensure that the appropriate corrective actions have been implemented.
- 3. Within 10 business days of receiving a request for a review of the investigative findings, the president of the college will notify the parties in writing of his/her final determination, including any change in the result of the findings. The notice will inform the parties they have a right to appeal the determination to the Technical College System of Georgia's Legal Services Office by submitting a written request within 3 business days by regular mail or email to one of the following:

Technical College System of Georgia Office of Legal Services

1800 Century Place, N.E. Suite 400

Atlanta, Georgia 30345 OR Unlawfulharassment@tcsg.edu

• The Office of Legal Services will convene a panel of at least 3 individuals not employed by the requestor's college to review the investigative findings. The panel's decision is final and will conclude the processing of the complaint. Both parties will be notified in writing simultaneously of the results of the review and any changes in the results of the investigative findings under appeal.

V. RECORD RETENTION

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

Confidential Documents shall be held in a secure location under the custody and control of the Associate Vice President of Student Affairs or the President's designee. Documents pertaining to employees that are maintained by the Office of Human Resources shall be maintained in a secure location and in accordance with the Georgia Secretary of State's records retention schedule:

Drug-Free Schools and Communities Act

This policy has been developed in concert with the federal Drug Free Schools and Communities Act which was enacted to ensure that any institution of higher education that receives funds under any federal program has adopted and implemented a program to prevent the use of illicit drugs and abuse of alcohol by students. It also incorporates the statutory mandates required under the state Drug-Free Postsecondary Education Act of 1990 (O.C.G.A. § 20-1-20 et seq.)

No student may engage in the unlawful manufacture, possession, use or distribution of illicit drugs and alcohol on the technical college's property or as part of any of its sponsored activities.

Such unlawful activity may be considered sufficient grounds for serious punitive action, including expulsion. Disciplinary sanctions for students convicted of a felony offense involving alcohol or the manufacture, distribution, sale, possession or use of marijuana, controlled substances or other illegal or dangerous drugs shall be immediate suspension and denial of further state and/or federal funds from the date of conviction. Specifically, in the case of a drug related offense the student shall minimally be suspended for the remainder of the quarter and forfeit all academic credit for that period.

The technical college shall notify the appropriate state/federal funding agency within 10 days after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction.

Within 30 days of notification of conviction, the Technical College shall with respect to any student so convicted:

- 1) Take additional appropriate action against such student up to and including expulsion as it deems necessary.
- 2) Provide such student with a description of any drug or alcohol counseling treatment, or rehabilitation or re-entry programs that are available for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

The technical college is responsible for ensuring the development and implementation of a drug free awareness program to inform students of the following:

- 1) The dangers of drug and alcohol abuse on the campus and elsewhere.
- 2) Any available drug and alcohol counseling, rehabilitation and assistance programs.
- 3) Any penalties to be imposed upon students for drug and alcohol abuse violations occurring on the campus.

Each technical college shall conduct a biennial review of its program to determine its effectiveness and implement changes to the program if they are needed and to ensure that the sanctions required by the program are consistently enforced. Each technical college shall maintain and make available to the U. S. Secretary of Education and to the public a copy of each item in the program as required by this policy and applicable law as well as results of the biennial review.

RELATED AUTHORITY:

O.C.G.A. § 20-4-11 - Powers of the Board

O.C.G.A. § 20-4-14 - TCSG Powers and Duties

34 C.F.R. § 86

20 U.S.C. § 1101i

20 U.S.C. § 1091(r)

U.S. Department of Education's Higher Education Center for Alcohol and other Drug Prevention:

Attachment: 6.7.1a1. Compliance Checklist

Drug-Free Postsecondary Education Act of 1990 (O.C.G.A. § 20-1-20 et seq.)

Student Right to Know

Georgia Piedmont Technical College Student Right-to-Know Disclosure identifies where to find institutional information and disclose the graduation rate for full-time/first time enrolled students as well as campus crime statistics. It is a federal mandate designed to help enrolled and prospective students make informed decisions. More detailed information can be found on the Campus Security page of the website at www.gptc.edu.

Information	Where It Can Be Found
Tuition and fees charged to full time and part	Catalog, website, student handbook
time students	
Estimates of costs for necessary books and	Application and Programs of Study Curriculum
supplies	Sheets
Additional program costs for enrolled or	Programs of Study Curriculum Sheets
prospective students	
The refund policy for the return of unearned	Catalog
tuition and fees or other refundable costs	
The requirements and procedures for officially	Catalog
withdrawing from Georgia Piedmont Technical	
College	

The Financial Aid refund policy	Catalog
Current degree programs and other educational	Catalog
and training programs	
Instructional, laboratory, and other physical	Catalog
facilities related to the Program of Studies	
Georgia Piedmont Technical College faculty and	Catalog
other academic personnel	
Names of associations, agencies, or	Catalog
governmental bodies that provide accreditation,	
approval, or licensing	
Procedures for reviewing documents which	Office of the Associate VP of Academic Affairs
describe accreditation, approval, and licensing	
Special facilities and services available to disabled	Catalog
students	

Persons designed and available to provide "Student Right to Know" Information:

r crooms acoignica and avail	able to provide ordaem		
Title	Campus	Telephone	Ext.
Associate VP of Student	DeKalb	(404) 297-9522	1752
Affairs & Enrollment			
Management			
Dean of Student Affairs	DeKalb	(404) 297-9522	1111
Registrar	DeKalb	(404) 297-9522	1244
Assistant Registrar	DeKalb	(404) 297-9522	3120
Director of Admissions	DeKalb	(404) 297-9522	1152
Financial Aid Director	DeKalb	(404) 297-9522	1110
Special Services Director	DeKalb	(404) 297-9522	1154
Accuplacer Testing	DeKalb	(404) 297-9522	1606
Specialist			
Career Services Specialist	DeKalb	(404) 297-9522	1124
Director of Advising	DeKalb	(404) 297-9522	1125
Dean of Newton Campus	Newton	(404) 297-9522	3116
Director of Admissions	Newton	(404) 297-9522	1152
Registrar	Newton	404) 297-9522	1244
Career Services Specialist	Newton	404) 297-9522	5166
Dean of South DeKalb	South DeKalb	404) 297-9522	1161
Campus (Academic &			
Student Affairs)			

Campus Crime Statistics

Georgia Piedmont Technical College DeKalb Campus

	On-Campus Criminal Offenses				Public Property	
	2014	2015	2016	2014	2015	2016
CRIMINALOFFENSE	0	0	0	0	0	0

	0	0	0	0	0	0
Murder/Non-Negligent Manslaughter	0	N/A	N/A	0	N/A	N/A
Negligent Manslaughter	N/A	0	0	N/A	0	0
Sex offenses – Forcible	N/A	0	0	N/A	0	0
Rape	0	N/A	N/A	0	N/A	N/A
Fondling	0	0	0	0	0	0
Sex offenses –Non-Forcible	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Arrests:	0	0	0	0	0	0
Liquor Law Violations	0	1	1	0	0	1
Drug Abuse Violations	0	0	0	0	0	0
Weapon Possessions	0	0	0	0	0	0
Disciplinary Actions:	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Drug Abuse Violations	N/A	0	0	N/A	0	0
Weapon Possessions	N/A	0	0	N/A	0	0
Domestic Violence	1	N/A	N/A	N/A	0	N/A
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0

2016 HATE CRIMES – DeKalb Campus

<u>No reportable occurrences of Hate Crimes</u> either on campus or public property for the criminal offenses of: Murder/Non-Negligent Manslaughter, Rape, Fondling, Incest, Statutory Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Simple Assault, Larceny-Theft, Intimidation, and Destruction/Damage/Vandalism of Property, which includes all categories of Bias of: Race, Religion, Sexual Orientation, Gender, Gender Identity, Disability, Ethnicity, and National Origin.

CAMPUS CRIME STATISTICS

Georgia Piedmont Technical College Newton A,B,C Campus

	On-Ca	mpus Criminal (Offenses	Public Property		
	2014	2015	2016	2014	2015	2016
CRIMINALOFFENSE	0	0	0	0	0	0
	0	0	0	0	0	0
Murder/Non-Negligent Manslaughter	0	N/A	N/A	0	N/A	N/A
Negligent Manslaughter	N/A	0	0	N/A	0	0
Sex offenses – Forcible	N/A	0	0	N/A	0	0
Rape	0	N/A	N/A	0	N/A	N/A
Fondling	0	0	0	0	0	0
Sex offenses –Non-Forcible	0	0	0	0	0	0

Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Arrests:	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Weapon Possessions	0	0	0	0	0	0
Disciplinary Actions:	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Drug Abuse Violations	N/A	1	1	N/A	0	1
Weapon Possessions	N/A	0	0	N/A	0	0
Domestic Violence	N/A	0	0	N/A	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0

2016 HATE CRIMES - Newton A,B,C

<u>No reportable occurrences of Hate Crimes</u> either on campus or public property for the criminal offenses of: Murder/Non-Negligent Manslaughter, Rape, Fondling, Incest, Statutory Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Simple Assault, Larceny-Theft, Intimidation, and Destruction/Damage/Vandalism of Property, which includes all categories of Bias of: Race, Religion, Sexual Orientation, Gender, Gender Identity, Disability, Ethnicity, and National Origin.

2016 HATE CRIMES – Newton Building D & Conference Center

	On-Ca	mpus Criminal	Offenses	Public Property		
	2014	2015	2016	2014	2015	2016
CRIMINALOFFENSE						
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex offenses – Forcible	0	N/A	N/A	0	N/A	N/A
Rape	N/A	0	0	N/A	0	0
Fondling	N/A	0	0	N/A	0	0
Sex offenses –Non-Forcible	0	N/A	N/A	0	N/A	N/A
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

Arrests:	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Weapon Possessions	0	0	0	0	0	0
Disciplinary Actions:	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Weapon Possessions	0	0	0	0	0	0
Domestic Violence	N/A	0	1	N/A	0	1
Dating Violence	N/A	0	0	N/A	0	0
Stalking	N/A	0	0	N/A	0	0
Hate Crimes	0	0	0	0	0	0

No reportable occurrences of Hate Crimes either on campus or public property for the criminal offenses of: Murder/Non-Negligent Manslaughter, Rape, Fondling, Incest, Statutory Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Simple Assault, Larceny-Theft, Intimidation, and Destruction/Damage/Vandalism of Property, which includes all categories of Bias of: Race, Religion, Sexual Orientation, Gender, Gender Identity, Disability, Ethnicity, and National Origin.

CAMPUS CRIME STATISTICS

Georgia Piedmont Technical College Paul M. Starnes Center

	On-Ca	mpus Criminal (Offenses	Public Property		
	2014	2015	2016	2014	2015	2016
CRIMINALOFFENSE						
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex offenses – Forcible	0	N/A	N/A	0	N/A	N/A
Rape	N/A	0	0	N/A	0	0
Fondling	N/A	0	0	N/A	0	0
Sex offenses –Non-Forcible	0	N/A	N/A	0	N/A	N/A
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	1	2	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Arrests:	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Weapon Possessions	0	0	0	0	0	0
Disciplinary Actions:	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Weapon Possessions	0	0	0	0	0	0
Domestic Violence	N/A	0	1	N/A	0	1

Dating Violence	N/A	0	0	N/A	0	0
Stalking	N/A	0	0	N/A	0	0
Hate Crimes	0	0	0	0	0	0

2016 HATE CRIMES - Paul M. Starnes Center

No reportable occurrences of Hate Crimes either on campus or public property for the criminal offenses of: Murder/Non-Negligent Manslaughter, Rape, Fondling, Incest, Statutory Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Simple Assault, Larceny-Theft, Intimidation, and Destruction/Damage/Vandalism of Property, which includes all categories of Bias of: Race, Religion, Sexual Orientation, Gender, Gender Identity, Disability, Ethnicity, and National Origin.

CAMPUS CRIME STATISTICS

Georgia Piedmont Technical College Regional Transportation Training Center

	On-Car	mpus Criminal	Offenses	Public Property		
	2014	2015	2016	2014	2015	2016
	2014	2015	2016	2014	2015	2016
CRIMINALOFFENSE			+			
	0	0	0	0	0	0
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	N/A	N/A	0	N/A	N/A
Sex offenses – Forcible	N/A	0	0	N/A	0	0
Rape	N/A	0	0	N/A	0	0
Fondling	0	N/A	N/A	0	N/A	N/A
Sex offenses –Non-Forcible	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Arrests:	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Weapon Possessions	0	0	0	0	0	0
Disciplinary Actions:	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Weapon Possessions	N/A	0	1	N/A	0	1
Domestic Violence	N/A	0	0	N/A	0	0
Dating Violence	N/A	0	0	N/A	0	0
Stalking	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0

2016 HATE CRIMES – Regional Transportation Training Center

<u>No reportable occurrences of Hate Crimes</u> either on campus or public property for the criminal offenses of: Murder/Non-Negligent Manslaughter, Rape, Fondling, Incest, Statutory Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Simple Assault, Larceny-Theft, Intimidation, and Destruction/Damage/Vandalism of Property, which includes all categories of Bias of: Race, Religion, Sexual Orientation, Gender, Gender Identity, Disability, Ethnicity, and National Origin.

Appeals Procedure

Disciplinary Appeals Procedure

C. Hearing/Appeals Procedure

- 1. A student who wishes to appeal a disciplinary decision by the Associate Vice President for Student Affairs or his/her designee regarding an assigned sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade must file a written notice of appeal through the technical college president's office for review by the Hearing Body within five business days of notification of the decision. The person filing the initial complaint against the student must be notified of the hearing date.
- 2. If the Associate Vice President for Student Affairs or his/her designee recommended a sanction of disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the matter will be referred to the Hearing Body by the Associate Vice President for Student Affairs. The student need not file a written notice of his or her desire to appear before the Hearing Body. The person filing the initial complaint shall also be given notification of the hearing.
- 3. The student will then have the right to appear in a hearing before a Hearing Body assigned by the technical college president or his/her designee within 10 business days to present evidence and/or testimony. If the student has been placed on an interim disciplinary suspension, the hearing must be held as soon as possible, preferably within five days. 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 Hearing Body.
- 4. The Hearing Body may consist of a single person or a group of people drawn from the technical college community. There shall be a single official record, such as a tape recording, of all hearings before the Hearing Body. The official record shall be the property of the technical college. The standard of proof in all hearings shall be a preponderance of the evidence. The chairperson of the Hearing Body shall notify the technical college president and the Associate Vice President for Student Affairs in writing of the Hearing Body's decision. The technical college president or his/her designee will notify the student in writing of the Hearing Body's decision.

- 5. If the student appeared before the Hearing Body to appeal the Associate Vice President for Student Affairs or his/her designee's sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade, the Hearing Body's decision regarding the appeal is final. A copy of the Hearing Body's written decision will be provided to both the student and the person who filed the original complaint.
- 6. If the student appeared before the Hearing Body after the Associate Vice President for Student Affairs or his/her designee recommended disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the student shall have the opportunity to appeal directly to the technical college president.
- 7. If entitled to an appeal to the technical college president, the student shall have 5 business days after receiving written notification of the Hearing Body's decision to request in writing an appeal. The student shall ensure that all relevant information is included with this request. The person who filed the original complaint shall be notified of the student's appeal.
- 8. The president of the technical college or his/her designee's review shall be in writing and shall only consider evidence currently in the record, new facts not brought up in earlier stages of the appeal shall not be considered. The technical college president or his/her designee shall deliver the decision to the student and the person who filed the original complaint within 10 business days. The decision of the technical college president or his/her designee shall be final and binding.

Academic Appeals Procedures

Academic Suspension

An appeal of academic suspension may be made and must be initiated as soon as possible but no later than the first day preceding the subsequent semester. Should the student choose to appeal, the process is as follows:

- A. An Appeal of Academic Suspension Form should be obtained from the Office of Associate Vice President of Academic Affairs. (The form may also be accessed from the GPTC website.) The student must provide extensive explanation for the justification of the appeal. The completed form and a copy of the student's grade report should then be returned to the Office of Associate Vice President of Academic Affairs at which time the appeal process officially begins.
- B. The Associate Vice President of Academic Affairs will then notify the appropriate Admissions Appeal Committee chairperson concerning the student Academic Suspension Appeal.
- C. The appeal form, and a copy of the student's grade report are routed to the Chairperson of the Admissions Appeal Committee and a meeting of the Committee is held. In the event that the Committee believes that the information received is not sufficient to make a decision, it may request the presence of the student and/or school representative to further clarify the situation.

After review, the appeal is either "Denied" or "Approved" with recommendations or conditions as appropriate. The decision of the Committee is the final step in the appeal procedure. The decision of the Admissions Appeal Committee is final.

D. The student will be notified of the decision by certified mail from the Office of Associate Vice President of Academic Affairs. The student will also be notified of the decision via phone or email by the Associate Vice President of Academic Affairs or designee.

Grade Appeals

Student Final Course Grade Appeal Request Guidelines Steps 1-5. Prior to requesting the appeal of a final course grade, the student should read the following statement:

Course grades assigned by faculty members are final unless there is evidence that the grade was influenced by consideration of race, color, religion, sex, marital status, disability or national origin, arbitrary or capricious action or other reasons not related to the academic performance of the student. In all cases, the student shall assume the burden of proof with respect to the allegations. Course grades of "C" or higher are not appealable.

In the event the student elects to file an appeal, the student is required to refer to, and abide by, the guidelines provided below. All information provided for this appeal must be legible.

Grade Appeal Request Guidelines Steps 1 - 5

Pending resolution of the appeal request, the final course grade stands. If the student fails to present the Final Course Grade Appeal Request within the time frames specified within these guidelines, the student's final course grade stands.

To ensure fair and equable treatment for all students, the steps provided below are to be followed in sequential order beginning with Step 1. Fair and appropriate resolution may occur at any of the five steps provided below.

- Step 1.a. The student must complete page 1 of the Student Final Course Appeal Request form.
- **Step 1.b.** The student must review his/her grade with the course faculty member. The student has fourteen (14) calendar days from the first day of the semester following the semester in which the grade was earned to consult with the faculty member in an effort to review the final grade assigned.

If, for any reason, the faculty member is unavailable, the student should contact the faculty member's Division Chairperson to review the course grade.

If fourteen (14) calendar days from the first day of the semester following the semester in which the grade was earned have passed prior to the student completing Step 1, the final course grade stands.

Possible outcomes of the Final Course Grade Appeal are:

1) The Final Course Grade remains as assigned by the course faculty member.

- 2) The Final Course Grade is changed by the course faculty member to a new grade which may be higher or lower than the initial grade assigned by the course faculty member.
- 3) If the Student or the faculty member determines that the Final Course Grade Appeal Request warrants further review, the process moves to Step 2 submission to the appropriate Division Chairperson.

Step 2. Should further review be requested, the student has seven (7) calendar days from the course faculty members signature/date from Step 1 to present this form with the appropriate signatures and supporting documentation to the faculty member's Division Chair. The Division Chair shall discuss the appeal with the faculty member and the student.

Possible outcomes of the Final Course Grade Appeal are:

- 1) The Final Course Grade remains as assigned by the course faculty member.
- 2) The Final Course Grade is administratively changed by the Division Chair to a new grade which may be higher or lower than the initial grade assigned by the course faculty member.
- 3) If the Student or the Division Chair determines that the Final Course Grade Appeal Request warrants further review, the process moves to Step 3 submission to the appropriate Academic Dean.

Step 3. Should further review be requested, the student has seven (7) calendar days from the signature/date from Step 2 to present this form with the appropriate signatures and supporting documentation to the appropriate Academic Dean.

The Academic Dean shall discuss the appeal with the faculty member and the student within fourteen (14) calendar days of the signature/date from Step 2. The Academic Dean, in collaboration with the Division Chair, shall prepare a written decision regarding this grade appeal. A copy of the Academic Dean's written decision shall be provided to the student, course faculty member (and/or supervisor), Division Chair, and the Associate Vice President of Academic Affairs.

Possible outcomes of the Final Course Grade Appeal are:

- 1) The Final Course Grade remains as assigned by the course faculty member.
- 2) The Final Course Grade is administratively changed to a new grade which may be higher or lower than the initial grade assigned by the course faculty member.
- 3) If the Student or the Academic Dean determines that the Final Course Grade Appeal Request warrants further review, the process moves to Step 4 submission to the Student Academic Appeals Committee chairperson.

Step 4. Should further review be warranted, the Academic Dean and/or the Student has seven (7) calendar days to send a copy of his/her written decision/request, the Student Final Grade Appeal Request form, the evidence and any other supporting data, correspondence and/or records to the Student Academic Appeals Committee Chairperson. The Academic Dean and/or the Student's written request for a hearing shall state the facts of the appeal.

The Student Academic Appeals Committee will prescreen each Appeals Request to determine if there is sufficient cause and/or new evidence presented in the appeal request to warrant further review. Should sufficient cause and/or new evidence warrant a hearing, the Student Academic Appeals Committee Chairperson shall notify the student, the faculty member (and/or supervisor), Division Chair, Academic Dean, and the Vice President of Academic Affairs of the time and location of the hearing.

This hearing shall be held within fourteen (14) days of the receipt of the Student Final Course Grade Appeal Request and supporting documentation. The Student Academic Appeals Committee shall function as a review board. After thorough review of the case, the committee shall prepare and submit a written recommendation regarding the Final Course Grade Appeal Request to the Vice President of Academic Affairs. The committee shall also provide all materials received for the case including, but not limited to, the Student Final Grade Appeal Request, all evidence and other supporting data, correspondence and/or records from both parties to the Vice President of Academic Affairs.

Possible outcomes of the Final Course Grade Appeal are:

The Final Course Grade remains as assigned by the course faculty member.

- 1) The Final Course Grade is administratively changed to a new grade which may be higher or lower than the initial grade assigned by the course faculty member.
- 2) If the student or Student Academic Appeals Committee Chairperson determines that the Final Course Grade Appeal Request warrants further review, the process moves to Step 5 submission to the Associate Vice President of Academic Affairs.

Step 5. Upon receipt of the recommendation and materials from the Student Academic Appeals Committee, the Associate Vice President of Academic Affairs shall review all documents received from the Student Academic Appeals Committee and shall prepare his/her written final decision regarding the grade appeal within fourteen (14) calendar days. A copy of the written decision shall be provided to the student, course faculty member (and/or supervisor), Division Chair, and Academic Dean.

Possible outcomes of the Final Course Grade Appeal are:

- 1) The Final Course Grade remains as assigned by the course faculty member.
- 2) The Final Course Grade is administratively changed to a new grade which may be higher or lower than the initial grade assigned by the course faculty member. The decision of the Associate Vice President of Academic Affairs is final.

Institutional Policies

Children on campus

Children are restricted from attending classes or labs and the following areas: **libraries**, **shops**, **computer labs**, **study skills**, **lectures**, **shop**, **individualized study**, **etc.**). Students are not allowed to leave children

unattended while in class without providing adult supervision. Children who are visiting the campus outside of class time must be under adult supervision at all times.

Computer Usage & Computer Labs

Students, faculty, and staff of Georgia Piedmont Technical College have access to computing resources and are issued a user account to access some of these resources. The proper use of the computing resources is the responsibility of the individual who is allowed to use them.

User accounts must not be shared and passwords should be protected. The privilege of using the computing resources brings with it the responsibility of exercising high standards of honesty and considerate behavior. Students are expected to use the computing resources only for their academic work, to demonstrate consideration of others, and to obey all Georgia Piedmont Tech regulations and relevant laws.

The intent of this policy is to allow maximum freedom of use consistent with Georgia Piedmont Technical College policy, along with state and federal law, to help ensure a productive learning and working environment.

DeKalb Campus Computer Lab – Building A, Room 106 & 108 South DeKalb Campus Computer Lab – Commons area 108 Newton Computer Lab – Building B, Room 216

Weapon Restricted Campus & Campus Carry

The Governor of Georgia has signed a bill that will allow Georgia Weapons Carry License (WCL) holders to carry a concealed handgun on college campuses. However, there are exceptions to this new law. This link Campus Carry provides information about the law and exceptions to the law. Please read and understand the information provided. It is the responsibility of the WCL holder to comply with the law.

Date of implementation: July 1, 2017

Elements of the law (OCGA 16-11-127.1)

- Must be age 21 or over (unless an active member of the military)
- Applies to anyone on campus
- Applies only to handguns (revolvers and pistols)
- Must have valid GA Weapons Carry License (WCL)
- Authorized in any building or on real property (buildings or land) owned or leased by the college,

EXCEPT:

- College and Career Academies
- Classes w/ Move On When Ready (MOWR)/dual enrollment students (defined as the space or room being currently used for MOWR/dual enrollment instruction)
- Faculty, staff or administrative offices
- Rooms where disciplinary hearings are conducted

Must be concealed – carried in such a fashion it does not actively solicit the attention of
others... is not openly and intentionally displayed, substantially covered by an article of
clothing, or carried within a bag of nondescript nature

Again, it is the responsibility of the weapons carry license holder to know the law and follow it at all times.

Frequently Asked Questions:

- 1. Where can weapons be secured when not being carried on campus by permit holder? Secured in the gun owner's vehicle. We will not provide weapons storage facilities.
- 2. How will anyone know whether a class has MOWR or dual enrollment students in it? It is incumbent upon the licensed carrier to determine when these conditions exist and not violate the law. Students may ask their fellow classmates if anyone is a dual enrollment, MOWR, or high school student, however, fellow students are not required to identify themselves as dual enrollment, MOWR or high school student. Students who inquire about a class they are attending can ask their instructor, the front desk, their enrollment advisor, academic affairs, or the campus police office.
- 3. What is penalty for violation? See OGCA 16-11-127.1. If the violator has a valid carry license, on first offense, the penalty is a misdemeanor and a \$25 fine. If the violator does not have a carry license the charge is a felony.
- 4. Can law enforcement ask to see weapon carry license at any time? Officers may not detain an individual for the sole purpose of asking if they have a carry license or requesting to view it.
- 5. Must the permit be on your person while carrying? **Yes**
- 6. Does it apply to any area where a student conduct hearing may occur or has occurred? It applies to any area where a student conduct hearing is occurring or will occur in the immediate future.
- 7. What happens when high school (or younger) students are in common areas? The prohibition only applies to areas in current use for instruction of students who are dual enrollment or MOWR. Common areas where these students may be present are not covered.

To read House Bill 280 in its entirety, please visit http://www.legis.ga.gov/Legislation/20172018/170679.pdf .

Firearms, weapons, and explosives

The Technical College System of Georgia is 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 in or on college

buildings or property shall be governed by Georgia state law. All individuals are expected to comply with the related laws. Failure to follow laws pertaining to weapons is considered a violation of the Student Code of Conduct. Relevant Georgia laws to be aware of and compliant with include but may not be limited to:

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O.C.G.A.§ 16-8-12(a)(6)(A)(iii) O.C.G.A.§ 16-7-80
O.C.G.A.§ 16-7-81
O.C.G.A.§ 16-7-85
O.C.G.A.§ 16-11-121
O.C.G.A.§ 16-11-125.1
O.C.G.A.§ 16-11-126
O.C.G.A.§ 16-11-127
O.C.G.A.§ 16-11-127.1
O.C.G.A.§ 16-11-129
O.C.G.A.§ 16-11-130
O.C.G.A.§ 16-11-133
O.C.G.A.§ 16-11-135
O.C.G.A.§ 16-11-137
O.C.G.A.§ 43-38-10
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Policy

The Technical College System of Georgia (TCSG) 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 in the TCSG System Office or on any technical college campus (including all satellite campuses and off-site work units) or at any technical college sanctioned function in a manner contrary to state or federal law.

Applicability

All work units and technical colleges associated with the Technical College System of Georgia.

Definitions

Contractor: an independent contractor, business, or corporation which provides goods and/or services to the Technical College System of Georgia or any associated technical college under the terms specified in a contract. For the purposes of this policy, the term also includes all employees of a business or corporation working on technical college property or at a technical college workplace including any sanctioned event.

Explosive Compound: any bomb or explosive, chemical, or biological material referenced in O.C.G.A. 16-7-81.

Firearm: includes, any operable or inoperable pistol, revolver, or any weapon designed or intended to propel a missile of any kind as defined in O.C.G.A. 16-11-27-1, or a machine gun, shotgun, sawed-off shotgun, sawed-off rifle, dangerous weapon or silencer as defined in O.C.G.A. 16-11-121.

Government Building: the building in which a government entity is housed; the building where a government entity meets in its official capacity; provided, however, that if such a building is not a publicly owned building, such building shall be considered a government building consistent with the provisions of O.C.G.A. 16-11-127 only during the time such government entity is meeting; or, the portion of any building that is not a publicly owned building that is occupied by a government entity.

Government Entity: an office, agency, authority, division, commission, board, body, division, instrumentality, or institution of the state or any county, municipal corporation, consolidated government, or local board of education.

Knife: as defined in O.C.G.A. 16-11-127 regarding the prohibition of carrying a deadly weapon in an unauthorized location (e.g., a Government building) – a cutting instrument designed for the purpose of offense and defense consisting of a blade that is greater than five inches in length which is fastened to a handle.

Long Gun: a firearm with a barrel length of at least 18 inches and overall length of at least 26 inches designed or made and intended to be fired from the shoulder and designed or made to use the energy of the accompanying explosive round (i.e., shotgun shell or metallic cartridge) provided, however, that the term shall not include a gun which discharges a single shot of 46 centimeters or less in diameter.

Weapon: within a school safety zone, any operable or inoperable object (or reasonable facsimile thereof) referenced in O.C.G.A. 16-11-127.1, including but not limited to a pistol, revolver, or any weapon designed or intended to propel a missile of any kind, any knife with a blade two or more inches in length (e.g., switchblade, ballistic knife, etc.), straight-edge razor or razor blade, any bludgeon-type instrument (e.g., blackjack, bat or club), any flailing instrument (e.g., nun chuck or fighting chain), stun gun or Taser, or weapon designed to be thrown (e.g., throwing star or oriental dart).

Workplace: the TCSG System Office or any technical college campus, satellite or off-site work location, or any technical college sanctioned function.

Procedures:

A. General Provisions

Unless otherwise provided by law it is unlawful for any person to carry, possess, or have under such person's control any firearm, weapon, or unlawful explosive compound while on technical college property to include all campus and off-site work locations; at a technical college sanctioned function; or, on a bus or other means of transportation furnished by the college.

Unless otherwise provided by law, it is unlawful for any person to carry a weapon (i.e., a knife or handgun) or a long gun while in a government building or a building occupied, in part, by a government entity.

A technical college President (or his/her designee) may authorize a college employee (e.g., maintenance and/or custodial staff) to have in his/her possession for use in carrying out assigned duties and responsibilities an object which would be otherwise prohibited by the provisions of O.C.G.A. 16-11-

127.1. Such authorization must be in writing and shall specify the object(s) which have been authorized and the time period during which the authorization is valid.

As referenced in applicable provisions of O.C.G.A. 16-11-127.1, an instructor/faculty member may possess, use, or permit the use of any object referenced in the definition of the term "Weapon" during classroom instruction.

Unless otherwise provided by law, it is an express violation of policy for any individual to use, possess, manufacture, distribute, maintain, transport, or receive any of the following in the System Office or on technical college property to include all campus and off-site work locations, or at any college sanctioned function:

- a. any firearm or weapon whether operable or inoperable as defined in O.C.G.A. 16-11-127.1 or any facsimile thereof, including, but not limited to paintball guns, BB guns, potato guns, air soft guns, or any device that propels a projectile of any kind;
- b. any dangerous weapon, machine gun, sawed-off shotgun or rifle, shotgun or silencer as defined in O.C.G.A. 16-11-121;
- c. any bacteriological weapon, biological weapon, destructive device, detonator, explosive, incendiary, or over-pressure device, or poison gas as defined in

O.C.G.A. 16-7-8.

- d. any explosive compound/material defined in O.C.G.A. 16-7-81; or,
- e. any hoax device, replica of a destructive device or configuration of explosive materials with the appearance of a destructive device, including, but not limited to, fake bombs, packages containing substances with the appearance of chemical explosives or toxic materials.

Personal Possession (Carrying of a Weapon - the possession of a valid firearms permit and/or a valid license to carry a concealed weapon does not permit any individual - e.g., staff, student, etc.) to carry a weapon on their person in the System Office or on any technical college campus, satellite campus or other work site, or at any college sanctioned event. Note: this prohibition does not extend to any person employed as a campus police officer or security officer and who is otherwise authorized to carry a weapon pursuant to the provisions of Chapter 8 of Title 20, or those individuals currently employed in or, as applicable, who are retired from the occupations referenced in O.C.G.A. 16-11-130.

Vehicle in Transit and Parked Vehicle – the weapon policy provisions Vehicle in Transit and Parked Vehicle are referenced in the Technical College System of Georgia (TCSG) Policy and Procedures Manual, Item II.C.10.

B. Corrective Action

Any employee who violates the provisions of this policy shall be subject to disciplinary action up to and including dismissal as well as possible criminal prosecution.

Any technical college student who violates the provisions of this policy shall be subject to disciplinary action up to and including expulsion consistent with guidelines of the affected technical college's Student Code of Conduct as well as possible criminal prosecution.

Any volunteer or visitor who violates the provisions of this policy shall be subject to criminal prosecution.

Any vendor or contractor who violates the provisions of this policy shall be subject to the termination of his/her business relationship with the System Office and/or affected technical college, as well as possible criminal prosecution.

C. Notification Requirements

Each technical college shall post signage at each campus and off-site work location that firearms, weapons, and unlawful explosive compounds are prohibited.

Each technical college must develop procedures to inform employees, students, volunteers, visitors, vendors, and contractors of the following:

- Implications of State law prohibiting firearms, weapons, and unlawful explosive compounds on college property, at off-site work locations, or at college sponsored/sanctioned functions.
- 2. Possible penalties associated with violations of this policy.
- 3. Reporting procedures to notify appropriate law enforcement agencies of a potential violation.

Visitors on campus

Visitors on campus are expected to comply with all campus regulations. A parent or adult guardian is responsible for the supervision of children who are visiting on campus. Generally, children under the age of sixteen (16) are not allowed in Georgia Piedmont Technical College facilities or on campus grounds. Under no circumstances are children allowed in classrooms or laboratories. Parents or guardians may be asked by administration to remove their child or children from the campus.

Transcript requests

Requests for official transcripts are processed by a third party, Credentials Solutions. Current students may request their official transcript by going to www.gptc.edu and clicking on Transcript Request from the quick links.

The college will not release copies of student transcripts without consent from the student. The Registrar's Office charges a processing fee of \$5.00. Transcripts are processed only after all financial obligations to the college have been satisfied. ACCUPLACER scores do not appear on the transcript and require an additional request for ACCUPLACER scores. The Registrar's Office is not responsible for delays caused by postal or courier services.

FERPA

The technical colleges shall adhere to the requirements of the Family Educational Rights and Privacy Act of 1974 and Technical College System of Georgia [TCSG] procedures concerning the accuracy and privacy of student records.

Procedures

Annually, the technical colleges shall inform their students about the Family Educational Rights and Privacy Act of 1974 ("FERPA"). FERPA was designed to protect the privacy of educational records and to establish the right of students to inspect and review their non-privileged educational records. FERPA also provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the Family Policy Compliance Office, U.S. Department of Education, concerning alleged failures by the institution to comply with the Act. The technical colleges shall also provide a mechanism whereby students may file informal complaints within the technical college. This policy applies to students who are or who have formerly been enrolled at a technical college.

Education Records include any records (in handwriting, print, tapes, film, computer, or other medium) maintained by the technical college or TCSG that are directly related to a student except:

- 1) A personal record kept by a faculty or staff member if it is kept in the sole possession of the maker of the record, is not accessible or revealed to any other person except a temporary substitute for the maker of the record, and is not used for purposes other than a memory or reference tool. Records that contain information taken directly from a student or that are used to make decisions about the student are not covered by this exception.
- 2) Records created and maintained by a technical college law enforcement unit for law enforcement purposes.
- 3) An employment record of an individual whose employment is not contingent on the fact that he or she is a student.

- 4) Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional if the records are used only for treatment of a student and made available only to those persons providing the treatment.
- 5) Alumni records that contain information about a student after he or she is no longer in attendance at the university and which do not relate to the person as a student.

Student Access to Records

Students have the right to review their official academic record, disciplinary record, and financial aid record with the following exceptions:

- 1) Any and all documents to which access has been waived by the student.
- 2) Any and all records which are excluded from the Family Educational Rights and Privacy Act's definition of educational records.
- 3) Any and all financial data and income tax forms submitted in confidence by the student's parents in connection with an application for, or receipt of, financial aid.
- 4) Any and all records connected with an application to attend a Technical College if the applicant never enrolled.
- 5) Those records that contain information on more than one student. The requesting student has the right to view only those portions of the record that pertain to his or her own educational records.

All requests shall be directed to the Office of the Registrar at the student's technical college. Requests to review student records will be granted as soon as practicable, but in no event later than 45 days after the date of request. No documents or files may be altered or removed once a request has been filed. A student may receive a copy of certain records to which he or she has lawful access upon payment of any copying charge established by TCSG or the technical college except when a hold has been placed on his or her record pending the payment of debts owed the technical college, or when he or she requests a copy of a transcript, the original of which is held elsewhere.

Hearings to Challenge Accuracy of Records

If, upon inspection and review of his or her record, the student believes that the record is inaccurate, misleading or otherwise in violation of his or her privacy rights, he or she has the right to ask that the record be changed or insert a statement in the file. Such request shall be submitted in writing to the registrar's office at the student's technical college.

The Office of the Registrar shall process the student's request and notify the student of the technical college's decision in writing. Should the request for a change be denied, the student will be notified of the technical college's decision and advised of the right to a hearing to challenge the information believed to be inaccurate, misleading or in violation of the student's privacy rights. The student has 30 days to appeal the decision to the president and ask for a hearing.

On behalf of the president of the technical college, a hearing officer shall conduct a hearing at which the student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or

more individuals, including an attorney. The hearing officer will consider only challenges to the accuracy of the records. Hence, whether or not a grade has been incorrectly recorded on a student's transcript may be considered but not whether the student should have been awarded a grade different from the one given.

The hearing officer shall prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision. The decision of the hearing officer shall be final, save for any review that may be granted by the president of the technical college.

If the technical college decides that the challenged information is not inaccurate, misleading or in violation of the student's right of privacy, it will notify the student of the right to place in the education record a statement commenting on the challenged information and a statement setting forth reasons for disagreeing with the decision. Such a statement shall become a part of the information contained in the education record and will be disclosed with it. A student may make a specific waiver of access to evaluations solicited and/or received under condition of confidentiality.

Release of Information

TCSG and the technical colleges will disclose information from a student's education records only with the written consent of the student, except that the records may be disclosed without consent when the disclosure is:

1) To TCSG and technical college officials who have a legitimate educational interest in the records.

A TCSG or technical college official is:

A person employed by TCSG or the technical college in an administrative, supervisory, academic, research, or support staff position, including health or medical staff or outside personnel performing work usually performed by technical college personnel.

- A person serving on TCSG or the technical college's board.
- A person employed by or under contract to TCSG or the technical college to perform a special task, such as an attorney or auditor.
- A person who is employed by TCSG or the technical college's law enforcement unit.
- A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another TCSG or technical college official in performing his or her tasks.
- A contractor, consultant, volunteer or other party to whom TCSG or the technical college has outsourced institutional services as provided in 34 CFR § 99.31(a)(1)(i)(B).

A TCSG or technical college official has a legitimate educational interest if the official is:

- Performing a task that is specified in his or her position description or contract agreement.
- Performing a task related to a student's education.
- Performing a task related to the discipline of a student.

- Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
- Maintaining the safety and security of the campus.
- The determination as to whether or not a legitimate educational interest exists will be made by the custodian of the records on a case by case basis. When the custodian has any question regarding the request, the custodian should withhold disclosure unless the custodian obtains consent from the student, or the concurrence of a supervisor or other appropriate official that the record may be released.
- 2) Subject to the requirements of 34 C.F.R. § 99.34, to officials of another school, school system or post-secondary institution, upon request, in which a student seeks or intends to enroll or where the student is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer.
- 3) Subject to the conditions set forth in 34 C.F.R. §99.35, authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education, the Attorney General of the United States, or state and local educational authorities.
- 4) Technical college or TCSG officials or lending institutions, in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:
 - determine eligibility for the aid;
 - determine the amount of the aid;
 - determine the conditions for the aid; or
 - enforce the terms and conditions of the aid.
- 5) State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to the state statute adopted prior to November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released; or information that is allowed to be reported pursuant to a state statute adopted after 1974, which concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released. Nothing in this paragraph shall prevent the state from further limiting the number or type of state or local officials who will continue to have access thereunder.
- 6) Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations, information will be destroyed within a certain time period when no longer needed for the purpose for which it is conducted and enter into a written agreement with the organization. The written agreement will specify the purpose, scope and duration of the study, the information to be disclosed, use personally identifiable information from education records only to meet the purposes of the study,

and requires the organization to prevent personal identification to anyone other than representatives of the organization with legitimate interests. There is no requirement that TCSG initiate or agree with the study.

- 7) Accrediting organizations in order to carry out their accrediting functions.
- 8) Parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of1986. The parent must provide a copy of their most recent federal income tax return establishing the student's dependency. Full rights under the act shall be given to either parent, unless the institution has been provided with evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes those rights.
- 9) In connection with a health or safety emergency, appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or others.
- 10) To comply with a judicial order or lawfully issued subpoena, provided the technical college makes a reasonable effort to notify the student of the order or subpoena in advance of compliance. Notification may be prohibited if the technical college receives a federal grand jury subpoena, any other subpoena which states that the student should not be notified, or an *ex parte* order from the U.S. Attorney General concerning investigations or prosecutions under 18 U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in 18 U.S.C. § 2331. When no prior notification is given to the student, TCSG's Director of Legal Services shall be consulted prior to release of the record.
- 11) To an alleged victim of any crime of violence as that term is defined in Section 16 of Title 18, United States Code, or a non-forcible sex offense, the final results of any disciplinary proceeding conducted by an institution of postsecondary education against the alleged perpetrator of that crime or offense with respect to that crime or offense. TCSG's Director of Legal Services shall be consulted prior to release of the record.
- 12) To Veterans Administration Officials pursuant to 38 U.S.C. § 3690 (c).
- 13) Information the technical college has designated as "directory information," unless a hold has been placed upon release of the information by the student. Even if a student elects to prohibit the release of directory information, TCSG or the technical college may still implement policies requiring the student to wear or present a student ID badge.

The following data is considered to be directory information and may be given to an inquirer, either in person, by mail or by telephone, and may be otherwise made public: full name of student, address(es), telephone number(s) email address(es), major and field(s) of study, degrees and awards including nature and date received, dates of attendance, school or division of enrollment, enrollments status, name of institution last attended, participation in official sports and activities, height and weight of athletic team members, and photographs.

The policy that such information will be made generally available will be communicated to presently enrolled students through the publication of these guidelines, so that an individual student currently enrolled may request that such directory information not be disclosed by filing notification at the registrar's office of his or her technical college. Former students who do not want directory information disclosed should make such a request in writing to their technical college's registrar.

- 14) To the court those records that are necessary for legal proceedings when TCSG or a student initiates legal action relevant to the student records.
- 15) The technical college may also disclose to any parent or legal guardian of a student under the age of 21 information about a violation of any federal state or local law, or any rule or policy of the technical college governing the use or possession of alcohol or a controlled substance if the institution determines that the student has committed a disciplinary violation with respect to such use or possession.
- 16) To the student or the parent of a student who is not an eligible student.
- 17) In connection with a disciplinary proceeding if the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has violated TCSG or the technical college's rules or policies. TCSG and the technical college will not disclose the names of any other students, including victims or witnesses, without their prior written consent. 34 C.F.R. § 99.31(a)(14)
- 18) Concerns sex offenders and other individuals required to register under the Violent Crime Control and Law Enforcement Act of 1994 and TCSG or the technical college was provided the information under 42 U.S.C. § 14071.
- 19) TCSG or the technical college that has received education records may release the records or information after the removal of all personally identifiable information in the reasonable opinion of TCSG or the technical college. A code may be attached to the de-identified information that may allow the recipient to match information provided from the same source if the method for generating and assigning the code is unreleased, the code is used for no other purpose, and the code cannot be used to ascertain personally identifiable information.

Student Support Services

Admissions Procedures

Admission to a Technical College System of Georgia (TCSG) college is a multi-step process which consists of evaluation of prior academic experience and assessment for post-secondary readiness of eligible applicants. The ability of a student to succeed in a program at a technical college is greatly determined by the math and language skills possessed by that student. The Technical College System of Georgia is committed to assisting each student to achieve at their maximum potential. All students applying for diploma, degree, and certificate programs must be assessed prior to acceptance to a program of study at a technical college. Students will then be admitted in accordance with the academic standards applicable to that program.

Placement Testing

Student admission to a program requires official SAT, ACT, GED, MILESTONES, ACCUPLACER test scores be sent directly to the Admissions Office if taken within five years of the student's application date. Only 11th grade MILESTONES test scores will be accepted for admission. Please note that students using the MILESTONES test will still need to take the math portion of the ACCUPLACER. Students who do not have appropriate scores may sit for the ACCUPLACER test in the Assessment Center during the posted hours of operation. Initial tests are provided free of charge with a current application and include reading comprehension, sentence skills, arithmetic and elementary algebra. Candidates must provide current picture identification (e.g., driver's license, passport, student ID). The test is adaptive and un-timed. Candidates should allow approximately 3 hours for completing the test. Results are available at the time of testing, and an enrollment advisor reviews the recommendations with each applicant.

Applicants may retest on ACCUPLACER only one time following a mandatory 14-day period from the initial test date. The Assessment Center staff can provide a list of helpful websites for additional practice. The cost of the retest (reading comprehension, sentence skills, arithmetic, and elementary algebra) is \$25 per section and is paid by the candidate prior to testing. The candidate only pays for the section retested. If cut scores on the retest are not adequate for program admission, the student must complete the recommended learning support courses.

Residency

Determining a student's residency status must be based on the existence of surrounding objective circumstances that indicate a student's intent to maintain a permanent presence, or Domicile, in the State of Georgia. No single factor is conclusive. Similarly, there is no predetermined number of factors required to be met. The following indicators may be considered when documenting the Domicile of an individual, but this is not an exhaustive list:

- Location of employment.
- Location of voter registration.
- Location of property, including home purchase, and taxes paid thereon.
- State for which the individual filed and paid state income taxes.
- Address and other information on federal and state income tax returns.

- State where the person's automobile title is registered and the payment of property taxes thereon.
- Address on the driver's license and state of issuance.
- Address on the Georgia Driver's License Bureau ID.
- Reasons for initially coming to Georgia.

Citizenship Requirements.

A student meets the Citizenship Requirements, for the purposes of this procedure and the related policies, if he or she is a United States Citizen, born or naturalized.

A student meets the Citizenship Requirements, for the purposes of this procedure and the related policies if he or she is an Eligible Non- Citizen, according to the Federal Title IV definition:

Eligible Non -Citizen: a person who, in accordance with the Federal Title IV definition, is a United States permanent resident with a Permanent Resident Card (I-551); or a conditional permanent resident (I-555C); or the holder of an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: Refugee, Asylum Granted, Parolee (I-94 confirms paroled for a minimum of one year and status has not expired): "Victim of human trafficking," T-Visa holder (T-1, T-2, T-3, etc.), or Cuban-Haitian Entrant. Persons with an F1 or F2 student visa, or J1 or J2 exchange visitor visa, or a G series visa do not meet the definition of an Eligible Non-Citizen.

Ineligible Non-Citizens: A Non-Citizen cannot qualify for in-state tuition. However, at the discretion of the President of the college the international tuition may be waived in favor of an out of state tuition rate for a Non-Citizen who has been verified as lawfully present in the United States in accordance with state and federal immigration laws.

Student E-mail

Georgia Piedmont Technical College email account becomes active for students to setup 48 hours following acceptance to the college. Student email addresses are typically mailed to the personal email address of the student within a week of application. The initial password is mmddyy where mmddyy is student's birthday in mmddyy format.

Student email is the college's primary means of communication between students, faculty, and college administration. If you encounter any issues, please contact Technical Support at (404) 297-9522 ext. 5399.

Advising & Career Services

Registration

Georgia Piedmont Technical College offers a comprehensive advising process designed to start students on the right path toward completion of their programs. Advising, Career and Retention Services (ACRS) is a team of professional academic and career advisors, and licensed counselors working together to guide and support each student in making a successful transition to college, and ultimately, the workplace.

What happens in an advising session?

Advising is a formal conversation between a student and an ACRS advisors or an instructor related to a program of study. Advisors and student forms a partnership that requires participation and involvement of both. The advisor- student relationship is important to student success because it involves information sharing, encouragement and support over the student's entire educational experience at the college. All new students to GPTC are required to participate in mandatory advising with ACRS advisors who assist students in developing goals and plans for the first two or three semesters. Students are then strongly encouraged to meet with their program advisors, who instructors skilled and knowledgeable in their chosen field of study.

How do I contact an advisor?

For a current listing of advisors, please go to:

- » www.gptc.edu
- » go to QUICKLINKS at top right of webpage
- » scroll down to ACADEMIC ADVISEMENT
- » Click on either DEKALB OR NEWTON ADVISORS

You may also call 404-297- 9522, and contact your program area at the extensions listed below:

Business Computer Information Systems: Ext. 1131

Arts & Sciences/Learning Support: Ext. 1243

Industrial Technology: Ext. 1212

Public Safety & Legal Services: Ext. 3315 **Health & Professional Services:** Ext. 1102

Career Services

Career services are available to students, community residents, and employers to match individuals' interests, abilities, skills, training, and experience with available employment opportunities as well as in effectively equipping students with the job search and non-technical skills required to be successful in the workplace.

Assistance is available for:

- Writing Resumes, Cover Letters and Thank You Letters
- Identifying Websites for Posting Resumes
- Successful Job Search Techniques
- On-line Job Search
- Researching Employment Openings
- Networking to Connect with the "Right" Employer for You
- Coaching on Interviewing Skills
- On-Site Employer Recruiting and Career Fairs.

These services are available in the Advising, Career and Retention Services offices. For more information, visit the ACRS office or call 404-297-9522 extension 1124 in DeKalb, and 5166 in Newton.

Bookstore

Students of Georgia Piedmont Tech may purchase books and supplies from the Georgia Piedmont Tech Bookstores. The Bookstore offers locations at both DeKalb and Newton locations. Additionally, the Bookstore carries textbooks and other course materials for Georgia Piedmont Tech courses, as well as school supplies, electronics, book bags, Georgia Piedmont Tech clothing and much more.

The Bookstore buys back books from Georgia Piedmont Tech Students at the end of each term. Students MUST present a valid Georgia Piedmont Tech student ID to be able to sell their books. Bookstores are closed for inventory processing each term. Changes to these hours during holidays, semester breaks or inventory will be posted at the door.

Locations:

Newton Campus

Room B-105

Phone: (770) 786-9522 Ext.

3224

Fax: (770) 788-1048

Regular Hours Monday & Thursday: CLOSED

Tuesday & Wednesday: 10:00 a.m. – 5:30pm Closed for Lunch from 1:30 p.m. – 2:00 p.m. Friday, Saturday & Sunday: Closed **DeKalb Campus**

Room A-026

Phone: (404) 297-2400 Fax: (404) 297-3008

E-mail: bookstore@gptc.edu

Toll-free phone: (866) BOOKS4U (266-

5748)

Regular Hours

Mondaythrough Thursday: 8:00 a.m. – 7:00 p.m.

Friday, Saturday & Sunday: Closed

Between Semesters

Mondaythrough Thursday: 9:00 a.m. -5:00 p.m.

Friday, Saturday & Sunday: Closed

Campus Security

Georgia Piedmont Technical College Police Officers who work for the College are certified by the State of Georgia and are authorized to make arrests if necessary within their jurisdiction. All divisional personnel can enforce College policy as well as parking regulations on campus. Georgia Piedmont Tech's police officers and part-time police officers enforce state laws, and county ordinances. They also conduct criminal and traffic investigations for all offenses occurring on College property.

Crime Prevention Programs

The Georgia Piedmont Technical College Police and Security make every effort to educate faculty, staff, and students about the prevention of crime and preservation of personal safety. Information is shared throughout the year at the various campuses to educate, promote, and facilitate a safer environment for all members of the community. Topics may include issues concerning alcohol/drug education, rape, personal safety, workplace safety, and safety concerns for the entire community. In order to ensure a timely warning of adverse situations, the Georgia Piedmont Tech community is strongly encouraged to report suspicious or criminal activity whenever observed, either in person or by telephone.

Contact Information

Campus administration should be contacted for security concerns:

E-mail: security@gptc.edu

DeKalb Campus, Clarkston	Newton Campus Buildings A, B,&C, Covington
404-297-9522 Ext. 1700	404-297-9522 Ext. 3100 or 1700
security@gptc.edu	security@gptc.edu
Newton Bldg. D & Conf. Center, Covington	South DeKalb Campus, Decatur
404-297-9522 Ext. 5000 or 1700	678-628-6257
security@qptc.edu	security@gptc.edu
Regional Transportation Center, Lithonia 678-526-7384/404-297-9522 Ext. 1700 security@gptc.edu	

Closings and Delays

Georgia Piedmont Technical College's Emergency Alert System (EAS) is used to communicate vital information to students and employees as quickly as possible. Vital information is classified as campus closings, severe weather, evacuation routes, and security incidents. The information can be delivered via text message (SMS) to your mobile phone or e-mail. In addition, students may check their college email and local media source in case of an emergency for more detailed information as it becomes available.

Students may also call Georgia Piedmont Tech at (404) 297-9522 for current information. Georgia Piedmont Tech also provides information about delayed openings or closings to the media at WSB Radio (750 AM/95.5 FM) WVEE (V103 FM); WGST (640 AM); WGFS (1430 AM - Covington); WNCG (106.1 FM - Athens) and WSB-TV (Channel 2/ABC), WXIA (Channel 11/NBC); WAGA (Channel 5/FOX); WGCL (Channel 46/CBS).

Georgia Piedmont Technical College will also post weather related announcements on our website at www.gptc.edu, as well as our social media sites that include Facebook and Twitter.

Computer Labs

DeKalb Campus

Building A, Rooms 106 & 108

Monday thru Thursday: 8:00 a.m. – 9:30 p.m. Friday: CLOSED

Saturday: 8:00 a.m. – 3:30 p.m.

The Open Computer lab is closed during the quarter break except for Registration days.

Newton Campus

Building B, Room 216

Monday thru Thursday: 7:45 a.m. – 9:45 p.m. Friday & Saturday: CLOSED

The Open Computer Lab is closed during the quarter break except for Registration days.

South DeKalb Campus

Commons area, 108

Open Computer Lab Policies

The Open Computer Lab is available to all currently enrolled Georgia Piedmont College students for academic purposes. It is monitored by security and a Georgia Piedmont Technical College student ID badge is required for admission. Food and drinks are not allowed in the Open Computer Lab. Students are to turn off or set to vibrate pagers and cell phones while in the Open Computer Lab. Students are prohibited from using Georgia Piedmont College computers for sending personal emails or downloading unauthorized software.

Students will keep a neat workstation area by placing book bags and other items not essential to their studies underneath the workstation and out of the aisle.

Upon leaving the Open Computer Lab the chair is to be pushed underneath the desk, the computer properly turned off and the keyboard tray returned to a position underneath the table. Students should report unsafe, damaged and non-functioning equipment in the Open Computer Lab to the security guard.

Counseling Services

The complexity of life is sometimes simply too much, too hard, and too frustrating to handle alone. Counseling is a chance to talk confidentially with someone who is here to help you. Georgia Piedmont Technical College has partnered with Espyr to provide the SAP services including:

- Free and confidential in-person professional counseling
- 24/7/365 telephonic access to counselors
- Free consultation and referrals for financial, legal, childcare and other personal matters.
- On-line self-help resources and programs

The SAP program is **free and confidential**, with your right to privacy protected within the bounds of the law. The SAP will not disclose to us who uses the program, so we will not be aware you are using the services unless you choose to inform us.

Among the many services provided by the SAP are assessment, short-term counseling and referral, if needed, for personal and emotional issues, such as stress, depression, relationships, family matters, academic difficulties and other problems. Students and their dependent family members may receive up to (4) counseling sessions per issue. Students can contact this SAP on their website at www.espyr.com or by calling Espyr at 866-734-5890.

Identification Cards

All Georgia Piedmont Technical College Faculty, staff, and students are required to wear and clearly display their identification (ID) badges while on campus at all times. **Campus visitors must obtain a temporary ID from the Campus Information Center.**

Students and campus visitors who refuse to wear and/or clearly display their ID after being approached by a Georgia Piedmont Technical College official will be asked to leave the campus.

Identification cards are made on New Student Registration day(s), Drop-Add day(s), and other scheduled dates. Refer to the class schedule for registration and drop-add dates.

Every student ID must be validated each semester. This can be accomplished at the Office of Student Activities, Monday through Thursday, 8 a.m. to 6 p.m. on the DeKalb Campus. The Information Center on the Newton Campus is open Monday through Thursday, 8 a.m. to 7 p.m. At the South DeKalb Campus, visit Campus Security. **There is a \$5 charge for replacing a Student ID.**

Learning Resource Center (Library)

Library Services are an integral part of Georgia Piedmont Technical College's commitment to improve the community's economic growth by preparing students for employment through technical education. The educational process will provide students with knowledge, occupational skills, and lifelong learning skills to prepare them for success in an ever-changing work environment. It is the mission of Library Services to support the teaching and research activities of the College's faculty and administrators and the information needs of its students.

Computers are equipped with GALILEO (Georgia Library Learning Online), Microsoft Office, instructional software, and Internet access. Professional librarians are on duty to assist students with research and use of library resources.

Students must present a current validated student I.D. in order to borrow materials.

DeKalb Campus Learning Resource Center – Room A-105 (404) 297 – 9522, Ext. 1850

Hours: Mon-Thurs. 8:00 a.m. - 8:00 p.m., Sat. 10:00 a.m.-2:00 p.m. when classes are in session

Newton Campus Learning Resource Center – B-109 (404) 297–9522, Ext. 3212 (Day) Ext. 3233 (Evening)

Hours: Mon-Thurs. 9:00 a.m. - 8:00 p.m. when classes are in session

South DeKalb Campus Learning Resource Center – Room 402 Monday – Thursday, 9:00a.m. – 7:00p.m.

Parking & Vehicle Registration

Since many students drive motor vehicles to Georgia Piedmont Technical College, caution and cooperation must be exercised on all campuses, particularly in parking. ALL VEHICLES MUST BE REGISTERED and display a valid Georgia Piedmont Technical College parking permit. This permit MUST be affixed to the left rear bumper or window of the vehicle. All permits must be renewed each fall semester.

Students are expected to park in designated parking spaces. The registration of vehicles, parking regulations, and the observance of reserved spaces must be adhered to at all times. Parking fines will be issued to students who do not comply with the rules and regulations as outlined below. No vehicle is to be left on campus after school hours without a special permit. Georgia Piedmont Tech is not liable for damage to vehicles parked on campus.

Parking Procedures

- A. Parking regulations are in effect twenty-four hours a day throughout the calendar year.
- B. Temporary permits and visitor permits for DeKalb Campus should be obtained upon arrival on campus from the Information Center.
- C. A student may receive a temporary permit for up to three (3) days if they have to drive a vehicle that is not registered with Georgia Piedmont Tech. A second decal may be purchased for \$5.
- D. Payment of fines is received in the Cashier's Office during normal business hours within 7 days of the date of the violation. Failure to pay a fine will result in a Parking Fine "HOLD." Student grades, subsequent registration, and diplomas will be held until all fines are paid.

Registrar Services

Tuition and Fees

It is the responsibility of the student to be informed of and to observe all regulations and procedures regarding the payment of fees and the entitlement to refunds. In no case will a regulation be waived or an exception granted because a student is unfamiliar with the regulation or asserts that they were not informed by an advisor or other authority.

Questions regarding the amount and payment of fees and refunds should be directed to the Cashier's Office. Verbal misinformation is not grounds for a waiver of a regulation. Please refer to Banner Web for payment deadlines. Registration is not complete until all fees have been paid. Fees may be paid by cash, check, money order, MasterCard, Visa, or Discover. Tuition and other fees are subject to change without notice.

TUITION AND FEES:

GA Resident: \$89/credit hour **US Resident:** \$178/credit hour

Non-Resident (Not US born or US naturalized citizen): \$356/credit hour

Non-Refundable Application Fee: \$25

Registration Fee: A registration fee of \$63 per semester is charged to each student, regardless of course

format.

Late Registration Fee: Registration fee + \$45

Campus Resources Fee: \$75 each semester, for credit students only

Campus Safety Fee: \$25 each semester, for credit students only

Student Activity Fee: \$35 each semester, for credit students only. This is not charged to students whose entire schedule consists of online, web-based courses.

*Student Insurance Fee: \$4 each semester, for credit students only

* Effective Summer 2018, this fee has increased to \$6 each semester. This remains effective for the 2018-2019 Academic year.

Instruction Technology Fee: \$105 each semester, for credit students only

Special Instructional Fee: \$50 each semester, for credit students only

General Studies Natural Science Lab Fee: \$20 each semester a student is enrolled in Natural Science courses (Biology & Chemistry).

Paralegal Fee: Paralegal students are charged a fifty-two-dollar (\$52) fee the semester that the student registers for the following courses: PARA 1105 and PARA 1110. This fee covers the costs to access online legal research sites such as WestLaw and LexisNexis while enrolled in those courses.

Learning Support Fee: For students in learning support math, reading or English. \$70/learning support math course, \$45/learning support reading or English course.

Health & Wellness Fee: \$25 each semester, for credit students only. Proceeds from this mandatory fee help offset the cost wellness & prevention services that promote physical and emotional well-being among students through programs such as comprehensive programming, connection to resources, and sharing accurate and relevant health information. Additional health promotions services such as athletics and recreational sports, fitness classes, and fitness facilities may be provided by this fee. This fee may be used on any function, program, activity or space that supports the health and wellness of the GPTC community. This fee is **NOT INSURANCE.**

Graduation Fee: \$35 for student applying for graduation for a Diploma or an Associate of Applied Science Degree. Some specialty programs have different fees and require specialized tool/instrument sets and uniforms.

Transportation Fee: \$5 each semester, for credit students only. The transportation/parking fee provides funding for the residential surface parking, future parking decks and maintenance of all parking. Parking permits may be picked up at the Office of Campus Police. Payment of this mandatory fee provides all students with a parking permit and allows access to the appropriately designated parking lots. The fee also covers the GPTC student shuttle service that runs from the DeKalb campus to the Kensington Train Station as well as intercampus (from DeKalb to South DeKalb and Newton).

Scholarships

Several business and civic organizations as well as the Georgia Piedmont Technical College Foundation provide scholarships to qualified students. These scholarships usually provide funding for tuition, books, and other fees.

Students interested in scholarships may request information from the Office of Student Financial Services. Student scholarships can be accessed at www.gptc.edu/scholarships.

Special Services

Veterans

Georgia Piedmont Technical College's Office of Veterans Affairs assists U.S. military veterans, guardsmen, reservists, spouses and dependents with:

- · Applying for GI Bill Benefits.
- Certification of GI Bill Benefits.
- Referrals to appropriate campus and community veteran resources.
- VA Financial Aid Specialist Advisement.
- Academic and career counseling.

Veterans Resource Advocate assistance.

Contact the Veterans Affairs Coordinator, Lisa Peters, at 404-297-9522 ext. 1154, or at petesl@gptc.edu to schedule an appointment.

Disability Services

Disability Services provides assistance for students with disabilities. Support services are offered to students with documented disabilities. Available assistance includes career guidance, academic assessment/placement, special classroom aids, interpreters, note takers, and referral to community service agencies. Please contact Paula Greenwood, Disability Services Advisor, at (404) 297-9522, ext. 1155 or greenwop@gptc.edu to request academic adjustments. The Disability Services Office is located in room A170 on the DeKalb Campus and in A214 on the Newton Campus. Not all students who apply for academic adjustments will meet the disability requirements at Georgia Piedmont Technical College. Some students are able to receive Disability Services at the secondary level or with other governmental agencies, but may not be eligible at the College level. However, the denial of Special Services does not prevent a student from attending classes. Georgia Piedmont Technical College follows laws and requirements as outlined by The Americans with Disabilities Act As Amended, Section 504 of the Rehabilitation Act, the State of Georgia, The Technical College System of Georgia and the Regents System of Georgia.

When a student has been denied Special Services at Georgia Piedmont Technical College, the student should follow these procedures:

- A. Request that the Special Services Office conduct a documentation review. If the student has additional information that might be helpful, it should be submitted at that time.
- B. Make an appointment with the Office of Special Services to discuss the review decision.
- C. If the student feels that the review decision was unfair or inappropriate based upon the documentation submitted, the student should contact the ADA/504 Coordinator: Lisa Peters, Director of Special Services, Georgia Piedmont Technical College, Building A, Room 170, 495 North Indian Creek Drive, Clarkston, GA 30021, 404-297-9522, ext. 1154.

Special Populations

Special Populations/Equity Services are available to support and serve students who are single parents, displaced homemakers or in a non-traditional program.

A *single parent* is an individual who is unmarried or legally separated from a spouse and has a minor child or children for whom the parent has either custody or joint custody.

A displaced homemaker is an adult, who is divorced, widowed, separated or has a disabled spouse and needs a job. The displaced homemaker is also one who has worked primarily without pay to care for a home and family and for that reason has diminished marketable skills.

A *student in a non-traditional program* is a student who has chosen to enter training for a field that is dominated by persons of the opposite sex, such as, a male in nursing or a female in automotive technology.

Special Population Services/Equity offers support services such as books and student travel allowances. The program also offers workshops and seminars that deal with life management issues, academic preparation and career testing and exploration. For more information, contact Roz Bogle, Special Population/Equity Coordinator at (404) 297-9522, ext. 1280, DeKalb Campus, Room A-170.

International Student Services

The International Student Office assists beginning or transfer students seeking or holding an F-1/M-1 Visa with the admission process, issues I-20's, provides guidance and support for maintenance of Visa status. Please contact Lisa Peters, Director of Special Services, (404) 297-9522, ext. 1154 or via email at petersl@gptc.edu for more information.

Student Activities & Wellness

Student Organizations

Georgia Piedmont Technical College is committed to meeting the educational needs of students and to facilitate their growth and development. Students benefit from involvement in campus organizations and Student Activities which enable them to participate in leadership development, social responsibility, and recreational activities which complement their education and training. Student Activities is located in the Student Activities Building on the DeKalb Campus. For more information, contact Student Activities at (404) 297-9522, ext. 1111 or visit www.gptc.edu/lifeatgptc. Email SGA at sga@gptc.edu.

Student Government Association (SGA)

SGA is composed of elected officers and members from the student body. The purpose of the SGA is to serve and represent the student body, provide a channel through which students may exhibit leadership, recommend activities that enhance student life outside the classroom, and provide for constructive discussions leading to improvement of the College. An additional purpose is to improve communication among students, faculty, staff, and the community that will promote a commitment and loyalty to Georgia Piedmont Technical College. For more information, contact SGA at sga@gptc.edu.

Clubs and Organizations

The following list of clubs, honor societies, and other organizations are available to students. Other clubs may be organized through the Student Government Association. For more information, contact Christine Hamilton, at (404) 297-9522, ext. 1220 or <a href="mailtoncompute: bedding: honor bamiltoncompute: bedding: bedding:

Accounting Club

The Accounting Club, promotes growth and professional development of accounting and business students. This organization seeks to develop leadership skills through student participation in educational, business, civic, and social activities. The Accounting Club assists students in establishing career goals and promotes high standards of integrity, work ethics, and scholarship. Membership in this organization means student membership within the Georgia Society of CPA's (GSCPA).

Association of Information Technology Professionals (AITP)

This is an organization providing superior leadership and education in Information Technology. AITP is dedicated to using the synergy of Information Technology partnerships to provide education and benefits to our members, and to working with the industry to assist in the overall promotion and direction of Information Technology.

Criminal Justice Club

The Criminal Justice Club is for students and professionals in the field. Some of the club's goals are to improve criminal justice through educational activities, foster professionalism in law enforcement personnel and agencies, promote professional, academic, and public awareness of criminal justice issues and encourage the establishment and expansion of higher education and professional training in criminal justice.

Distinguished Gentlemen's Club (DGC)

DGC is an organization that promotes achievement in academics and excellence in character. It is the purpose of DGC to serve and represent the student body, and to provide a channel through which students may exhibit leadership; to promote positive and instructional guidance in student preparation for the workforce, to encourage professionalism in appearance, communication skills, and to promote college spirit and loyalty.

Future of Young Educators Club (FYEC)

Affiliated with NAEYC and GAYC, membership is for individuals enrolled in Early Childhood Education courses. The purpose of the club is to further an understanding of Early Childhood beyond the boundaries of the classroom and to provide a forum for the members to discuss issues pertinent to the field of Early Childhood Education. It intends to inform members concerning job opportunities and continued educational possibilities. This chapter will also assist the community through charitable outreach through literacy based programs.

Ladies In Action (LIA)

This organization is designed to cultivate and enhance empowerment. Our purpose is to represent the student body and cultivate opportunities of leadership through structured activities such as education, etiquette, skills building, networking, and mentoring, as well as personal and professional development. Students must be committed to service and excellence. The Ladies in Action will strive to achieve excellence in all its endeavors.

Mu Lambda Tau (MLT)

This organization enables students to further their knowledge of Clinical Laboratory Technology and to encourage their participation in local, state, regional, and national professional organizations.

Phi Beta Lambda (PBL)

A non-profit educational association for students preparing for career in business, entrepreneurial, or business-related fields. Its purpose is to promote interest in the field of business and develop leadership qualities in students preparing for business careers.

SkillsUSA

An organization for trade, industrial, technical and health occupation students. It offers leadership, citizenship, and character development programs to complete skill training. SkillsUSA members work together to improve the College, the work place, and the community; they also have an opportunity to compete in local, state and national Skills Olympics for recognition and achievement awards in their chosen occupational skills.

Humanities Society (THS)

An organization that explores diverse cultures and their contributions to the humanities. It is the purpose of THS to embrace music, literature, philosophy and art from various ethnicities. Moreover, THS is an organization that immerses students into theatre and its applicability to the human condition. Members benefit from attending local cultural venues that provide a channel whereby they can experience and embrace social issues in present day society.

Paralegal Alliance (PA)

This organization shall promote the development and maintenance of skill in the paralegal students at Georgia Piedmont Technical College, provide an opportunity to meet with paralegal students and professionals from the surrounding legal community. This organization also provides an opportunity for social interaction among persons who share a common interest in and dedication to the paralegal profession. There is an ongoing support and education to the paralegal students of Georgia Piedmont Technical College to increase awareness and knowledge of the paralegal program and profession.

United Media Minds

United Media Minds gives students that major in Design and Media Production majors (motion picture, film and television) the opportunity to be creative using their talents and educational training to create digital media productions at industry standards utilizing resources of GPTC and one another. Using digital media mediums, students will collaborate together while getting hands-on experience in Film/TV, Photography, Audio, Lighting, Graphic Design, Animation, Web Design, Engineering and Hair and Make Up crew positions. Productions will be industry quality and benefit the club members, students and staff of Georgia Piedmont Technical College (GPTC) and the community at large.

Veteran Organization (SVO)

The Student Veteran Organization (SVO), the club provides a forum where Student-Veterans can meet fellow Student-Veterans at the college, support and encourage one another, and foster a spirit of success through social events, and participation in Campus Life.

Honor Societies

National Technical Honor Society (NTHS)

Open to all students in degree and diploma programs. Students must have completed 25 hours with a 3.5 Grade Point Average. This national honor society is service oriented with a focus on helping other students through activities such as tutoring or mentoring and assisting families in the local community who have special needs.

Phi Theta Kappa (PTK)

An international honor society for two-year institutions offering associate degree programs. Candidate for membership must have completed 40 quarter hours of associate degree work with a Grade Point Average of 3.5, adhere to the school conduct code, and possess recognized qualities of citizenship. Phi Theta Kappa has as its purpose the promotion of scholarships, the development of leadership and service and the cultivation of fellowship among qualified students.

Lambda Epsilon Chi (ΛΕΧ)

LEX exists to recognize persons who have demonstrated superior academic performance in an established program of paralegal/legal assistant studies offered at an institution that is in good standing of the American Association for Paralegal Education. Students must complete no less than two-thirds (2/3) of the program requirements with an overall grade point average of at least 3.25, plus a grade point average in their paralegal courses of at least 3.50 in order to be considered for admission to LEX.

Wellness & Sports

It is the mission of the Fitness and Wellness Center to promote a collaborative approach to personal and community health. We encourage the health and well- being of our students, faculty and staff through a variety of educational programs and services to the GPTC community. The GPTC fitness center is located on the DeKalb campus in Building D, Room 2. Hours of operation are subject to change, and are posted on the outside of the fitness center. The Wellness Center also offers a variety of exciting and upbeat specialty classes to the community on a first come, first serve basis. Classes are taught on both the Newton and DeKalb campus. The Office of Student Activities also offers intramurals sports that are open to all enrolled students, faculty and staff members. For more information, please contact Don Miller at millerdon@gptc.edu.

Voter Registration

Students who wish to register to vote may pick up a registration form from the Office of Student Activities and return it after completing the form. GPTC will forward the form to the Secretary of State for processing. Disabled students who wish to register may contact the Special Services Division at 404-297-9522 x1155.

GEORGIA PIEDMONT TECHNICAL COLLEGE

www.gptc.edu | 404-297-9522 | 495 N. Indian Creek Dr., Clarkston, GA 30021

As set forth in its student catalog, Georgia Piedmont Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Contact Lisa Peters, the ADA Coordinator, at 404/297-9522, ext. 1154, ADA504Coordinator@gptc.edu or at the main DeKalb campus, 495 N. Indian Creek Drive, Clarkston, GA 30021 Room A-170; or Dr. Debra Gordon, the Title IX Coordinator, at 404/297-9522, ext. 1176, TitleIXCoordinator@gptc.edu or at the main DeKalb campus, 495 N. Indian Creek Drive, Clarkston, GA 30021 Room A-103 for assistance. For more information about our graduation rates and other important program information, please visit our website at https://www.gptc.edu/gainfulemployment

Georgia Piedmont Technical College is accredited by the Southern Association of Colleges and Schools, Commission on Colleges to award Associate of Applied Science degrees, diplomas and technical certificates of credit. Contact the Southern Association of Colleges and Schools, 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. (www.sacscoc.org)



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