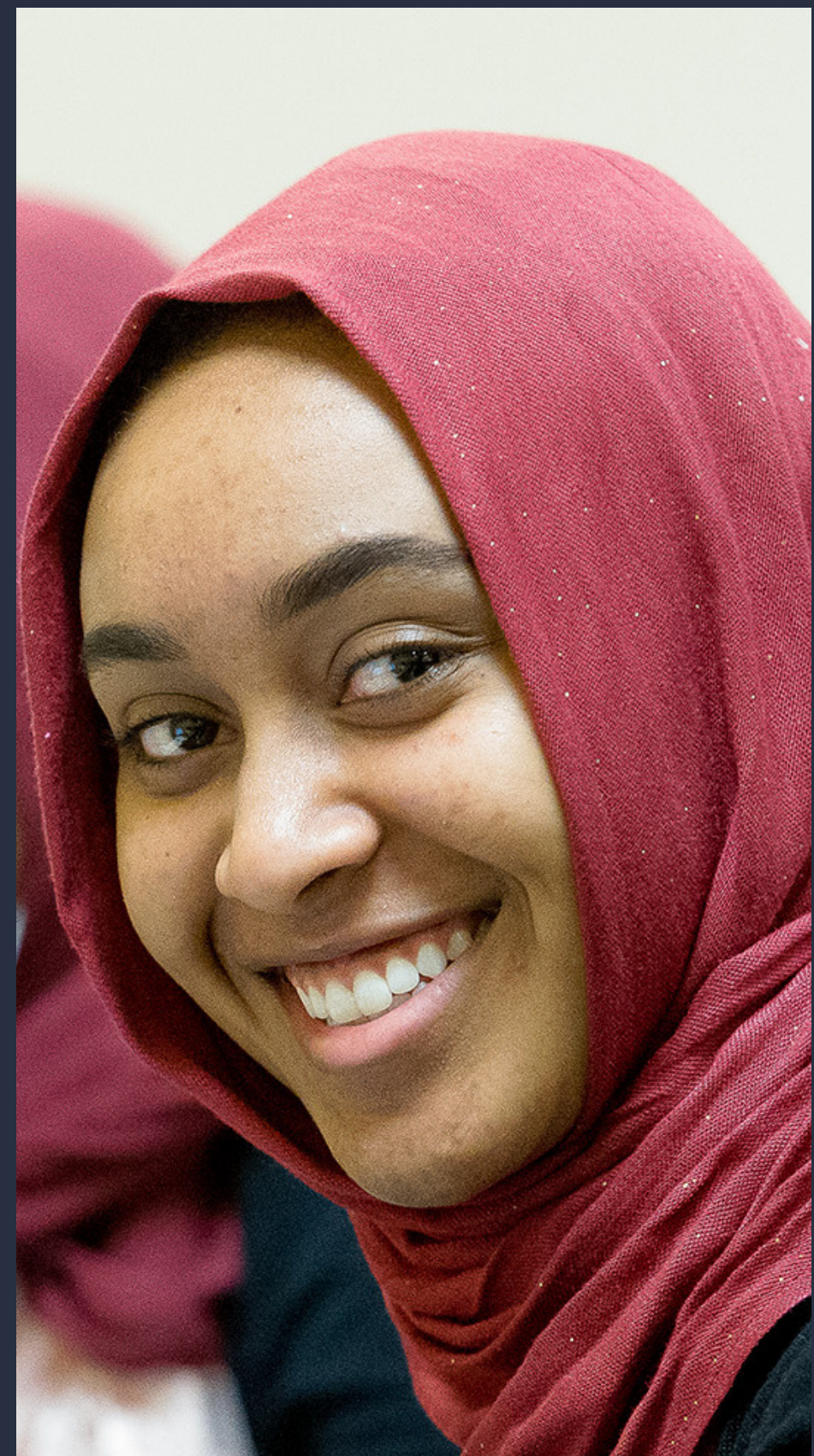


2021 - 2022

# Student Handbook

Students Rights & Responsibilities



Fall 2021 | Spring 2022 | Summer 2022



2021-2022

# STUDENT HANDBOOK



[www.gptc.edu](http://www.gptc.edu)

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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](http://www.gptc.edu).

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2021-2022  
Twenty-Seventh Edition

## Campus Information

### Campus Directories

#### DEKALB CAMPUS

495 North Indian Creek Drive – Clarkston, GA 30021

Service	Office	Extension
Academic Administration	Vice President of Academic Affairs	1132
Advising	One Stop Advising	1109
Bookstore	Bookstore	1288
Career Services	Office of Special Services	1124
Chief Executive Officer	President	1281
Drug Prevention Information	Office of Student Activities	1220
Fees & Tuition Payment	Cashier's Office	1249
Finance Office Administration	Vice President of Administrative Services	1861
Financial Aid	Office of Financial Aid	1170
F-1/M-1 Visas	International Student Office	1154
Library Services	Learning Resource Center	1850
Lost & Found	Office of Student Activities	1220
Parking Decals	Campus Police	1700
Program Information	Admissions Office	1602
Scholarships	Foundation Office	1139
Special Population Services	Special Populations/Equity	1280
Student Activities & Voter Registration	Office of Student Activities	1220
Student Affairs Administration	Vice President of Student Affairs	1752
Special Services	Disability Services	1155
Transcripts	Registrar's Office	1257
Testing	Assessment Center	1571
Institutional Advancement	Director for Institutional Effectiveness	1142

#### NEWTON CAMPUS

16200 Alcovy Road, NE – Covington, GA 30014

Service	Office	Extension
Academic Administration	Vice President of Academic Affairs	1132
Advising	One Stop Advising	3100
Bookstore	Bookstore	3224
Career Services	One Stop Advising	5166
Chief Executive Officer	President	1281
Drug Prevention Information	Office of Student Activities	1220
Fees & Tuition Payment	Cashier's Office	3124
Finance Office Administration	Vice President of Administrative Services	1861
Financial Aid	Office of Financial Aid	3128
F-1/M-1 Visas	International Student Office	1154
Library Services	Learning Resource Center	3212
Lost & Found	Office of Student Activities	1220

Parking Decals	Campus Police	(678) 972-2011
Program Information	One Stop Advising	3100
Scholarships	Foundation Office	1139
Special Population Services	Special Populations/Equity	1280
Student Activities & Voter Registration	Office of Student Activities	1220
Student Affairs Administration	Vice President of Student Affairs	1752
Special Services	Disability Services	1155
Transcripts	Registrar's Office	3113
Testing	Assessment Center	1571
Institutional Advancement	Director for Institutional Effectiveness	1142

## Campus Locations

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### DeKalb Campus

495 North Indian Creek Drive  
Clarkston, Georgia 30021  
(404) 297-9522 ext. 1105  
TDD: (404) 297-7769

### Newton Campus

16200 Alcovy Road  
Covington, Georgia 30014  
(404) 297-9522 ext. 3100

### Newton Campus D & Conference Center

8100 Bob Williams Parkway  
Covington, Georgia 30014  
(404) 297-9522 ext. 5000

### South DeKalb Campus

2460 Wesley Chapel Road  
Decatur, GA 30035  
(404) 297-9522 ext. 6000

### Paul M. Starnes Center

1085 Montreal Road  
Clarkston, Georgia 30021  
(404) 297-9522 ext. 2501

### Regional Transportation Training Center (RTTC)

6720 Marbut Road  
Lithonia, Georgia 30058  
(678) 526-7384

### Rockdale Center

1400 Parker Road  
Conyers, GA 30094  
(770) 761-3092

## Academic Calendar

### **FALL SEMESTER 2021**

Aug 16-22	Late Registration/Drop/Add
Aug 16	Classes Begin
Aug 29	Payment Deadline
Sept 6	Holiday/Labor Day
Oct 11	Accelerated B Session begins
Nov 22-27	Holiday/Thanksgiving*
Dec 6	Classes End
Dec 7-8	Final Exams
Dec 24-Jan 1	Semester Break



### **SPRING SEMESTER 2022**

Jan 10-16	Late Registration/Drop/Add
Jan 10	Classes Begin
Jan 17	Holiday/MLK
Jan 30	Payment deadline
March 7	Accelerated B Session begins
April 4-9	Spring Break
May 2	Classes End
May 3-4	Final Exams

### **SUMMER SEMESTER 2022**

May 16	Classes begin
May 16-22	Late Registration/Drop/Add
July 3-10	Summer Break
July 25	Classes end
July 26-27	Final Exams

\*There are no classes during the Thanksgiving break (November 22-27), however this week still counts as a week of instructional time since this includes at least one day of qualified instruction.



## Mission and Vision Statements

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### 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

<b>Dr. Tavarez Holston</b>	President	2018-present
<b>Dr. Jabari Simama</b>	President	2012-2018
<b>Larry Teems</b>	Acting President	2011-2012
<b>Dr. Robin Hoffman</b>	President	2005-2011* Interim/Acting President 2004
<b>Dr. Paul M. Starnes</b>	President	1979-2004
<b>Dr. Barry Mellinger</b>	Director	1975-1979
<b>Travis Weatherly</b>	Director	1969-1975
<b>James F. Clark</b>	Director	1966-1969
<b>Paul Lowery</b>	Director	1961-1966



## Message from the President

Dr. Tavarez Holston



Georgia Piedmont Technical College is one of the State's premier institutions focusing on students' success. We meet you where you are, and provide the pathway to take you where you want to be. In our classrooms you will find a diverse student body of first-time students, or those returning to gain new skills or members of the workforce who are eager to enhance their job prospects. Whatever your goal, opportunity awaits you here at Georgia Piedmont Tech. We are educating a skilled and qualified workforce.

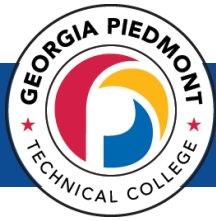
When you walk through the doors of Georgia Piedmont Technical College you will find many learning opportunities. Before long you will be walking across the graduation stage with your GED, a Technical Certificate of Credit (TCC), a diploma or a degree in hand. The college also offers continuing education

courses as well as business and industry training. Georgia Piedmont Tech provides programs in approximately 40 different areas of study, ranging from cutting-edge programs like Cyber Forensics to high tech fields in advanced manufacturing and television production. You can also find traditional programs in cosmetology, auto and clinical laboratory technology.

My hope is that you will join us on this way forward to learn, serve and lead.

Sincerely,

Dr. Tavarez Holston  
President – Georgia Piedmont Technical College



# Georgia Piedmont Technical College History

## GPTC History



Now celebrating its 60th 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.

Preparation for more than 46 different occupations is provided by Georgia Piedmont Technical College's academic programs. They include career programs in Business and Computer Information Systems; Health, Education and Professional Services; Industrial Technologies; and Public Safety and Legal Services. Annual enrollment, including credit programs, dual enrollment, business and industry training, and adult education, exceeds 10,000 students.

The faculty members of Georgia Piedmont Technical College are well-qualified, both in experience and professional training in their specialty fields. Full-time faculty and staff, adjunct faculty, and part-time staff keep Georgia Piedmont Technical College operating year-round, offering diverse courses and program opportunities throughout the three semesters of the academic year.



## Accreditations

### 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](http://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).

#### **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](http://www.naacls.org)

#### **ELECTRONICS AND COMPUTER ENGINEERING TECHNOLOGY PROGRAMS**

Engineering Technology Accreditation Commission of ABET. For more information visit [www.abet.org](http://www.abet.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>

#### **MEDICAL ASSISTING PROGRAM**

Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)), upon recommendation of the Medical Assisting Education Review Board (MAERB), Commission on Accreditation of Allied Health Education Programs, Commission on Accreditation of Allied health Education Programs, 25400 US Highway 19 North, Ste 158, Clearwater, FL 33763, 727-210-2350.

#### **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) [www.caahep.org](http://www.caahep.org), 25400 US Highway 19 North, Suite 158, Clearwater, Florida 33763, Contact at: 727-210-2350.

## 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 Vice President of Academic Affairs. The Office of the 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
- Appearance
- Organizational Teamwork
- Attitude
- Skills

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	The ADA/Section 504 Coordinator	The Equal Opportunity (EEO) Compliance Officer	The Equity Coordinator
<p>Sadie Washington, Director of Human Resources, Georgia Piedmont Technical College, Building A, Room 157, 495 North Indian Creek Drive, Clarkston, Georgia 30021, (404) 297-9522, ext. 1210, <a href="mailto:TitleIXCoordinator@gptc.edu">TitleIXCoordinator@gptc.edu</a>.</p>	<p>Candice Buckley, Dean of Student Affairs, Georgia Piedmont Technical College, Building A, Room 103, 495 North Indian Creek Drive, Clarkston, GA 30021, (404) 297-9522, ext. 1111, <a href="mailto:ADA504Coordinator@gptc.edu">ADA504Coordinator@gptc.edu</a>.</p>	<p>Sadie Washington, Human Resources Director, Georgia Piedmont Technical College, Building A, Rm 157, 495 N. Indian Creek Dr., Clarkston, GA 30021, (404) 297-9522, ext. 1210, <a href="mailto:washingtons@gptc.edu">washingtons@gptc.edu</a>. Grievance procedures providing for resolution of alleged employee discrimination may be obtained from the Human Resource Office.</p>	<p>Nathan Gholston, Special Populations/Equity Coordinator, Georgia Piedmont Technical College, Building A, Room 170, 495 North Indian Creek Drive, Clarkston, GA 30021, (404) 297-9522, ext. 1154, <a href="mailto:gholstonn@gptc.edu">gholstonn@gptc.edu</a>. Grievance procedures and related forms providing for resolution of alleged discrimination associated with non-traditional program students may be obtained from the Equity Office.</p>

## 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 CODE OF CONDUCT



## Academic Honesty Policy

Academic honesty is essential to the individual growth and development of students at Georgia Piedmont Technical College. Upon admission to the college, each student is obligated to uphold the highest ethical standard in academic endeavors. Georgia Piedmont Technical College has a responsibility for ensuring that the grades assigned are indicative of the knowledge and skill level of each student.

Acts of academic dishonesty hinder the college's ability to fulfill this responsibility. Faculty has the primary responsibility of ensuring that academic honesty is maintained in the courses they teach. Students share the responsibility for maintaining academic honesty by refraining from acts of academic dishonesty and notifying the faculty of observed or known incidents of academic dishonesty committed by others. Students who fail to report incidents of academic dishonesty are subject to being charged with violating this academic policy.

Academic honesty is defined as cheating, lying, tampering, falsifying, stealing, purchasing, giving, or receiving unauthorized assistance from any other person, or using any source of information that is not common knowledge without properly acknowledging the source. Academic dishonesty means performing, attempting to perform, or assisting any other person in performing academic work that does not meet this standard of academic honesty.

Academic dishonesty includes, but is not limited to, utilizing books, notes, cell phones -- text messages, calculators, and any other communication devices that contain information pertaining to the graded evaluation that are not approved by the faculty; talking, passing notes, or using any other hand/eye communication during a graded evaluation; copying from another student's paper; collaborating/partnering on a graded evaluation without faculty approval; illegally/unethically acquiring a copy of the graded evaluation/answer key.

First offense	Second Offense	Third Offense
<p>Students caught in academic dishonesty will receive a grade of "zero" for that particular assignment/assessment.</p> <p>(First offense violations may also result in one or more of the following consequences):</p> <ul style="list-style-type: none"> <li>• Final course grade of "F"</li> <li>• Suspension for a period of one or more semesters</li> <li>• Expulsion</li> </ul>	<p>Students caught in academic dishonesty will receive a grade of "F" for the course in which he/she cheated.</p>	<p>Students caught in academic dishonesty will be subject to a formal hearing and dismissal from Georgia Piedmont Technical College for a period of not less than one year.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• In the event of multiple parties'/students' involvement in an academic dishonesty incident, all students will receive the same penalty.</li> <li>• In the event of the incident occurring during a final exam, in the interest of time, the faculty will report the incident directly to the Dean of Student Affairs.</li> </ul>



## Procedures for Addressing Violations of Academic Dishonesty

### 1. Faculty meeting with the student

- a. Present the evidence of the violations of the academic honesty policy and inform the student that he/she will receive zero points for all or part of the assignment
- b. Have student sign a completed copy of Violation of Academic Honesty Policy notification form
- c. Provide copy of the signed notification form to student
- d. Inform student of right to rescind signed notification form by submitting a written statement to the Academic Dean within five business days of the meeting with the faculty
- e. Send copy of signed form to the School Dean
- f. School Dean sends a copy to the Vice President for Academic Affairs

If the matter is unresolved after following the above process, the Academic Dean will notify the student and an Appeals Committee will be appointed to hear the student's appeal.

### 2. Student Appeals Committee Hearing

- a. A meeting of the Academic Dishonesty Appeals Committee will be scheduled by the Academic Dean no less than five or more than fifteen days after the student reasonably should have received notification by certified mail.
- b. Since the Academic Dishonesty Appeals Committee Hearing is an in-house procedure and not a court of law, no legal counsel or any other person may be present except the student, the faculty, and the appointed members of the Committee. Exceptions to this can be granted by the Vice President of Academic Affairs and only for the following persons:
  - i. A student with a disability requiring some highly specialized, extraordinary assistance that could not be routinely provided by the Division Chair or another member of the committee.
  - ii. An international student whose English is not sufficiently fluent to provide adequate representation at the committee meeting.
- c. The Committee examines the evidence and discusses the case with the faculty and the student. The Committee may call other witnesses as it deems necessary.
- d. The Committee maintains informal minutes of all proceedings that shall be available to the Academic Dean and the Vice-President of Academic Affairs. The Committee arrives at a decision that is reported to the Academic Dean who then presents the findings and recommendations to the student and faculty member. If the student chooses to appeal the Committee's decision, the student must do so in writing to the Vice-President of Academic Affairs within five business days after receiving the committee's decision by the Academic Dean.

The Vice-President of Academic Affairs will review all information, render a decision and provide a response to the student within 5 business days after receipt of the student's appeal. The decision of the Vice President of Academic Affairs is final.

## Student Code of Conduct

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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.***

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.

### **INTERIM ADDENDUM TO STUDENT CODE OF CONDUCT**

#### **COVID-19**

Georgia Piedmont Technical College intends to perform its educational mission while protecting the health and safety of its students, faculty and staff, and minimizing the potential spread of the novel coronavirus, COVID-19, within the community.

#### **Risks of COVID-19**

In order to understand the risks that you face by returning to campus, you must understand that COVID-19 is a highly infectious, life-threatening disease declared by the World Health Organization to be a global pandemic. There are vaccinations available for COVID-19.

COVID-19's highly contagious nature means that contact with others or contact with surfaces that have been exposed to the virus, may lead to infection. Additionally, individuals who may have been infected with COVID-19 may be asymptomatic for a period of time or may never exhibit symptoms at all.

Because of its highly contagious and sometimes "hidden" nature, it is very difficult to control the spread of COVID-19 on campus or to determine whether, where, or how a specific individual may have been exposed to the disease. Georgia Piedmont Technical College is taking steps recommended by public health authorities to minimize the risk of spreading this disease on our campus.

Georgia Piedmont Technical College cannot and does not guarantee a COVID-19-free environment, and there remains a risk that you may contract COVID-19 if you come onto campus to live and/or attend

classes. We are providing you with the following notice as well regarding the risk of contracting COVID-19 when you enter upon our campus:

**Warning**

Under Georgia law, there is no liability for an injury or death of an individual entering these premises if such injury or death results from the inherent risks of contracting COVID-19. You are assuming this risk by entering these premises.

In order to minimize the risks associated with COVID-19, the policies and guidelines below are incorporated into the Georgia Piedmont Technical College Student Code of Conduct and are applicable to all students.

Your compliance with these requirements is essential to assisting the college in minimizing the risks to you and other members of the community.

**General Principles:**

You are subject to all guidelines for individuals related to the COVID-19 pandemic established by the United States Centers for Disease Control and Prevention (CDC).

In addition, the State of Georgia has issued guidelines for personal behavior during the COVID-19 pandemic and you must comply with such guidelines at all times. You understand that both sets of these guidelines may change, and it is your responsibility to ensure that you understand and comply with these guidelines at all times.

From time to time the College may implement additional requirements restricting your behavior and you agree to comply with such requirements.

You understand that these conditions and limitations on your personal behavior are necessary in order to reduce the risk of transmitting and/or being infected by the COVID-19 virus and that your failure to comply with these responsibilities may jeopardize your health and safety, as well as the health and safety of others in the campus community, potentially causing severe illness and death.

**Requirements:**

Students will comply with governmental, state, and campus directives concerning maintaining required physical distancing (six feet) between themselves and other individuals on campus;

Students are encouraged to use a face covering of their choosing that conforms to CDC guidelines anytime that they are in an indoor space where the College deems that social distancing is not practical, including but not limited to academic spaces and dining areas (except while eating) unless given different instructions by authorized college personnel;

Students will engage in frequent hand-washing and follow proper sneeze and cough etiquette, as recommended by the CDC;

Students understand and agree that they may be subject to regular testing for the COVID-19 virus and contact tracing, if testing and contact tracing is available, and they agree to submit to this testing and tracing, and the confidential reporting of the results to the College, without objection;

If students develop any symptom of COVID-19 as described by the CDC, they will immediately:

Inform the College by notifying appropriate personnel;

If living on campus, stay in their dorm room until given further instructions by the College;

Remain off campus if not currently residing on campus;

If required by the College, agree to remain in self-quarantine for a time period determined by the College, in consultation with public health authorities, and/or move to a different room in order to receive medical care and/or self-quarantine.

The above conditions may change, and students agree to follow all college directives relating to COVID-19 and public health requirements.

Any failure to adhere to any of the above directives is a violation of the Code of Conduct that may result in sanctions, including but not limited to suspension or dismissal from the College.

## Academic Misconduct

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### 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

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**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.

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.

- d. **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.

e. **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. All pants must be worn at the waist.

Students enrolled in internships and clinical courses are required to dress appropriately according to the requirements of the work for which they are being trained. Students should not dress, groom, wear, or use emblems, insignias, badges or other symbols or lewd or vulgar words where the effect thereof is offensive to a reasonable person or otherwise causes disruption or interference with the orderly operations of the College. The supervising administrator shall determine if the particular mode of dress results in disruptions or interference.

**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](http://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).

- **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.

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.

- **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.

- **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.

- **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](http://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. Unauthorized Distribution of Copyrighted Materials is Against Federal Law

The unauthorized copying and distributing of copyrighted materials, including, but not limited to Peer-to-Peer (P2P) file sharing or other technologies by users of the Technical College System of Georgia (TCSG) networks and internet connected systems, is a violation of United States copyright law and may result in civil and criminal liability and prosecution.

### Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its direction, also assess costs and attorney's fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov) and FAQ's at <http://www.copyright.gov/help/faq/>.

### TCSG Procedure 3.2.3p.

This procedure prohibits the unauthorized distribution of copyrighted materials via TCSG systems or networks. Maximum penalties under Georgia Law are a \$50,000 fine and 15 years of imprisonment, plus civil liability in addition to the potential federal penalties listed above.

## 7. 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:

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

## 8. 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.

## 9. 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.

## 10. FINANCIAL IRRESPONSIBILITY

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

## 11. 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.

**12. AIDING AND ABETTING**

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

**13. 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.

**14. 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.

**15. 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

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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).

## Conduct Processes

The process to address alleged Student Code of Conduct violations has been established to provide the student with due process while ensuring the safety of the college community as a whole. This process is static and may change only when extreme unpredictable circumstances arise.

When a complaint is received, the Dean of Student Affairs or his/her designee will meet with the Respondent. The Respondent will be advised of the allegation(s), the student conduct process, and student's rights and responsibilities.

If during this meeting the Respondent accepts responsibility, then the student can choose between an informal resolution meeting with sanctions or mediation between the Complainant and Respondent. Please note: mediation will only happen if both parties agree. Mediation may never be used in cases of alleged sexual misconduct.

If during the meeting the Respondent does not accept responsibility, then the Dean of Student Affairs or a designee will initiate an investigation. The Student Conduct Investigator will interview all parties involved and determine whether the Respondent committed the alleged conduct and whether the alleged conduct constitutes a violation of the Student Code of Conduct. If the Student Conduct Investigator does not find any evidence of a potential violation of the Student Code of Conduct, the Student Conduct Investigator can recommend that the case be dismissed by the Dean of Student Affairs.

If the Student Conduct Investigator finds any evidence of a potential violation of the Student Code of Conduct, the investigator can recommend that the case moves forward to a Formal Hearing Process.

Please note: All meetings will be recorded for accuracy of information and will remain confidential. This is permitted in accordance with the [Georgia Recording Law](#).

### Informal Resolution Meeting

The Dean of Student Affairs or designee will request an initial meeting with the Complainant, Respondent, and/or witnesses in order to determine whether the Respondent committed the alleged conduct and whether the alleged conduct constitutes a violation of the Student Code of Conduct. The Respondent will be advised of the allegation(s), the student conduct process, and the student's rights and responsibilities. Every effort will be made to resolve the matter by mutual agreement. Following the preliminary meeting(s), a report will be sent to the Dean of Student Affairs who will take one of the following actions:

a. If the Respondent fails to respond to meeting request and / or fail to appear, the Dean of Student Affairs may consider the available evidence without the Respondent's input and make a determination. If the Dean of Student Affairs finds the Respondent responsible, s/he may impose sanctions. The Respondent will be notified of the sanction via his or her official college email address and/or certified mail. The Respondent will be granted (five) 5 Business Days to appeal the sanction to the Vice President of Student Affairs.

b. If there is no basis for the allegation or if it does not warrant disciplinary action, the Conduct Officer will dismiss the allegation.

c. If the Respondent accepts responsibility of the alleged violations, sanctions will be determined by the Dean of Student Affairs. However, depending on the severity of the alleged violation(s), sanctioning may be deferred to the Student Conduct Panel.

**Interim Contact Restrictions.** 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 all allegations against him/her. However, interim suspension may be imposed upon a finding by the Dean of Student Affairs that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and wellbeing of the accused student or any other member of the 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 College-related activities. If an interim disciplinary suspension is imposed, the matter must be referred as soon as possible to the Hearing Panel.

### Formal Hearing Process

The Respondent may choose an Administrative Meeting or Student Conduct Panel Hearing, unless extenuating circumstances requires a panel hearing.

#### Administrative Meeting

a. The Respondent will receive a letter identifying charges for the alleged violations. The charge letter will specify allegations of misconduct in sufficient detail to enable the Respondent to respond.

b. The Respondent will be required to attend an Administrative Meeting with the Dean of Student Affairs within five (5) Business Days from the date of the charge letter from the Dean of Student Affairs. If the Respondent fails to schedule or attend the required Administrative Meeting with the Dean of Student Affairs, the Dean of Student Affairs may proceed with the case in the Respondent's absence, including making an administrative decision about the Respondent's responsibility regarding the charges.

c. At the Administrative Meeting, the Dean of Student Affairs will review the Code of Conduct with the Respondent and provide the following:

- i. an explanation of charges;
- ii. a copy of the Code, upon request;
- iii. a copy of the complaint, upon request;
- iv. a review of the Respondent's due process rights:
  - 1. the right to a notice in writing of all charges; and
  - 2. the right to a fair and impartial meeting resolution which may not include the person(s) who brought the charges;
- v. an explanation of the Student Conduct process including:
  - the opportunity to admit or deny responsibility for the alleged violation, and choose between having the Dean of Student Affairs resolve the case administratively or having the Student Conduct Hearing Panel resolve the case:

- the right to introduce documents, to call witnesses, and present other evidence during a conduct proceeding. NOTE: The right to call witnesses is accompanied by the obligation to provide the name(s) of and rationale for each witness, in writing, at least two (2) Business Days in advance of a meeting or hearing to the Dean of Student Affairs;
- the right to pose questions of witnesses presented against the Respondent at a student conduct proceeding. All questions posed by the Respondent are to be directed towards the Dean of Student Affairs during proceedings;
- the right to not be compelled to be a witness against oneself or to have his or her silence taken as an indication of responsibility for a violation;
- the right to be accompanied by an advisor of his or her own choosing according to Section 1 of the Student Code of Conduct. Advisors acting out of order, as determined by the Dean of Student Affairs or his/her designee, will be asked to leave the hearing/meeting;
- the right to request postponement of a disciplinary proceeding if circumstances warrant. In most cases, a postponement will only be granted due to an academically related commitment. The decision to postpone a conduct proceeding rests with Dean of Student Affairs; and
- the right to appeal the decision of a conduct proceeding in accordance with Student Code of Conduct appeal procedures.

No later than twenty (20) Business Days after meeting with the Respondent, an official investigation will be completed. Depending on the alleged violation(s), more time may be needed to complete the official investigation in which case the Respondent will be notified in writing.

### Student Conduct Hearing Panel

The Student Conduct Hearing Panel will conduct a formal hearing on all cases assigned to them for the purposes of reviewing the evidence and recommending a finding of responsibility and disciplinary actions to the Dean of Student Affairs. The Dean of Student Affairs will arrange the meeting and the chairperson for the meeting(s) will develop a written statement of the findings and recommended action(s) from the Student Conduct Panel. The panel hearing will follow the procedures outlined below.

Please note: All meetings will be recorded for accuracy of information and will remain confidential. This is permitted in accordance with the [Georgia Recording Law](#).

- a. At the beginning of the hearing, the Respondent will be introduced to others who are present. The Respondent will be informed of standards alleged to have been violated and will be advised that he/she has rights specified in Section B.1.c.v.
- b. The chair will read the incident report and ask the Respondent to respond.
- c. If present, the Complainant will have an opportunity to describe what happened, and the Respondent will have a chance to respond.
- d. If present, witnesses will be asked to describe what happened, and the Respondent will have a chance to respond.
- e. All communication between the Respondent, Complainant, and witnesses will be directed to the chairperson. The chairperson will decide which questions to ask of each person.



f. The chairperson may reasonably limit the scope and time devoted to each matter or item of discussion during hearings, as well as the number of persons testifying.

g. The chairperson will decide the order of witnesses and when the Complainant and witnesses will be in the hearing room.

h. The chairperson and/or members of the Student Conduct Hearing Panel may ask questions of any Respondent, Complainant, or witness during the hearing.

i. At the conclusion of the hearing, the Respondent, Complainant, Advisors and witnesses will be asked to leave the room. These individuals will not be present during the deliberations of the student conduct panel. A decision letter will be sent to the Respondent within five (5) business days after the hearing. The Complainant will receive a notification of the panel's decision.

### **A. Filing a Complaint Procedure**

**STEP 1:** Any person may file a complaint with the 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 electronically via Maxient, and provide it to the Vice President for Student Affairs or his /her designee.

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 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 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 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 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 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

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### C. Disciplinary Sanctions

Based on the severity of the incident, the 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 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 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 Vice President for Student Affairs or his/her designee may recommend the imposition of one of the following sanctions if appropriate. The 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 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 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 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 Dean of Student Affairs 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 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 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 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 Vice President for Student Affairs or his/her designee.
3. A suspended or expelled student must contact the 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 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 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 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 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 Complaints Procedure**

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It is the policy of Georgia Piedmont Technical College, a unit of the Technical College System of Georgia, to maintain a grievance process available to all staff and students that provides an open and meaningful forum for grievances, the resolution of 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.

The Student Complaint Policy is established to resolve difficulties or problems encountered in college-related activities. Complaints are taken seriously and therefore must be of a compelling, substantive, and verifiable nature. Complaints about a decision made by a member of the faculty or staff may only be filed by students who have been directly, adversely, and substantially affected by the decision. Repeated filings of the same complaint, filings of a frivolous nature, or capricious complaints made against school personnel and policies will be considered an abuse of the student complaint process and will be dismissed.

The Student Complaint Policy applies to matters that may include: classroom learning environment, course content, access to classes, student advisement, and quality of services to students. The policy also applies to matters concerning services provided by Administrative Offices, including Admissions, Registrar, Financial Aid, One Stop Advising, Business Office, Campus Police, and Facilities. Student Complaint forms should be sent to [www.gptc.edu/concern](http://www.gptc.edu/concern).



**The following forms of complaints will be referred to the appropriate administrator:**

- a. **Academic Grade Appeals** – Academic Affairs Office
- b. **Academic Dishonesty Violations** - Academic Affairs Office/Dean of Students
- c. **Bookstore** – Vice President of Administrative Services
- d. **Discrimination** – Equity Coordinator (Director of Special Services)
- e. **FERPA** – Vice President of Student Affairs
- f. **Financial Aid** – Vice President of Student Affairs
- g. **Harassment** – Equity Coordinator (Director of Special Services)
- h. **Instructor Complaints and Grievances** – School Dean 1<sup>st</sup>, 2<sup>nd</sup> Academic Affairs Office
- i. **Sexual Harassment and Sexual Violence** – Title IX Coordinator (Director of Human Resources)
- j. **Student Accounts/Cashier's** – Vice President of Administrative Services
- k. **Student Code of Conduct Violations** –Dean of Student Affairs
- l. **Tuition/Fees** - Vice President of Administrative Services

**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. **Vice President of Student Affairs (VPSA):** 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 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 by completing the online form at [www.gptc.edu/concern](http://www.gptc.edu/concern) or in the office of the Vice President for Student Affairs (VPSA) or his/her designee with the following information:

**Name:**

**Student ID 900 #:**

**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 VPSA, the student shall file the grievance with the Technical College President.
- C. The VPSA, 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 VPSA, 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 VPSA 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 or utilize the online appeal form

([https://cm.maxient.com/reportingform.php?GeorgiaPiedmontTC&layout\\_id=1](https://cm.maxient.com/reportingform.php?GeorgiaPiedmontTC&layout_id=1)) 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.

## Student Appeals Procedure

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### Disciplinary Appeals Procedure

#### C. Hearing/Appeals Procedure

1. A student who wishes to appeal a disciplinary decision by the 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 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 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 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 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 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

### 1<sup>st</sup> & 2<sup>nd</sup> Academic Suspension

For the first and second suspension, students are eligible to reapply for admission after **one semester**. After the third and any subsequent suspension, students are eligible to reapply for admission after one calendar year. An appeal of academic suspension may be made and must be initiated as soon as possible but no later than the day before the first day of the new term. An appeal form may be found on the GPTC website or obtained from the Academic Affairs office.

## 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 the 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 Vice President of Academic Affairs at which time the appeal process officially begins.
- B. The 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 Vice President of Academic Affairs. The student will also be notified of the decision via phone or email by the Vice President of Academic Affairs or designee.

## Grade Appeals

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

1. The student will contact the appropriate Academic Dean to file the "Grade Appeal Form" and to request a meeting to discuss the issue. The Academic Dean will conduct an investigation in an effort to resolve the appeal and will give the student an interpretation of the grade.
2. If no solution is found after meeting with the Academic Dean, the student may file an appeal with the Vice President of Academic Affairs before the mid-term of the semester following the semester in which the grade was received, or the student will lose his/her right to appeal.
3. Upon receiving the completed appeal form, the Vice President of Academic Affairs will review the appeal, notify the instructor that an appeal has been made, and activate the Grade Appeals Committee

to hear the student's appeal. Membership of this committee includes:

- An Academic Dean, other than the one consulted in Step 2
- A faculty member from a department not involved in the appeal appointed by the Vice President
- A faculty member selected by the student making the appeal
- A faculty member selected by the instructor whose grade is being appealed

4. Since the hearing conducted by the Grade Appeals Committee is an in-house procedure and not a court of law, no legal counsel or any other person may be present except the student, the instructor, and appointed members of the committee. Exceptions to this would be granted by the Vice President only in the case of a disabled student requiring some highly specialized extraordinary assistance that could not be routinely provided by the chair or another member of the committee.

5. A meeting of the Grade Appeals Committee is scheduled by the Committee Chair within two weeks of receiving the appeal.

6. On the date of the hearing, the Grade Appeals Committee convenes at the appointed place with the aggrieved student and involved faculty member. The chair of the committee presides at the meeting. The committee examines the evidence, calls witnesses as necessary, and keeps informal minutes of the proceedings that shall be available to the Vice President and President.

7. The faculty member involved in the appeal presents his/her case to the committee (no longer than 15 minutes) and calls witnesses and/or presents documentation for the committee to read later. The aggrieved student is not present during this presentation. The committee may question the faculty member concerning his/her testimony. Following completion of the testimony, the faculty member is dismissed.

8. The student involved in the appeal presents his/her case to the committee (no longer than 15 minutes) and calls witnesses and/or presents documentation for the committee to read later. The faculty member involved in the appeal is not present during this presentation. The committee may question the student concerning his/her testimony. Following completion of the testimony, the student is dismissed.

9. Following the hearing of all testimony, the committee convenes to review and discuss the evidence and make a decision as to the disposition of the appeal. A formal vote will be taken by the chair to determine the outcome of the appeal. The chair notifies the Vice President of the committee's recommendation within two working days of the hearing.

10. The chair notifies the Vice President of the committee's recommendation within two working days of the hearing.

11. The Vice President will notify the student and faculty member in writing as to the disposition of the appeal within five working days of the hearing date.

12. Further appeal, if desired by either party, will be presented to the President.

13. The decision of the President is final.

## Unlawful Harassment & Discrimination Policy

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## 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:

### **Sadie Washington, Title IX Coordinator**

Building A, Room 157

Phone: (404) 297-9522, extension 1210 | Email: [TitleIXCoordinator@gptc.edu](mailto:TitleIXCoordinator@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: Candice Buckley, Dean of Student Affairs**

Building A, Room 103

Phone: (404) 297-9522, ext. 1111 | Email: [ADA504Coordinator@gptc.edu](mailto:ADA504Coordinator@gptc.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.
- **PURPOSE:**

It is the purpose of this procedure to ensure that all students within the Technical College System of Georgia (TCSG) and its colleges are provided access to a safe educational environment free from any discrimination on the basis of sex. To that end, this procedure prohibits sex discrimination of any kind, including sexual harassment and sexual misconduct (“prohibited conduct”). Sexual misconduct includes, but is not limited to, domestic violence, sexual violence, dating violence, sexual assault, sexual exploitation, and stalking.

All students and employees are expressly prohibited from engaging in any form of 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 from campus.

Any student or employee 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.

TCSG strongly encourages all students and requires employees to report any instances of sexual harassment or sexual misconduct promptly and accurately. TCSG will not tolerate retaliation for having filed a good faith 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.

Employee complaints of unlawful harassment or discrimination shall be conducted pursuant to the process outlined in the procedure governing Unlawful Harassment, Discrimination, and Retaliation in Employment.

## II. RELATED AUTHORITY:

20 U.S.C. §§ 1681 et seq.  
 O.C.G.A. § 19-7-5  
 Violence Against Women Reauthorization Act of 2013  
 Campus Sexual Violence Elimination Act (Campus SaVE)  
 Titles VI and VII of the Civil Rights Act of 1964  
 Title IX of the Educational Amendments of 1972

## III. APPLICABILITY:

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

## IV. DEFINITIONS:

**Advisor:** the person who will attend the Hearing with a Party and conduct the oral cross-examination of the other Party and Witnesses. This person may also offer advice and support from the time the Notice of Formal Complaint is issued and may attend any meetings involved in the investigatory process, but may not speak on behalf of the party during such meetings. The Advisor may be chosen by the Party and is permitted to be, but need not be, an attorney. If either Party is unable to select an Advisor, TCSG will furnish an Advisor to the Party. The Advisors are intended to maintain Privacy and confidentiality to the extent permitted by law.

**Affirmative Consent:** affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that the person has the Affirmative Consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean Affirmative Consent, nor does silence or incapacitation mean Affirmative Consent. Affirmative Consent also cannot be procured by duress or intimidation, or by the use of anesthetizing or intoxicating substances. Affirmative Consent must be ongoing throughout a sexual activity and can be revoked at any time. Affirmative Consent may be based on a condition(s), e.g., the use of a condom, and that condition(s) must continue to be met throughout an activity, unless there is mutual agreement to forego or change the condition. When there is no Affirmative Consent present during sexual activity, the activity at issue necessarily occurred “against the person’s will.”



**Appeal Officer:** the Commissioner of TCSG or his designee, who will review the Parties' appeals and issue the Notice of Outcome of Appeal.

**Clinical Site:** any off-campus location to which students or faculty are assigned for completion of program requirements including labs, internships, or practicums.

**Complainant:** the Party to the process who has allegedly experienced the alleged Title IX Prohibited Conduct at issue.

**Confidential Resource:** a person who, by law, is exempted from the obligation to report an allegation of conduct that could constitute Title IX Prohibited Conduct to any entity, including the College's Title IX Coordinator or law enforcement in circumstances in which the reported conduct could be a crime (except, as to law enforcement, if the Complainant is a minor or if there is a belief that there is an imminent threat of harm to self or others).

**Confidentiality:** exists in the context of laws that protect certain relationships, including those who provide services related to medical and clinical care, mental health providers, counselors, and ordained clergy. The law creates a privilege between certain health care providers, mental health care providers, attorneys, clergy, spouses, and others, with their patients, clients, parishioners, and spouses.

**Court Order:** any formal order issued by a state or federal court or authorized police officer that restricts a person's access to another TCSG community member, such as an emergency, temporary or permanent restraining order.

**Dating Violence:** violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant, including sexual or physical abuse or the threat of such abuse, but excluding acts covered under the definition of Domestic Violence.

**Decision-Maker:** a professional appointed by the TCSG Commissioner experienced and trained in adjudicating matters of civil rights, sexual harassment and/or sexual violence and trained on this Title IX Procedure who will preside over the Hearing and will issue the Written Determination Regarding Responsibility

**Domestic Violence:** a felony or misdemeanor crime of violence committed: (i) by a current or former spouse or intimate partner of the Complainant; (ii) by a person with whom the Complainant shares a child in common; (iii) by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Georgia; (v) by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Georgia. To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

**Duress:** a direct or implied threat of force, violence, danger, hardship, or retribution that is enough to cause a reasonable person of ordinary sensitivity to do or submit to something that they would not

otherwise do or submit to. When deciding whether the act was accomplished by duress, all the circumstances, including the age of the Complainant and their relationship to the Respondent, are relevant factors.

**Employee:** any individual employed in a full or part time capacity in any TCSG work unit or technical college.

**Expert Witness:** a Witness identified by a Party or the Title IX Office that has special expertise in a technical matter, such as forensic evidence.

**Force:** an act is accomplished by force if a person overcomes the other person's will by use of physical force or induces reasonable fear of immediate bodily injury.

**Formal Complaint:** a document filed and signed by a Complainant or filed and signed by the Title IX Coordinator alleging Title IX Prohibited Conduct against a Respondent and requesting that TCSG investigate the allegations.

**Hearing:** a live hearing conducted with all Parties physically present in the same geographic location or with participants appearing virtually with technology enabling participants simultaneously to see and hear each other. During the Hearing, the Decision-Maker permits each Party's Advisor to ask the other Party and Witnesses all relevant questions and follow-up questions, including those challenging credibility. A recording or transcript of the hearing will be made.

**Hearing Coordinator:** the person who manages Hearings under this Title IX Procedure.

**Hearing File:** the information collected during the Investigation that is deemed relevant to be considered by the Decision-Maker.

**Hearing Schedule:** a time-table specific to each matter that schedules key dates for the matter after it has been charged.

**Human Resources Director:** the highest ranking employee responsible for the human resources function at a technical college or TCSG work unit.

**Incapacitation:** a state where a person lacks the ability to voluntarily agree (that is, to give Affirmative Consent) to sexual activity because the person is asleep, unconscious, under the influence of an anesthetizing or intoxicating substance such that the person does not have control over their body, is otherwise unaware that sexual activity is occurring, or is unable to appreciate the nature and quality of the act. Incapacitation is not necessarily the same as legal intoxication.

**Informal Resolution:** a voluntary process that the Parties may consent to participate in, as described in Section IV.F.

**Initial Report:** a report of conduct that may constitute Title IX Prohibited Conduct, which may be made by any individual, even if not the person alleged to have experienced the conduct. An Initial Report is

made prior to a Formal Complaint, and triggers the Title IX Coordinator's obligation to contact the Complainant and inform the Complainant of Supportive Measures, as described in Section IV.A.1.

**Intimidation:** includes any threatening statement or conduct made with the intent to prevent or dissuade any Party or Witness from reporting or participating in the Title IX Procedure. Intimidation also includes the use of implied threats to overcome a person's freedom of will to choose whether or not to participate in sexual activity or provide affirmative consent.

**Investigation:** the phase of the Title IX Procedure when the Parties are invited to provide evidence and identify Witnesses to the Investigator related to the allegations in the Notice of Formal Complaint.

**Investigative Report:** a formal written document that fairly summarizes the relevant evidence gathered during the Investigation, including the parties' responses to the preliminary report.

**Investigator:** the person assigned by TCSG to investigate Formal Complaints under this Title IX Procedure. The Investigator shall have been trained on all elements of an Investigation as required by federal and state law.

**Menace:** a threat, statement, or act showing intent to injure someone.

**New Evidence:** evidence that was not available at the time of the charge decision, could not have been available based on reasonable and diligent inquiry, and is relevant to the matter.

**Nonforcible Sexual Violations:** Any of the following acts:

1. Incest: nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Georgia law.
2. Statutory Intercourse Violation: nonforcible sexual intercourse with a person who is under the statutory age of consent of Georgia.

**Notice of Charge:** the formal notification issued by the Title IX Coordinator following an Investigation that the matter will be charged and will proceed to a Hearing.

**Notice of Dismissal:** the formal notification issued by the Title IX Coordinator following a determination that the matter does not meet the definitional or jurisdictional standards of Title IX and stating the reasons for dismissal.

**Notice of Formal Complaint:** the formal notification issued by the Title IX Coordinator that a Formal Complaint has been filed and including the details set forth in Section IV.C.1.

**Notice of Outcome of Appeal:** a written determination describing the Appeal Officer's final decision of a matter brought forward on appeal.

**Party/Parties:** the generic or collective term used to refer to Complainant(s) and Respondent(s).

**Preponderance of the Evidence:** the standard of proof used by the Investigator and the Decision-Maker. A finding by the Preponderance of the Evidence means that the credible evidence on one side outweighs the credible evidence on the other side, such that, as a whole, it is more likely than not that the alleged fact or conduct occurred. It does not mean that a greater number of Witnesses or documents is offered on one side or the other, but that the quality or significance of the evidence offered in support of one side is more convincing than the evidence in opposition.

**President:** the chief executive officer responsible for the management and operation of the technical college where the complainant and/or accused violator are enrolled or employed.

**Privacy:** means that information related to a complaint will be shared with only a limited number of TCSG employees who “need to know” in order to assist in the assessment, Investigation, and resolution of the report. All employees who are responsible for TCSG’s response to Title IX Prohibited Conduct receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law. The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act (“FERPA”), and the privacy of employee records will be protected in accordance with Georgia law and TCSG policy.

**Rebuttal Evidence:** evidence presented to contradict other evidence in the Hearing File, which could not have been reasonably anticipated by a Party to be relevant information at the time of the Investigation.

**Remedies:** individualized measures implemented after a Hearing or as part of an Informal Resolution that are designed to restore or preserve equal access to College Programs or Activities, and may include Supportive Measures, but need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent.

**Respondent:** the person alleged to have engaged in Title IX Prohibited Conduct.

**Retaliation:** includes, but is not limited to, adverse action related to employment, academic opportunities, participation in TCSG and/or College programs or activities, or similar punitive action taken against an individual because that person has made an Initial Report or Formal Complaint, responded to a Formal Complaint, testified, assisted, or participated or refused to participate in any manner in an Investigation, proceeding, or Hearing.

**Sanctions:** individualized measures implemented after a Hearing that may be disciplinary in nature.

**Sexual Assault:** any of the following acts:

1. Rape: penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
2. Sodomy: oral or anal sexual intercourse with another person:
  - forcibly and/or against that person’s will; OR
  - not forcibly or against the person’s will (**non-consensually**) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

3. Sexual Assault with an Object: to use an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person:
  - forcibly and/or against that person's will; OR
  - not forcibly or against the person's will (**non-consensually**) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
4. Fondling: the touching of the private body parts of another person (buttocks, groin, breasts) for the purpose of sexual gratification:
  - forcibly and/or against that person's will (**non-consensually**); OR
  - not forcibly or against the person's will in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

**Stalking:** engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (i) fear for the person's safety or the safety of others; or (ii) suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

**Supportive Measures:** non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to TCSG Programs or Activities without unreasonably burdening the other Party, including measures designed to protect the safety of all Parties or the TCSG educational environment, or deter sexual harassment. Supportive measures may include extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

**Title IX Prohibited Conduct:** the collective term used in this Title IX Procedure to refer to the conduct described in the definitions for Title IX Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, and Stalking.

**Title IX Sexual Harassment:** conduct, on the basis of sex that satisfies one or more of the following:

1. unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it denies a person equal educational access.
2. an employee of the college conditioning the provision of an aid, benefit, or service of the college on an individual's participation in unwelcome sexual conduct.

**TCSG Compliance Officer:** the individual designated by the Deputy 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 and educational access by disabled individuals.

**TCSG Program or Activity:** locations, events, or circumstances over which TCSG and/or the College exercised substantial control over both the alleged Respondent and the context in which the Title IX Prohibited Conduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by TCSG and/or the College.

**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.

**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. 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 U.S. Department of Education.

**Violence:** the use of physical force to cause harm or injury.

**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.

**Witness:** a person asked to give information or a statement under this Title IX Procedure.

**Written Determination Regarding Responsibility:** the formal written notification issued by the Decision-Maker after a Hearing that includes: (i) identification of the allegations potentially constituting Title IX Prohibited Conduct; (ii) a description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the Parties, interviews with Parties and Witnesses, site visits, methods used to gather other evidence, and Hearing held; (iii) findings of fact; (iv) conclusions about whether the alleged Title IX Prohibited Conduct occurred, applying the definitions set forth in this Title IX Procedure to the facts; (v) the rationale for the result as to each allegation; (vi) any disciplinary Sanctions imposed on the Respondent; (vii) whether Remedies or Supportive Measures will be provided to the Complainant; and (viii) information about how to file an appeal.

## **V. ATTACHMENTS:**

Attachment 6.1.1p.a1. Sources of Counseling, Advocacy and Support  
Attachment 6.1.1p.a2. TCSG Usage for Statement of Equal Opportunity

## **VI. PROCEDURE:**

A. Administration and Implementation

1. Each college president shall designate one or more officials to serve as the Title IX Coordinator and post contact information for the coordinator and the TCSG's Statement of Equal Opportunity in electronic or written college publications and academic materials as described in the TCSG Usage for Statement of Equal Opportunity (e.g. bulletin boards, the college website, catalogs, student and employee handbooks, orientation materials, and flyers). The college president will ensure the designated officials have received appropriate training.
2. 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 sex discrimination or harassment.
3. The Compliance Officer will coordinate 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 sex discrimination and sexual misconduct. The training materials will be posted on the college's website or made available for members of the public to inspect.
4. Colleges are required to provide sexual harassment and sexual violence prevention training to students and employees and to provide programs for ongoing awareness training as required by VAWA and the Clery Act. As of the effective date of this procedure, colleges have been provided the Haven training modules for this purpose and are required to incorporate the training in new student and employee orientation activities.
5. Each technical college shall publish a list of local sources for counseling, support and advocacy in conjunction with the publishing of this procedure. (See attachment for sample format) Individuals who report sexual violence, sexual assault, stalking or dating/domestic violence will be provided with and/or referred to the list of resources.

#### B. Reporting and Management Action

1. All students are encouraged to report incidents of sex discrimination and sexual misconduct against themselves or others to the Title IX Coordinator at the technical college. The Title IX regulations define "sexual harassment" to include three types of misconduct on the basis of sex which jeopardize the equal access to education that Title IX is designed to protect. These types of misconduct include: any instance of quid pro quo harassment by a TCSG and/or College employee; any conduct on the basis of sex that in the view of a reasonable person is so severe and pervasive and objectively offensive that it effectively denies a person equal access to a TCSG and/or College education program or activity; and any instance of sexual assault, dating violence, domestic violence, or stalking (collectively "Title IX Prohibited Conduct," as defined in this Procedure). Students may find contact information for the Title IX Coordinator on the technical college website, and in the student handbook and college catalog. Complaints may also be emailed to [unlawfulharassment@tcsge.edu](mailto:unlawfulharassment@tcsge.edu).

2. To utilize this procedure, a Complainant must file a Formal Complaint which is defined herein as a document filed and signed by a Complainant or filed and signed by the Title IX Coordinator alleging Title IX Prohibited Conduct against a Respondent and requesting that TCSG investigate the allegations.
3. Any allegation of sex discrimination, sexual misconduct or retaliation against employees must be reported to the Human Resources Director and the Title IX Coordinator.
4. All allegations of sex discrimination and sexual misconduct on one of TCSG's college campuses or clinical locations must be reported to the Title IX Coordinator regardless of whether the allegations involve students or employees. All students, faculty, staff, and others participating in TCSG and/or College programs and activities in the United States are subject to this Title IX Procedure. If the allegations do not fall within the jurisdiction under this procedure, they may be referred and processed under the student code of conduct procedure.
5. 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 investigation under this procedure shall not be unreasonably delayed to await the outcome of any criminal investigation. Sexual violence reports made to the Title IX Coordinator will be investigated and adjudicated separately from any criminal complaints. A student may request that the Title IX Coordinator and/or the Investigator assist the student with notifying local law enforcement authorities. If a technical college's campus law enforcement receives a complaint alleging sexual harassment and/or sexual misconduct as defined in this procedure, the Title IX Coordinator for the college shall be immediately notified so that appropriate action may be taken by the Title IX Coordinator regarding the complaint.
6. If a student filing a complaint alleging sexual misconduct requests confidentiality, anonymity or asks that the complaint not be pursued, the college must inform the complainant that its ability to respond may be limited, that retaliation for filing a complaint is prohibited, and that steps to prevent harassment and retaliation will be taken. Consistent with the request, all reasonable steps to investigate and respond to the complaint should be made and other steps to limit the effects or recurrence of the alleged misconduct will be taken.
  - a. Regardless of a student's request for confidentiality, anonymity of a complaint, or a request that a complaint not be pursued, if the complaint includes allegations of sexual assault, sexual violence, domestic violence, dating violence, or stalking, the Title IX Coordinator must report the incident to campus law enforcement for inclusion in the college's Annual Security Report ("ASR"). The complainant should be informed that their name will not be disclosed to campus law enforcement if they have requested confidentiality during the processing of the complaint.
7. Colleges may weigh a request for confidentiality, anonymity or a request they not pursue a complaint considering the following factors: the seriousness of the alleged conduct, the complainant's age, and the respondent's right to receive information about the allegations if the information is maintained as an "education record" under FERPA. The college must inform the complainant if the request cannot be granted and the reasons for the denial.



8. 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 corrective actions are considered and taken.
9. If an allegation of sex discrimination or sexual misconduct is made to an employee not designated to receive such reports, the employee receiving the complaint must report the allegation to the Title IX Coordinator. The College must take corrective actions to stop harassment to which it has notice, prevent recurrence of the harassment, and remedy the effects on the complainant promptly and effectively. The College will be deemed to have notice if a responsible employee knew, or in the exercise of reasonable care should have known, about the harassment. A responsible employee includes any employee who has the authority to take action to redress the harassment, who has a duty to report the harassment to the Title IX Coordinator, or who a student could reasonably believe has this authority or responsibility, including instructors and staff at the college.
10. 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.
11. Supportive measures must be offered to the complainant by the college president or the Title IX Coordinator or his/her designee before the final outcome of an investigation and until final resolution of the allegations if failure to take the interim measures would constitute an immediate threat to the safety and well-being of the complainant, the respondent, or other members of the college, or to ensure equal access to the college's programs and activities. Supportive measures may include: adjustments to academic workload (including extending deadlines); adjustment to class or work schedules; no contact orders; and suspensions, transfers or reassignments in order to prevent further harassment, discrimination, sexual violence or retaliation, to facilitate the investigation, or to implement preventive or corrective actions under this procedure; informal resolutions or discretionary dismissals
12. Discretionary Dismissal.
  - a. TCSG and/or the College may dismiss the Formal Complaint if:
    - i. the Respondent is no longer enrolled or employed by TCSG and/or the College;
    - ii. specific circumstances prevent TCSG and/or the College from gathering sufficient evidence to reach a determination; or
    - iii. the Complainant informs the Title IX Coordinator in writing that the Complainant desires to withdraw the Formal Complaint or allegations therein.
  - b. A Complainant may notify the Title IX Coordinator at any time that the Complainant does not wish to proceed with the Investigation and/or Hearing process. If such a request is received, the Title IX Coordinator will inform the Complainant that the TCSG and/or the College's ability to respond to the allegation may be limited if the allegations are withdrawn.

- c. The Title IX Coordinator will consider the relevant factors in reaching a determination as to whether to terminate the Investigation and/or Hearing process. In the event that the Title IX Coordinator determines that the Investigation will continue, the Title IX Coordinator will notify the Complainant of that determination. The Title IX Coordinator will include in that notification a statement that the Complainant is not required to participate in the Investigation and/or Hearing process but that the process will continue. In the event that the Title IX Coordinator determines that the Investigation will be terminated, both Parties will be notified.

### C. Investigations

1. All complaints of prohibited conduct under this procedure will be reported immediately to the Investigator who will be responsible for conducting the investigation in a fair, prompt, and impartial manner.
2. The Investigator shall disclose to the TCSG Compliance Officer any relationship with the parties that could call into question his/her ability to be objective prior to taking any action with respect to the investigation. The TCSG Compliance Officer will reassign alternate individuals if necessary.
3. The Investigator shall send written notice to both parties of the allegations upon receipt of a formal complaint.
4. Either the complaining party or the respondent may challenge the Investigator or designee to recommend corrective action on the grounds of personal bias by submitting a written statement to the TCSG Compliance Officer setting forth the basis for the challenge no later than 3 business days after the party reasonably should have known of the alleged bias. The TCSG Compliance Officer will determine whether to sustain or deny the challenge.
5. The investigation should be completed within 45 business days of the receipt of the complaint by the Investigator. The investigator will notify the parties and the Title IX Coordinator, in writing (typically by email), if extraordinary circumstances exist requiring additional time.
6. The parties will be notified within 5 business days of receipt of the complaint by the Investigator if the complaint does not specify facts sufficient to allege sex discrimination, harassment, sexual violence or retaliation, or if the allegations of sexual misconduct did not occur in the college's education program or activity against the complaining party while he or she was located in the United States, and that a formal investigation will not be conducted pursuant to this procedure, although a referral and investigation may be made by the Title IX Coordinator as to some or all of the matter for consideration under other applicable TCSG policy or procedure, if any. 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.
7. Individuals designated to investigate or recommend corrective actions in response to allegations of sexual misconduct will be trained annually to conduct investigations in a manner that protects the safety of complainants, promotes fairness of the process and accountability.

8. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses.
  - a. It is important that all parties preserve any documents or other evidence which may pertain to the investigation.
  - b. Any medically related evidence is best preserved by trained medical personnel.
  - c. Students are encouraged to seek medical services both for treatment and preservation of any medical evidence.
  
9. 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. If a witness identified by either party is not interviewed during the investigation, an explanation for the decision not to interview the witness should be documented in the investigatory report. Both parties will be given timely notice of meetings at which one or the other or both parties may be present. Both the complaining party and the respondent may be accompanied by an advisor of his or her choice during any meetings involved in the investigatory process in which the advisee is also eligible to be present. However, the advisor may not speak on behalf of the party.
  
10. Any evidence collected during the investigation should be maintained in accordance with the record retention requirements below. Personally-identifiable information, including, but not limited to home address, telephone number, student ID or social security number should not be maintained in investigative records.
  
11. A report of investigation will be provided to the college's Title IX Coordinator within five (5) business days of completion of the investigation. The Title IX Coordinator will provide both parties simultaneously with a copy of the report and any supporting evidence. The parties shall be given ten (10) calendar days from receipt of the report to respond to the report and the supporting evidence, which must be considered by the Investigator before finalizing the report. Any information prohibited from disclosure by law or policy will be redacted from any documents prior to distribution. With regard to complaints of sexual misconduct, disclosures made to comply with the Violence Against Women Reauthorization Act ("VAWA") do not constitute a violation of FERPA.
  
12. If the Investigator determines that all or some of the allegations made in the complaint are substantiated and that the conduct at issue constitutes a violation of this or other applicable procedure, the Title IX Coordinator shall forward the report to the appropriate officials at the college for further action in accordance with the provisions below and the college's Student Code of Conduct and Disciplinary Procedure or the Positive Discipline Procedure for employees.

#### D. Hearings

1. Format of Hearing:
  - a. Hearings may be conducted with all Parties physically present in the same geographic location or, at the discretion of the Decision-Maker, any or all Parties, Witnesses, and other

- participants may appear at the live Hearing virtually, with technology enabling participants simultaneously to see and hear each other.
- b. At the request of either Party, TCSG will provide for the Hearing to occur with the Parties located in separate rooms with technology enabling the decision-maker(s) and Parties to simultaneously see and hear the Party or the Witness answering questions.
2. Recording of Hearing:
    - a. Hearings will be transcribed or recorded through audio or audiovisual means, and TCSG and/or the College will make the transcript or recording available to the Parties for inspection and review upon request.
  3. Role of Advisor:
    - a. If a Party does not have an Advisor present at the Hearing, TCSG and/or the College will provide, without fee or charge to that Party, an Advisor of TCSG and/or the College's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that Party.
  4. Role of the Decision-Maker:
    - a. The Decision-Maker will:
      - i. be a professional appointed by the TCSG Commissioner who is experienced and trained in adjudicating matters of civil rights, sexual harassment and/or sexual violence and trained on this Title IX Procedure;
      - ii. preside over the Hearing and will issue the Written Determination Regarding Responsibility;
      - iii. be identified to the Parties before the Hearing at least three calendar days prior to the Hearing.
    - b. Conflict of Interest:
      - i. No person who has a conflict of interest may serve as the Decision-Maker.
      - ii. A conflict of interest exists if the Decision-Maker has prior involvement in or knowledge of the allegations at issue in the case, has a personal relationship with one of the Parties or Witnesses, or has some other source of bias.
      - iii. Either Party may assert, in writing, that a Decision-Maker has a conflict of interest.
      - iv. A request to recuse a Decision-Maker based on a conflict must be submitted to the Hearing Coordinator within 1 business day's receipt of the name of the Decision-Maker.
      - v. A determination will be made by the Commissioner or his designee whether a Decision-Maker has a conflict of interest, and if so that Decision-Maker will be replaced by an alternate.
    - c. At the Hearing, the Decision-Maker will:
      - i. Permit Cross-examination. At the Hearing, the Decision-Maker will permit each Party's Advisor to ask the other Party and any Witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the Hearing must be conducted directly, orally, and in real time by the Party's Advisor of choice and never by a Party personally. The Parties may, however, jointly agree in advance to waive oral cross-examination and instead submit written cross-examination to the Decision-Maker to conduct the examination. Even if the Parties so agree, the Parties are still required to have a Advisor present at the Hearing. The Decision-Maker

- has discretion to otherwise restrict the extent to which Advisor may participate in the proceedings.
- ii. Determine Relevance of Questions. Only relevant cross-examination and other questions may be asked of a Party or Witness. Before a Complainant, Respondent, or Witness answers a cross-examination or other question, the Decision-Maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.
  - iii. Provide Rape Shield Protections for Complainants. The Decision-Maker will prohibit any questions and evidence about the Complainant's sexual predisposition or prior sexual behavior as not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.
  - iv. Exclude Statements, as Relevant, in Reaching a Determination Regarding Responsibility. If a Party or Witness does not submit to cross-examination at the live Hearing, the Decision-Maker must not rely on any statement of that Party or Witness in reaching a determination regarding responsibility. The Decision-Maker cannot draw an inference about the determination regarding responsibility based solely on a Party's or Witness's absence from the live Hearing or refusal to answer cross-examination or other questions.
5. Hearing Process:
- a. The Investigator will be available to answer any questions from the Decision-Maker about the Investigation.
  - b. The Decision-Maker may meet with the Parties and Witnesses for the purpose of making findings of fact.
  - c. The Parties and Witnesses may not speak to matters beyond the scope of the Hearing File (for example, by raising potential misconduct allegations that go beyond the scope of the charged conduct).
  - d. Parties and Witnesses must not disclose or reference information to the Decision-Maker that was excluded from the Hearing File.
  - e. The Decision-Maker may ask questions of the Parties and/or Witnesses.
  - f. Parties are permitted to listen to Witnesses as they are speaking to the Decision-Maker. The Decision-Maker is not obligated to speak to all Witnesses.
  - g. Written Determination Regarding Responsibility:
    - i. The Decision-Maker shall issue a Written Determination Regarding Responsibility within 10 business days of the hearing, applying the Preponderance of the Evidence standard (as required by Georgia law), which shall include:
      - identification of the allegations potentially constituting Title IX Prohibited Conduct;
      - a description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the Parties, interviews with Parties and Witnesses, site visits, methods used to gather other evidence, and Hearings held;
      - findings of fact;
      - conclusions about whether the alleged Title IX Prohibited Conduct occurred, applying the definitions set forth in this Title IX Procedure to the facts;

- the rationale for the result as to each allegation;
  - any disciplinary Sanctions imposed on the Respondent;
  - whether Remedies or Supportive Measures will be provided to the Complainant; and
  - information about how to file an appeal.
- ii. Sanctions:
    - The Decision-Maker may ask the Parties to submit Sanctions statements at the conclusion of the Hearing.
    - The Decision-Maker may also consult with TCSG and/or College personnel, including the Human Resources Director or Vice President of Student Affairs, regarding any Sanctions and Remedies appropriate to the specific Respondent and Complainant under the circumstances of the case.
    - The Sanction determination will be provided to the Title IX Coordinator who will be responsible for implementing the Supportive Measures and/or Remedies, including the continuation of any Supportive Measures and/or any additional or on-going accommodations for both Parties.
  - iii. The Title IX Coordinator will cause the Written Determination Regarding Responsibility to be sent to the Parties.
  - iv. The Title IX Coordinator will provide copies of the Written Determination Regarding Responsibility and Sanctions and/or Remedies (if any) for the purpose of maintaining records as follows:
    - For students, to the Office of Student Affairs
    - For staff, to Human Resources
    - For faculty, to the Office of Academic Affairs
  - v. The Decision-Maker must explain decisions on responsibility and Sanctions (if applicable) and Remedies with enough specificity for the Parties to be able to file meaningful appeals.
  - vi. The consideration of whether Remedies and Sanctions go into immediate effect or are temporarily delayed pending appeal or some combination thereof, will be determined on a case-by-case basis by the Title IX Coordinator.
  - vii. The Written Determination Regarding Responsibility becomes final:
    - if an appeal is not filed, the date on which an appeal would no longer be considered timely; or
    - if an appeal is filed, on the date that TCSG and/or the College provides the Parties with the written determination of the result of the appeal.

#### E. 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, steps shall be taken to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate.

- a. Steps may include, but are not limited to mandating training or evaluation, disciplinary sanctions, policy implementation, issuing no-contact orders, or reassignment of students or employees.
  - b. Disciplinary sanctions for students are defined in TCSG Procedure governing Student Discipline and may include: reprimand, restriction, disciplinary probation, disciplinary suspension, and disciplinary expulsion.
  - c. Disciplinary sanctions for employees are defined in TCSG's Positive Discipline Procedure and may include: formal reminders, decision making leave, or dismissal.
3. The severity of sanctions or corrective actions may depend on the severity, frequency and/or nature of the offense, history of past discriminatory, harassing, or retaliatory conduct, the respondent's willingness to accept responsibility, previous college response to similar conduct, and the college's interests in performing its education mission.
    - a. Should recommended disciplinary sanctions involve academic suspension or expulsion, the matter must be referred to the Vice President for Student Affairs, as provided by the college's Student Code of Conduct and Disciplinary Procedure.
  4. Even in the absence of sufficient evidence to substantiate a finding that sex discrimination, sexual misconduct or retaliation has occurred, colleges are expected to address any inappropriate conduct and take all reasonable steps to prevent any future sex discrimination, harassment, sexual violence or retaliation.
  5. Individuals who are responsible for conducting investigations, under this procedure, may not also serve as reviewing officials or Decision-Makers in the appeal of sanctions arising from an investigation.

## F. Appeals

1. Appeal of a Written Determination Regarding Responsibility
  - a. Submission of Appeal
    - i. Both Parties have the right to an appeal from a Written Determination Regarding Responsibility on the bases set forth below.
    - ii. Appeals may be submitted by a Complainant or Respondent in writing to the Hearing Coordinator, who will forward the appeal to a designated Appeal Officer to decide the appeal.
    - iii. The Appeal Officer will be the Commissioner of TCSG or his designee.
    - iv. Each Party may submit a written appeal of up to 6,000 words in length, which will be shared with the other Party.
    - v. The Parties must submit the appeal to the Commissioner within ten (10) calendar days from the receipt of the Written Determination Regarding Responsibility (if any).
  - b. Grounds for appeal are limited to the following:
    - i. Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the appealing Party?
    - ii. Was there any substantive new evidence that was not available at the time of the decision or Hearing and that could not have been available based on reasonable and diligent inquiry that would substantially affect the outcome of the decision?

- iii. Did the Title IX Coordinator, Investigator(s), or Decision-Maker have a conflict of interest or bias for or against Complainants or Respondents that affected the outcome of the matter?
  - iv. For matters that proceeded to Sanctioning and imposition of Remedies, are the Sanction and/or Remedies ones that could have been issued by reasonable persons given the findings of the case?
- NOTE: In composing appeals, Parties should format their arguments following these four grounds as the organizational structure.
- c. Receipt of Appeal
    - i. Upon receipt of a Party's appeal, the Hearing Coordinator will share it with the other Party.
    - ii. Each Party may submit a response to the other Party's appeal (no more than 3,000 words).
    - iii. Each Party must submit this response to the Commissioner within 10 calendar days after the other Party's appeal has been shared.
    - iv. The appealing Party will have access to the other Party's response to the appeal, but no further responses will be permitted.
  - d. Response to Appeal
    - i. The Title IX Coordinator is permitted, but not required, to file a response to a Party's appeal to respond to concerns relating to procedural irregularities or bias in the Investigation and Hearing process.
    - ii. The Title IX Coordinator may submit one response for each Party that files an appeal (that raises a procedural irregularity).
    - iii. Each response by the Title IX Coordinator should be no more than 1,500 words.
    - iv. The Parties will have access to the Title IX Coordinator's response(s) to the appeal, but no further responses will be permitted.
  - e. Appeal Decision
    - i. The Appeal Officer will provide the Notice of Outcome of Appeal no later than ten (10) business days after receipt of all appeal documents.
    - ii. As needed, the Appeal Officer will consult with the Title IX Coordinator regarding the management of ongoing Remedies.
    - iii. The Appeal Officer may reject the appeal in whole or in part, issue a new decision regarding responsibility, issue new or revised Sanctions and Remedies, or refer the matter to a new Decision-maker.

## VII. RECORD RETENTION:

Documents relating to formal complaints including investigations, the investigatory report, witness statements, evidence, dispositions and the complaint itself shall be held for 7 years after the graduation of the student or the date of the student's last attendance. Any of the documents containing confidential information shall be held in a secure location under the custody and control of the Investigator, 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 Archives records retention schedule, but in no case fewer than 7 years.



## Freedom of Expression

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 Student Affairs 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 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](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 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 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.

## Drug-Free Schools Act

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## Drug and Alcohol Free Campus

No student may engage in the unlawful manufacture, possession, use, or distribution of illicit drugs or alcohol while on the property of Georgia Piedmont Tech or while a part of any of its sponsored activities. This policy has been developed in concert with the federal Drug-Free Schools and Communities Act and incorporates the statutory mandates required under the State of Georgia's Drug-Free Post-secondary Education Act of 1990.

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](http://www.gptc.edu). The Student-Right-To-Know and Campus Security Act is an amendment to the Higher Education Act of 1992.

Information	Where It Can Be Found
Tuition and fees charged to full time and part time students	Catalog, website, student handbook
Estimates of costs for necessary books and supplies	Application and Programs of Study Curriculum Sheets
Additional program costs for enrolled or prospective students	Programs of Study Curriculum Sheets
The refund policy for the return of unearned tuition and fees or other refundable costs	Catalog
The requirements and procedures for officially withdrawing from Georgia Piedmont Technical College	Catalog
The Financial Aid refund policy	Catalog
Current degree programs and other educational and training programs	Catalog
Instructional, laboratory, and other physical facilities related to the Program of Studies	Catalog
Georgia Piedmont Technical College faculty and other academic personnel	Catalog
Names of associations, agencies, or governmental bodies that provide accreditation, approval, or licensing	Catalog

Procedures for reviewing documents which describe accreditation, approval, and licensing	Office of the VP of Academic Affairs
Special facilities and services available to disabled students	Catalog

#### Persons designed and available to provide “Student Right to Know” Information:

Title	Campus	Telephone	Ext.
VP of Student Affairs	DeKalb	(404) 297-9522	1752
Dean of Student Affairs	DeKalb	(404) 297-9522	1111
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 Specialist	DeKalb	(404) 297-9522	1606
Career Services Specialist	DeKalb	(404) 297-9522	1124
Director of Admissions	Newton	(404) 297-9522	1152
Registrar	Newton	404) 297-9522	1244
Career Services Specialist	Newton	404) 297-9522	5166

#### Campus Crime Statistics

### GPTC CAMPUS CRIME STATISTICS 2016, 2017, 2018

#### Georgia Piedmont Technical College DeKalb Campus

	On-Campus Criminal Offenses			Public Property		
	2016	2017	2018	2016	2017	2018
<b>Criminal Offenses</b>	0	0	0	0	0	0
	0	0	0	0	0	0
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex offenses – Forcible	0	0	0	0	0	0
Rape	0	0	0	0	1	0
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
<b>Occurrences of Hate Crimes</b>	0	0	0	0	0	0
<b>Arrest and Referrals for Campus Disciplinary Actions</b>						

Liquor Law Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Weapon Possessions	1	0	0	0	0	0
<b>VAWA</b>						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

### Georgia Piedmont Technical College Newton A, B, C Campus

	On-Campus Criminal Offenses			Public Property		
	2016	2017	2018	2016	2017	2018
<b>Criminal Offenses</b>	0	0	0	0	0	0
	0	0	0	0	0	0
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex offenses – Forcible	0	0	0	0	0	0
Rape	0	0	0	0	0	0
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
<b>Occurrences of Hate Crimes</b>	0	0	0	0	0	0
<b>Arrest and Referrals for Campus Disciplinary Actions</b>						
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
<b>VAWA</b>						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

### Georgia Piedmont Technical College Newton Building D & Conference Center

	On-Campus Criminal Offenses			Public Property		
	2016	2017	2018	2016	2017	2018

<b>Criminal Offenses</b>	0	0	0	0	0	0
	0	0	0	0	0	0
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex offenses – Forcible	0	0	0	0	0	0
Rape	0	0	0	0	0	0
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
<b>Occurrences of Hate Crimes</b>	0	0	0	0	0	0
<b>Arrest and Referrals for Campus Disciplinary Actions</b>						
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
<b>VAWA</b>						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

## CAMPUS CRIME STATISTICS

### Georgia Piedmont Technical College South DeKalb Campus

*\*Please note that South DeKalb Campus opened in the Fall of 2015*

	On-Campus Criminal Offenses			Public Property		
	2016	2017	2018	2016	2017	2018
<b>Criminal Offenses</b>	0	0	0	0	0	0
	0	0	0	0	0	0
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex offenses – Forcible	0	0	0	0	0	0
Rape	0	0	0	0	0	0
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

<b>Occurrences of Hate Crimes</b>	0	0	0	0	0	0
<b>Arrest and Referrals for Campus Disciplinary Actions</b>						
Liquor Law Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Weapon Possessions	0	0	0	1	0	0
<b>VAWA</b>						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

### Georgia Piedmont Technical College Regional Transportation Training Center

	On-Campus Criminal Offenses			Public Property		
	2016	2017	2018	2016	2017	2018
<b>Criminal Offenses</b>	0	0	0	0	0	0
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex offenses – Forcible	0	0	0	0	0	0
Rape	0	0	0	0	0	0
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
<b>Occurrences of Hate Crimes</b>	0	0	0	0	0	0
<b>Arrest and Referrals for Campus Disciplinary Actions</b>						
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
<b>VAWA</b>						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

## 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 <http://www.portal.gptc.edu/campus-carry> provides information about the law and the 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)

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

EXCEPT:

- 1) College and Career Academies
- A. Classes w/ Dual Enrollment students (defined as the space or room being currently used for dual enrollment instruction)



- Faculty, staff or administrative offices
  - A. Rooms where disciplinary hearings are conducted
    1. 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 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, or high school student, however, fellow students are not required to identify themselves as dual enrollment, 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. 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:

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

### **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:

- 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;
- any dangerous weapon, machine gun, sawed-off shotgun or rifle, shotgun or silencer as defined in O.C.G.A. 16-11-121;
- 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.

- any explosive compound/material defined in O.C.G.A. 16-7-81; or,
- 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.

## 2) 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.

### 3) 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:

- 1) 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.

## Student Records

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### 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 college 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.

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 of 1986. 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.

### Individual Request for Confidentiality Indicator on Student Record

Students that wish to request that their record be marked confidential in Banner will need to complete the Confidentiality Request form. No information will be released to anyone without a written release.

Prospective employers who telephone to confirm your degree will be told that information cannot be released for this person. They will be required to send the Registrar's Office a written release that you have signed in order to receive any information. Any Georgia Piedmont Technical College employee who has legitimate access to view your academic records will be given a visual reminder that your records are "confidential" each time your record is viewed. Additionally, the student's name WILL NOT appear in the Commencement Program. The form can be accessed on the website, [www.gptc.edu](http://www.gptc.edu), by clicking on current students, registrar's office, and selecting student appeal and request forms.

# STUDENT SERVICES



## Student Support Services

### Admissions Procedures

Admission to a Technical College System of Georgia (TCSG) college is a multi-step process that 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.

Applicants for admission to credit programs must have all required credentials (i.e., application, transcripts, test scores) on file in the Office of Admissions by the admission and records application/document deadline date for the semester in which they plan to enroll.

The 2021-2022 Admission Application / Document Deadline Dates are as follows:

Fall Semester 2021	July 9, 2021
Spring Semester 2022	November 28, 2021
Summer Semester 2022	April 17, 2022

Applications received after these dates will be processed for the following semester.

### Admission Status

Minimum admissions requirements shall be established for each program. Students shall be admitted to a Technical College in one of the following categories: Regular; Provisional; Learning Support; Special; or Transient.

#### 1. Regular Status

Students who meet all requirements for admission into a selected program and are eligible to take all courses in the program curriculum are granted regular admission status.

#### 2. Provisional Status

Students who do not meet all requirements for regular admission into a selected program are granted provisional admission status. Provisionally admitted students may take learning support classes, and certain specified occupational courses as long as class pre- and co- requisites are satisfied.

#### 3. Special Admit Status (Non-credential seeking)

Applicants who wish to take credit coursework, but are not seeking a certificate, diploma, or associate degree are granted Special Admit status. The following specifics define the parameters of this status:

2. May apply up to a maximum of 17 semester credit hours into a specific program for credential seeking purposes after achieving regular admit status. The number of hours taken as a special admit student in no way waives the requirements of the regular admission process.
3. May enroll in classes only on a space-available basis.
4. Should adhere to the specific institutional prerequisite requirements when selecting courses.
5. Will not be eligible for any financial aid.

Note: F-1/M-1 Visa holders and financial aid recipients cannot be assigned to Special Admit status.

#### 4. Transient Status

Students who submit a Transient Agreement Letter from their home institution are granted Transient admission status. The Transient Agreement Letter should verify that the student is in good standing and should list the courses the student is eligible to take. A current Transient Agreement Letter is required for each semester of enrollment.

A transient student is one who has been or is regularly enrolled at another institution, who expects to return to that institution, but who desires to enroll temporarily at Georgia Piedmont Technical College. Credit earned at Georgia Piedmont Technical College is not automatically forwarded to the second institution. An official transcript must be requested through the Office of the Registrar. Transient students desiring to continue enrollment as transfer students must reapply for admission and satisfactorily complete all transfer requirements. The applicant for transient status must:

- Submit a completed application to the Office of Admissions.
- Pay \$25 non-refundable application fee (check, money order or credit card). This is a one-time fee.
- Present a statement with the application from the proper official of the institution last attended giving the student permission to enroll at Georgia Piedmont Technical College. If permission is to be granted for two semesters it must be indicated in the letter of transiency. Otherwise, the transient status must be renewed after the first semester
- Submit with the application written permission from the parent institution stating the course(s) that fit the student's educational objectives that will be accepted by the parent institution.
- Present a letter from the parent institution certifying that the parent institution will retain responsibility for the issuance of the I-20 form during the transient semester(s) for International, F-1, and M-1 Visa students.

Students desiring to be transient students from Georgia Piedmont Technical College (home college) to colleges within the Technical College System of Georgia (TCSG) system (host college) must apply for transiency through Georgia Virtual Technical Connection (GVTC) - [www.gvtc.org](http://www.gvtc.org). Once the application is submitted, it is approved/denied by the Office of the Registrar. An e-mail notification is then sent to the student.

Students desiring to be a Transient student from Georgia Piedmont Technical College (home college) to a College outside the Technical College System of Georgia (TCSG) system must complete and submit a Transient Request Form. The Form is available at the Office of the Registrar.

Once the application is submitted, it is reviewed and approved/denied by the Office of the Registrar. The Transient Letter is mailed to the host college with a copy to the student.

### Requirements to be a Transient Student

- Must be currently enrolled with Regular admission status.
- Must be in good standing
- Must have a 2.0 cumulative grade point average or better
- Must have no financial holds
- Take only a course(s) applicable to your program of study
- Meet all prerequisite/corequisite course requirements

For additional information, contact the Office of the Registrar.

### Amendment due to COVID-19 pandemic

Adjustments have been made to GPTC's Admission Criteria following the Cancellation of SAT & ACT Testing and the COVID-19 pandemic.

Due to concerns regarding the availability of ACCUPLACER, SAT and ACT testing during the COVID-19 virus pandemic, high school g.p.a. has been added as an option to satisfy the placement testing admissions requirement for Summer and Fall 2020 semesters. Applicants who meet the minimum high school g.p.a. requirements for their program of study will not be required to test in order to gain admittance to GPTC. We will focus on high school grade point averages (GPA) without the need for test scores. Once normal operations resume, testing will be available to students who need guidance on coursework that is appropriate for their skill level. (Admissions requirements for Spring Semester 2021 and beyond are to be determined.)

Also, GPTC has made adjustments to the requirement for official high school or high school equivalency (GED) transcripts for admission for those applicants who wish to begin this summer or fall 2020 semester. In the interim, students may submit unofficial transcripts or high school diploma until the college resume normal business operations. The students will then have the ability to submit official documents to the college without affecting their current enrollment.

### Placement Testing

Student admission to a program requires official SAT, ACT, GED, MILESTONES, ACCUPLACER test scores be sent directly to the Admissions Office. 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.

### Non-Citizen Eligibility for In-State Tuition



Any non-citizen student requesting to pay at the in-state tuition rate will be required to provide verification of their lawful presence in the United States in order to be classified as an in-state student or awarded an out-of-state tuition waiver.

TCSG Procedure 6.2.2p: “Each college shall be responsible for the verification of the lawful presence in the United States of every successfully admitted student applying for Georgia resident tuition status as required by state and federal immigration laws.”

How can a student verify lawful presence?

- Students who file a FAFSA (Free Application for Federal Student Aid) and are eligible for federal student aid will have their lawful presence verified as part of the FAFSA process.
- A clear copy of an original or certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory, A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240). The copy must very clearly show the raised or written seal to be acceptable.
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
- A current U.S. Passport.
- Unexpired Georgia and select out of state Drivers licenses and state ID cards can be accepted under certain conditions. It must be a Real ID and not contain any of the verbiage in the chart below. If the copy received has the top portion of the card cut off the document will not satisfy lawful presence.
- A current military ID (service member only, not dependent). Documented using the Confirmation of Review of Military ID Worksheet - A photocopy is not acceptable.
- A current, valid Permanent Resident Card (USCIS form I-151 or I-551). We require both the front & back sides of your Permanent Resident Card to be submitted. It must not expire before the first day of class of the term the student will start classes.
- Students admitted on an F, J or M Visa will have their lawful presence verified through the Student and Exchange Visitor Information System (SEVIS).
- Students admitted on any other Visa will have their lawful presence verified through the Systematic Alien Verification for Entitlements (SAVE) Program.

State DL/ID Requirements for Acceptance

Alabama Must NOT be marked “FN”

Alaska Must NOT be marked “Limited Term”

California Must NOT be marked “Limited Term.” Instruction Permits, Commercial Learner’s Permits, and temporary licenses cannot be accepted.

Delaware Must NOT be marked “Limited Term” or “Temporary”

- Florida Must NOT be marked “Temporary”
- Georgia Must NOT be marked “Limited Term”
- Idaho Must NOT be marked “Limited Term”
- Iowa Must NOT be marked “Limited Term”
- Kentucky Must NOT be marked “Not for REAL ID purposes”
- Louisiana Must NOT be marked “Limited Term”
- Maryland Must NOT indicate “T” restriction
- Missouri Must NOT be marked “Limited Term”
- Montana Must NOT be marked “Limited Term” or “Temporary”
- Nevada Must NOT be marked “Limited Term”
- North Carolina Must NOT be marked “Limited Term”
- Ohio Must NOT indicate that it is “nonrenewable and nontransferable”
- Oklahoma Must NOT be marked “Temporary”
- South Carolina Must NOT be marked “Limited Term”
- Tennessee Must NOT be marked “Temporary”
- Texas Must NOT be marked “Limited Term” or “Temporary”
- Vermont Must NOT be marked “Limited Term”
- Wisconsin Must NOT be marked “Limited Term”

### 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 mmddy where mmddy is student’s birthday in mmddy 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.

### Student Number

A Student Number is a student’s identification number used during their time of enrollment. The Student Number is a nine-digit number beginning #900, used by students to gain access to their academic and financial records. For security purposes, students must use their Student Number for all transactions. Student Numbers are assigned at the time of their admission to the College.

## Adult Education

The Adult Basic Education (ABE) program offers personalized self-paced instruction that meets the needs of adults and allows them to progress at their own pace. The program of instruction includes developing the skills of reading, writing, and math. Instruction is designed to help individuals attain the General Education Development (GED) diploma which is needed to gain employment or increase employment opportunities and improve the quality of life of the individual and/or his or her family. Instructional materials and techniques intended for adult learners are used to teach all subject areas. All classes are provided free of charge and are offered during the day and/or evening at locations in DeKalb, Rockdale, and Newton Counties. For additional information contact the Adult Education Office, (404) 297-9522, extension 4000 or visit the GPTC website at [www.gptc.edu](http://www.gptc.edu) and click on the Adult Education tab.

### English Language Program

English as a Second Language (ESL) instruction is available for all levels of English proficiency, from pre-literate through advanced. Every component of language acquisition - speaking, listening, reading, writing - is incorporated into daily instruction. Classes with an emphasis on civics education and U.S. citizenship preparation are also available. Computer labs equipped with ESL software are open beyond classroom hours to reinforce instruction. Classes are provided free of charge and are offered during the day and evening at locations in DeKalb County. Evening classes are available in Rockdale County. For additional information contact the Adult Education office, (404) 297-9522, ext. 4000.

### The GED Program

The highest pursuit in Adult Education is the General Education Development (GED) The General Education Development (GED) program provides the means by which Georgia residents may obtain a high school equivalency diploma.

Persons who have not graduated from high school in the United States or Canada, have not previously earned a GED® score sufficient to qualify for a high school equivalency credential, and who are eighteen years or older are eligible to take the GED® exam. Individuals sixteen or seventeen years old must complete the process for underage students which require the provision of documentation in the form of a withdrawal letter from the school last attended.

## One Stop Advising

### 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 a One Stop advisor 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 One Stop 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](http://www.gptc.edu)

» Go to Current Students at top of webpage

» Click on Advising

» Scroll down to “Help me find my advisor – Faculty Advisors by School”

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

**Business, Computer Information Systems & New media:** Ext. 1131

**Arts & Sciences/Learning Support:** Ext. 1243

**Industrial Technologies:** Ext. 1212

**Health, Education, & 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 Special Services Suite. To contact the Career Services specialists, email [careers@gptc.edu](mailto:careers@gptc.edu).

### 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. Textbooks and merchandise may also be purchased online at <https://bookstore.gptc.edu/>.

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: 10:00AM – 5:00PM  
(CLOSED FOR LUNCH 1:30PM – 2:00PM)  
Friday, Saturday & Sunday: CLOSED

#### **DeKalb Campus**

Room A-026  
Phone: (404) 297-2400  
Fax: (404) 297-3008  
E-mail: [bookstore@gptc.edu](mailto:bookstore@gptc.edu)  
Toll-free phone: (866) BOOKS4U (266-5748)

#### **Regular Hours**

Monday – Thursday: 8:00AM – 6:30PM  
Friday: 9:00AM – 1:00PM  
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](mailto:security@gptc.edu)

DeKalb Campus, Clarkston 404-297-9522 Ext. 1700 <a href="mailto:security@gptc.edu">security@gptc.edu</a>	Newton Campus Buildings A, B,&C, Covington 404-297-9522 Ext. 3100 or 1700 <a href="mailto:security@gptc.edu">security@gptc.edu</a>
Newton Bldg. D & Conf. Center, Covington 404-297-9522 Ext. 5000 or 1700 <a href="mailto:security@gptc.edu">security@gptc.edu</a>	South DeKalb Campus, Decatur 678-628-6257 <a href="mailto:security@gptc.edu">security@gptc.edu</a>
Regional Transportation Center, Lithonia	

678-526-7384/404-297-9522 Ext. 1700 <a href="mailto:security@gptc.edu">security@gptc.edu</a>	
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## 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).

In the event severe weather or other circumstances force the closing of one or more of the college's campuses or a delay in the start of classes, students should visit the college website ([www.GPTC.edu](http://www.GPTC.edu)), the college's social media platforms (Twitter & Facebook - @GoGPTC), or Atlanta area radio and television stations. The latest information regarding the College's schedule will be updated on these platforms. The College also offers a text-message alert system called "Alertus". The Georgia Piedmont Tech community can opt-in to this alert program by texting the words "join emergency" to 30890 or by clicking here to sign up: [Opt-In for Emergency Alerts](#)

## Computer Labs

### DeKalb Campus

Building A, Rooms 106 & 108

Monday thru Thursday: 8:00 a.m. – 9:30 p.m. Friday: 8:00 a.m. – 3:00 p.m.

Saturday: 8:00 a.m. – 3:30 p.m.

The Open Computer lab is closed during the semester 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 semester 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 electronic devices 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 Campus Police.

## Counseling Services

### Espyr

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 recommends students to the following service:

Georgia Piedmont Technical College believes the health and well-being of all our students is critically important. In recognition of this, GPTC has partnered with ESPYR to provide a range of support services for students to address the many personal and family issues that can disrupt student well-being and academic success. Services are free and confidential, with your rights protected within the bounds of the law.

Student Assistance Program Offerings:

- 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
- Up to 4 sessions, per counseling issue for students and dependent family members

Our goal is to ensure you have the professional assistance necessary to help you handle personal matters before they impact your well-being. To take advantage of the program contact Espyr at 866-734-5890, or you may securely request services from the website at [www.espyr.com](http://www.espyr.com). Check your GPTC student email or contact the Office of Student Affairs for the GPTC password.

## 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. Student ID cards can be obtained by emailing [ID@gptc.edu](mailto:ID@gptc.edu) or completing the online ID request form on [www.gptc.edu](http://www.gptc.edu). **There is a \$5 charge for replacing a Student ID.**

## Financial Aid

Financial assistance is available in the form of federal and state grants, work-study and scholarships to help students with their educational expenses. To determine eligibility for assistance students must complete the FAFSA (Free Application for Federal Student Aid) on-line at [www.fafsa.gov](http://www.fafsa.gov). The FAFSA must be completed each year that the student is seeking assistance. Students must include the Federal School Code of **016582** on the application to ensure that Georgia Piedmont Technical College receives their information for processing. The types of aid and the requirements for maintaining financial aid eligibility are highlighted below.

### Grants and Scholarships

#### Federal Pell Grant Program

The Pell grant is awarded to students in Diploma and Associate Degree programs, who have been determined to be eligible as a result of completing the FAFSA. The amount that is awarded is determined by the FAFSA results. The eligible amount each semester is also determined by the number of hours the student is enrolled. Federal regulations prohibit schools from paying federal aid for more than 30 attempted hours of learning support courses. Students who have already earned a Bachelor's degree (either in the U.S. or the equivalent of a Bachelor's degree from any country) are not eligible for the Pell grant.

Students who are Pell eligible may have some portion of the Pell grant available in the bookstore to purchase books. This amount will only be available if the student has a credit balance once all tuition and fees have been paid.

The maximum Federal Pell Grant a student can receive for 2021-2022 is \$6,495, provided the student has a zero "0" EFC, is attending full-time and meets all other eligibility requirements. The Pell Grant award is disbursed over two terms.

Beginning with the 2017-2018 academic year, an eligible student may now receive full Federal Pell Grant for the summer term even if they received a full Federal Pell Grant during the fall and spring semesters. Year-round Pell allows students to receive up to 150 percent of a regular grant award over the course of the academic year so that they can continue taking classes in the summer and finish their degrees faster than they would otherwise. ). To be eligible for additional Pell Grant funds a student must be:

- eligible to receive the Pell grant.
- received 100% Pell during the Fall/Spring terms (or)
- entering over 100% Pell during the summer term
- enrolled at least half-time (6 credit hours) during the summer term
- maintaining satisfactory academic progress

Note: The provisions of the new law states that any Pell Grant received will be included in determining the student's Pell Grant duration of eligibility and Lifetime Eligibility Used (LEU).



### Federal SEOG (Supplemental Educational Opportunity Grant)

The Federal SEOG grant is awarded to Pell grant recipients with the greatest financial need as determined by the results of the FAFSA. SEOG is disbursed Fall, Spring and Summer semesters, based on your enrollment. The maximum award a student can receive each award year is \$4,000.

### Federal Work-Study Program

Students interested in the work-study program must complete a FAFSA. Students who indicate on the FAFSA form that they are interested in the Work Study program, will automatically be awarded funds to participate. Student will need to accept the Federal Work Study award prior to accepting a work assignment. Students who did not indicate on the FAFSA they were interested in Federal Work Study can contact the Financial Aid Office to determine their eligibility.

Eligible students may apply for positions on-line through the GPTC website at [http://www.gptc.edu/content.cfm?PageCode=prospective\\_employees](http://www.gptc.edu/content.cfm?PageCode=prospective_employees). Eligible students will work in various offices and departments of Georgia Piedmont Technical College and other off-campus positions available through the Advising, Career and Retention Services.

### HOPE (Helping Outstanding Pupils Educationally) Programs

The HOPE Program began in 1993 and is entirely funded by the Georgia Lottery. The HOPE Grant program provides assistance to Georgia residents pursuing certificates and diplomas and the HOPE Scholarship provides assistance for students in degree programs of study. The Georgia Student Finance Commission (GSFC) is the state agency that administers the HOPE scholarship and grant programs. Below are some of the highlights of the grant and scholarship programs. For detailed information please visit their website at [www.gsfc.org](http://www.gsfc.org). Students are able to track their eligibility and usage of HOPE funds by logging into MyGAFutures at [www.gafutures.org](http://www.gafutures.org).

### HOPE Grant

- The HOPE grant is available to Georgia residents in certificate or diploma programs of study who are U.S. citizens or eligible non-citizens and who also meet residency requirements. If a student was a resident of Georgia at the time of his or her high school graduation, home study program completion or successful GED test, that student must also meet the residency requirement for twelve (12) consecutive months immediately prior to the first day of classes of the school term for which the HOPE grant is sought. Students who do not meet these requirements must meet the Georgia residency requirement for twenty four (24) consecutive months immediately prior to the term for which the HOPE grant is sought.
- The HOPE program currently pays \$76.00 per semester hour toward the cost of tuition only, at Georgia Piedmont Technical College. The current rate of tuition is \$100 per semester hour. Below is an example to illustrate.

Example:

A student enrolls in 10 semester hours in a diploma program of study and is eligible for the HOPE grant based on residency requirements. The HOPE grant will pay \$760.00. The student is responsible for paying the difference between the actual charges and the amount paid by the HOPE program.

$\$100 \times 10 \text{ semester hours} = \$1000.00$  (tuition charged by GPTC).

$\$76 \times 10 = \$760$  (this is the amount that will be paid by HOPE).

$\$1000 - \$760 = \$240$ . (The student is responsible for the  $\$160 + \$359$  in fees, for a total of  $\$519$ ).

If the student is receiving other types of financial aid assistance (for example, the Pell grant), in excess of the  $\$160$  and fees, then the student should not have a balance.

- Students must have a 2.0 GPA at two checkpoints (30/60 semester hours) to remain eligible. Students who do not have a 2.0 GPA at the 30 hour checkpoint will lose the grant but may regain it at the 60 hour checkpoint if the student then has a 2.0 GPA
- There is a solid cap of 63 paid semester hours. The term that a student reaches the Paid-Hours limit of 63 semester hours, the grant will only pay for hours up to the limit. (Example: The student has 60 semester hours that have been paid by HOPE at the end of Fall semester. The student registers for 6 hours for Spring semester. The HOPE grant will only pay for 3 credit hours. The student is responsible for paying for the other 3 credit hours).

#### ZELL Miller Grant

Georgia's Zell Miller Grant is available to Georgia residents who are working towards a certificate or diploma. Full-time enrollment is not required and students are not required to graduate from high school with a specific GPA. At the end of each term a minimum 3.5 cumulative postsecondary GPA is required in order to maintain eligibility. The first term of enrollment will be paid retroactively if the student has the required 3.5 cumulative postsecondary GPA at the end of the term. This award covers full tuition. For example, a student enrolled in 15 hours has a tuition charge of  $\$1500.00$  because tuition is currently  $\$100.00$  per credit hour. The fees are an additional charge of  $\$359.00$ . The Zell Miller grant will pay for full tuition of  $\$1500.00$ . The student is responsible for paying for fees and other charges, which may be covered based on additional awarded aid.

#### Public Safety Memorial Grant

The Georgia Public Safety Memorial (GPSM) Grant provides grant funds to the dependent children of Georgia Public Safety Officers who were permanently disabled or killed in the line of duty. Funds may be used towards the cost of attendance at eligible colleges, universities or technical colleges in Georgia.

#### Eligibility for the Georgia Public Safety Memorial Grant

To be eligible for the Public Safety Memorial Grant, a student must:

- Be the dependent child of a Georgia Public Safety Officer who was permanently disabled or killed in the line of duty; and
- Be a U.S. citizen or national of the U.S. or have evidence from the United States Immigration and Naturalization Service (INS) of eligible permanent resident alien status; and
- Be a legal resident of Georgia 12 months prior to receiving aid; and
- Be enrolled in a Georgia public or private college, university or technical college as a full-time (12 hours) undergraduate student seeking a college degree or technical certificate/diploma; and
- Be in compliance with Selective Service registration requirements; and
- Maintain satisfactory academic progress, as defined by the college; and

- Be in compliance with the Georgia Drug-Free Postsecondary Education Act of 1990; and
- Not be in default or owe a refund on a student financial aid program.

#### Award Amounts for the Georgia Public Safety Memorial Grant

The grant is awarded on a first-come, first-served basis and as appropriated funds are available. Recipients are eligible to receive payment for a maximum of eight semesters or 12 quarters of undergraduate study.

Recipients receive an award that covers their total cost of attendance, minus any other student financial aid, at an eligible postsecondary institution in Georgia, not to exceed \$18,000 per award year.

#### HOPE Scholarship

The HOPE Scholarship is available to Georgia residents who graduate from high school as a HOPE Scholar with a 3.0 or better GPA and meet all other requirements (citizenship, residency, etc.). Georgia Student Finance Commission (GSFC) determines students who are HOPE Scholars upon graduation from high school. If a student is not a designated HOPE Scholar upon graduation from high school a student could become eligible by completing at least 30 semester hours of degree level courses at a college or university. A 3.0 GPA is required at the 30, 60 or 90 hour checkpoint to become eligible. The student will need to complete the HOPE Scholarship application, which is available in the Financial Aid Office, and the student must ensure that all transcripts from previously attended colleges or universities have been submitted to the Office of the Registrar. The student must be enrolled in a degree program of study to receive the scholarship. The HOPE Scholarship is not awarded to students who have already earned a Bachelor's degree (either in the U.S. or from any other country). Students must maintain a 3.0 GPA at the 30th, 60th, and 90th hour checkpoint and at the end of every Spring semester to remain eligible.

Students who received the HOPE Scholarship prior to Summer term 2011, and meets all other eligibility requirements for HOPE Scholarship, may receive the HOPE Scholarship until June 30 following the completion of the seventh full year after the first of one of the following events has occurred:

- The first of the high school graduation date; or
- The graduation date of the student's high school class if the student withdrew from high school prior to his or her graduation date; or
- The Home Study completion date; or
- The successful GED test date.
- The scholarship will pay for 127 semester hours. These 127 hours include any HOPE grant paid hours. The term that the student meets the cap, the scholarship will only pay for hours up to the cap. (Example: The student has 124 semester hours at the end of Fall semester. The student registers for 6 hours for Spring semester. The HOPE Scholarship will only pay for 3 credit hours for Spring semester).
- The tuition amount paid for the HOPE Scholarship will be paid the same as indicated above for the HOPE grant.

### Zell Miller Scholarship

The Zell Miller Scholarship Program was created in the 2011-2012 award year and the first awards became available in the Fall term of 2011. The Georgia Student Finance Commission (GSFC) will identify students who are eligible for this scholarship. The academic requirements for this scholarship that must be met are (1) graduate from an eligible high school as the Valedictorian or Salutatorian; or (2) graduate from an eligible high school with a minimum 3.70 cumulative Grade Point Average on a 4.0 scale and receive a minimum score of 1200 combined critical reading and math on a single administration of the SAT or receive a composite scale score of 26 on a single administration of the ACT.

The Zell Miller Scholarship recipient will have his/her tuition paid at 100% up to 15 hours. Students are responsible for the payment of fees.

### Georgia HERO Scholarship

Georgia HERO Scholarship program provides educational scholarship assistance to members of the Georgia National Guard and U.S. Military Reservists who served in combat zones, and the children and the spouses of such members of the Georgia National Guard and U.S. Military Reserves.

To be eligible to apply for a Georgia HERO Scholarship, you must meet the requirements of one of the following four categories:

#### **Category 1**

Be an active member of the Georgia National Guard or U.S. Military Reserves who is a Georgia resident and was deployed outside the United States for active duty service to a location designated as a combat zone and served in such combat zone for at least 181 cumulative days, beginning on or after February 1, 2003, or served less than 181 cumulative days in a combat zone, beginning on or after February 1, 2003, but was evacuated because of severe injuries.

#### **Category 2**

Be the child of a parent who was a member of the Georgia National Guard or U.S. Military Reserves and a Georgia resident when he or she was deployed outside of the United States for active duty service to a location designated as a combat zone and served in such combat zone for at least 181 cumulative days, beginning on or after February 1, 2003, or served less than 181 cumulative days in a combat zone, beginning on or after February 1, 2003, but was evacuated because of severe injuries. Such child must have been born prior to the qualifying term of service or within nine months of the beginning of the qualifying term of service and must have been 25 years of age or younger during the qualifying term of service.

#### **Category 3**

Be the child of a parent who was a member of the Georgia National Guard or U.S. Military Reserves and a Georgia resident when he or she was deployed outside of the United States for active duty service to a location designated as a combat zone, beginning on or after February 1, 2003, and who was killed while serving in such combat zone, or died or became 100 percent disabled as a result of injuries received in such combat zone. Such child must have been born prior to the qualifying term of service or within nine months of the beginning of the qualifying term of service and must have been 25 years of age or younger during the qualifying term of service.

#### Category 4

Be the spouse of a former member of the Georgia National Guard or U.S. Military Reserves who was a Georgia resident when he or she was deployed outside of the United States for active duty service to a location designated as a combat zone, beginning on or after February 1, 2003, and who was killed while serving in such combat zone, or died or became 100 percent disabled as a result of injuries received in such combat zone.

#### Award Amounts for Georgia HERO Scholarship

- The scholarship is awarded on a first-come, first-served basis and as appropriated funds are available.
- Eligible recipients may receive up to \$2,000 per academic school year. Award amounts are prorated for school terms in which recipients are enrolled for less than full-time (12 hours).
- Students who meet the eligibility requirements of Categories 1, 3, or 4 may receive up to \$8,000 for the equivalent of four academic years of study.
- Students who meet the eligibility requirements in Category 2 may receive up to \$2,000 per academic year for each qualifying term of service of at least 181 cumulative days, or for a qualifying term of service of less than 181 cumulative days if the parent was evacuated because of severe injuries.
- Students in Category 2 gain eligibility for \$2,000 per qualifying term of service, for a maximum of four qualifying terms of service, not to exceed a total of \$8,000 for the equivalent of four academic years of study.

#### Loan Programs

##### Student Access Loan (SAL)

Effective 2015-2016 (FY 2016), Georgia Student Finance Authority offers the Student Access Loan (SAL) Program for eligible students attending an eligible USG (University System of Georgia), Private or TCSG (Technical College System of Georgia) postsecondary institution in Georgia. The SAL is a 1% fixed rate loan, designed to assist undergraduate and technical college students who have a gap in meeting their educational costs. Applications are available in June 2015 and will close at a designated date according to Georgia Student Finance Commission. The application and additional required documentations are available at the following web address:

[https://secure.gacollege411.org/Financial\\_Aid\\_Planning/Financial\\_Aid\\_101/Georgia\\_Student\\_Access\\_Loan\\_Program/Georgia\\_Student\\_Access\\_Loan\\_Program.aspx](https://secure.gacollege411.org/Financial_Aid_Planning/Financial_Aid_101/Georgia_Student_Access_Loan_Program/Georgia_Student_Access_Loan_Program.aspx).

- Applicants must have first applied for and exhausted other student financial aid options including federal, state and private scholarship and grant programs and Veterans Education Benefits.
- Fixed rate of 1% while in school and out of school as long as the loan remains in good standing.
- A monthly Keep In Touch (KIT) Payment of \$10.00 is required approximately 60 days after the first disbursement is received. The monthly KIT Payment is required while in school and while in grace period.
- Repayment is a maximum of fifteen (15) years with a minimum payment of \$50.00 for loans received on or after July 1, 2015.

The minimum loan amount is \$300 and the maximum term loan amount is \$1,500. The maximum loan limit is \$3,000 per year and up to a maximum of \$12,000 over a college lifetime. The origination Fee is a non-refundable fee of 5% of the loan amount, but not more than \$50.00, is deducted from the first disbursement of the loan. The program is also designed to provide loan discharge to students who graduate with a minimum 3.5 cumulative Grade Point Average in the program of study for which the loan was received.

#### Georgia National Guard (GNG) Service Cancelable Loan (SCL)

The Georgia National Guard (GNG) Service Cancelable Loan (SCL) was established as an incentive for qualified men and women to join the GNG and to retain skilled, productive citizens within the state. It is a student financial aid program that provides loans to be used towards the cost of tuition in an undergraduate program at an eligible postsecondary institution.

Full details regarding the program guidelines can be found in the Georgia National Guard Service Cancelable Loan Program regulations on GSFC.org.

#### Eligibility

To be eligible, you must:

1. Be a United States citizen or eligible non-citizen for 12 consecutive months immediately preceding the first day of the term of funding;
2. Be an active member in good standing with the Georgia National Guard;
3. Be enrolled at least half-time in a certificate, diploma, baccalaureate, graduate, or first professional degree program;
4. Not be in default on a federal Title IV, State of Georgia educational loan, or owe a refund on a federal or State of Georgia student financial aid program;
5. Be in compliance with the Georgia Drug-Free Postsecondary Education Act of 1990.

#### Award Amounts for the Georgia National Guard Service Cancelable Loan

The GNG SCL award amount at a public postsecondary institution is equal to the current standard per hour undergraduate tuition amount at the institution. A student must be enrolled a minimum of six hours per term in order to receive the GNG SCL.

If a student is receiving financial aid from a source other than the GNG SCL, and that aid is required by the donor to be applied to the student's tuition, the student's GNG SCL award must be reduced by the amount of such aid.

A student is eligible to receive the GNG SCL for a maximum of 120 semester or 180 quarter paid hours. The paid hours limit will include the hours in which a student received the GNG SCL beginning with the 2016-17 academic year.

#### Service Commitment and Cash Repayment for the Georgia National Guard Service Cancelable Loan

In order to repay by service, a GNG SCL recipient must:

- Maintain a cumulative 2.0 postsecondary GPA, and

- Remain in good standing as an active member of the Georgia National Guard during the term in which the student received the GNG SCL, and
- Serve in the GNG for two years following the last term of enrollment for which the student received GNG SCL funds.

Recipients who fail to meet the requirements of the GNG SCL must repay the amount received, plus interest, in accordance with the GNG SCL promissory note signed by the recipient.

Recipients must complete the GNG Verification of Status form within 30 days following the last term of enrollment and within thirty days of completing each year of the two year commitment.

#### William D. Ford Federal Direct Student Loans

Beginning with the Fall 2018 semester, Georgia Piedmont Technical College (GPTC) will no longer participate in the Federal Direct Loan Program.

Federal Direct student loan borrowers prior to Fall 2018 have a legal obligation to repay their loans to the Department of Education. If you drop below half-time enrollment, leave school, or graduate, The U.S. Department of Education also requires you to complete Exit Loan Counseling.

To complete exit counseling:

- You must have a verified FSA ID (Username & Password) instead of a PIN to log in to StudentLoans.gov.
- Select Complete Exit Counseling and allow 20 to 30 minutes to learn about your repayment responsibilities and options.
- After you complete the session, print the Confirmation Page and keep one for your records.

#### Repayment

Repayment begins six months after you graduate or drop below half-time enrollment (six credit hours). If you receive a loan and Withdraw, Graduate, or Drop below six hours you must contact Student Financial Services so we can counsel you regarding your loan status. Please keep in mind that if you withdraw you may owe part of your loan funds back immediately.

Under certain circumstances you can receive a deferment or forbearance. This will allow you to temporarily postpone making loan repayments. You can find out more about deferments and forbearances through the U.S. Department of Education's website.

Students are able to track the amount they owe, their student loan servicers, and interest rates by logging in the National Student Loan Database System (NSLDS) at [www.nslds.ed.gov](http://www.nslds.ed.gov). You will login with the same Username and Password that was used to complete the Free Application for Student Aid (FAFSA) application.

#### Accepting Terms & Conditions and Award Offer

Students have to accept the Terms and Conditions in regards to all funds awarded. All student aid is automatically awarded based on eligibility and availability of funds. Students who have been awarded Federal Work Study must accept, the award in Banner Web, prior to accepting a work assignment. After

the student completes the login to Banner Web, follow the below steps to first accept the Terms and Conditions. Then accept the Award Offer.

- Select Student Services and Financial Aid & Financial Aid
- Select Award Information, Current Award Year
- Select Terms and Conditions to accept
- Select Accept Award Offer to accept, adjust, or decline

### Other Scholarships

Several business and civic organizations as well as the Georgia Piedmont Technical College Foundation provide scholarships to qualified students. Students are encouraged to go to the Georgia Piedmont Technical College website at: [http://www.gptc.edu/content.cfm?PageCode=foundation\\_scholarships](http://www.gptc.edu/content.cfm?PageCode=foundation_scholarships) and review the criteria for the scholarships available. Students should also search the internet for available scholarships through employers and other sources.

### Maintain Your Financial Aid Eligibility

#### Satisfactory Academic Progress (SAP)

Federal and state regulations require schools participating in state and federal financial aid programs to have a Satisfactory Academic Progress (SAP) policy that measures how students are performing academically in their program of study to remain eligible for financial aid assistance.

There are three components of the SAP policy that all students must meet in order to maintain eligibility. It is the student's responsibility to be aware of the SAP standards and how they affect their eligibility for aid. These standards are qualitative, quantitative and the maximum time frame. Students will be evaluated at the end of each semester for compliance with the SAP policy.

**Qualitative Standard (GPA)** - In order to maintain eligibility for federal financial aid a student must maintain a cumulative GPA of 2.0. The cumulative GPA includes grades of A, B, C, D, F, WP and WF. Please note that the state requirement for the HOPE Grant is 3.0 as previously noted, at the designated checkpoints.

**Quantitative Standard (Completion Ratio)** - Students must complete and pass 67% of all courses attempted. To determine the 67% completion ratio divide the cumulative number of hours completed by the number of hours attempted. Courses receiving grades of IP, W, WP, WF, F, and I are not completed hours but count as attempted hours.

**Maximum Time Frame** - A student may attempt no more than 150% of the number of hours required for their program of study. (Example: A student is enrolled in a program in the catalog that requires 80 hours to complete the program. A student may receive financial aid assistance for no more than 120 hours (80 x 150% = 120).

#### Failure to Meet Satisfactory Academic Progress Requirements

Students who do not maintain a cumulative 2.0 GPA and complete 67% of their attempted hours, or those who exceed the maximum time frame for completion of the program of study will be placed on SAP Warning. The warning period will allow the student to continue receiving aid for one semester only. If the GPA and completion rate are raised at the end of that semester and the student is still within the



maximum time frame, then the student will be considered in good standing and continue to receive aid. If the student is not making SAP at the end of the warning period the aid will be suspended.

### Appeals

Students on suspension may appeal to the SAP Appeals Committee. The appeal must be documented in writing by submitting a Satisfactory Academic Progress Appeal/Academic Plan. The appeal committee will only approve appeals if extenuating circumstances beyond the student's control are clearly documented. The strategy/strategies that the student will take to ensure success must be indicated on the appeal form and becomes a part of the student's Academic Plan for success in completing the program of study. If the appeal is approved the student is placed on Probation Status. The decision of the Appeals Committee is final and students will be notified by GPTC e-mail of the decision.

Students on Probation Status will be reviewed at the end of each semester to determine if they are meeting the SAP standards. Students who do not meet the conditions of their academic plan will have their financial aid suspended.

### Course Withdraws and Failing Grades

Students who withdraw from one or more courses, and those who receive Ws, WPs, WFs or 'F' grades for the term, may be required to repay some portion of the student aid funds they received during the term. It is important for students to be aware of their financial responsibilities when withdrawing from and/or failing classes.

Federal financial aid regulations have created a Return of Title IV Funds Policy. This policy states that students who withdraw or cease attendance; and those who fail or have a combination of all failing grades during a term will be reviewed to determine if their financial aid awards should be reduced.

Upon withdrawal, the Financial Aid Office will calculate, from the number of days in the term that the student was enrolled prior to withdrawal, the percentage of the term that the student completed. This percentage will be applied to the amount of aid received for the term with the student being able to retain only the amount of aid for the percentage of the term actually completed. The unearned portion of the financial aid award must be returned to the federal, programs that have been awarded. If excess financial aid funds have been refunded to the student, a portion of these funds may also need to be returned to the financial aid programs awarded. This may result in large sums being owed to both Georgia Piedmont Technical College (GPTC) and federal financial aid programs.

Students considering withdrawal from classes should consult the Financial Aid Office prior to initiating the withdrawal process. Withdrawal can have a significant impact on a current financial aid award, as well as future financial aid eligibility (see the Satisfactory Academic Progress Policy).

**Unofficial Withdrawals** Students who cease attending all classes and do not formally withdraw during a term may also be subject to the Return of Title IV Funds Policy referenced above. In all cases, the official withdrawal procedures should be followed. Students who stop attending classes before the end of the term will be treated as an unofficial withdrawal.

### Financial Aid Office hours

Newton Office Hours:

Monday – Thursday: 8AM – 6PM

Friday: 8AM – 3PM

Clarkston Office Hours:

Monday – Thursday: 8AM – 6PM

Friday: 8AM – 3PM

## Graduation

Degrees and diplomas are granted each semester and only the yearly graduation exercise is formal. Students completing requirements for graduation in the summer, fall and spring may elect to participate in the spring graduation ceremony. Requirements for graduation must be met by all students regardless of the degree, diploma, or certificate granted. Final responsibility for meeting these requirements rests with the student. For more information regarding graduation, please see the Office of the Registrar.

Students who graduate from Georgia Piedmont Technical College and excel in their course work are recognized at graduation. At least 50 percent of all credit must be earned at Georgia Piedmont Technical College to receive consideration for honors. Computation will be based on all course work completed at Georgia Piedmont Technical College. The following grade point averages will be used in the selection of students who receive honors recognition:

3.70 - 3.84	Graduation with honors
3.85 - 3.94	Graduation with high honors
3.95 - 4.00	Graduation with highest honors

## 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:**

Monday – Thursday: 8:00AM – 8:00PM

Friday: 8:00AM – 12:00PM

Newton Campus Learning Resource Center – B-109

(404) 297– 9522, Ext. 3212 (Day) Ext. 3233 (Evening)

**Hours:**

Monday – Wednesday: 12:00PM – 5:00PM (reference help by appointment 9-12 a.m.)

Thursday: 12:00PM – 4:30PM (reference help by appointment 9-12 a.m.)

South DeKalb Campus Learning Resource Center – Room 402

**Hours:**

Monday-Wednesday: 9:00AM- 2:00PM (reference help by appointment 2-5 p.m.)

Thursday: 9:00AM- 1:30PM (reference help by appointment 2-5 p.m.)

**New Student Orientation**

New Student Orientation sessions are offered each semester. New students are encouraged to attend orientation before registering for classes. These sessions provide an important foundation for academic success and transition for the first semester at the college.

Some programs may also require a specific program or department orientation in addition to the New Student Orientation sessions the college provides. Students should review their admissions acceptance letters for more information.

**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.

**Parking Violations**

Parking Violations include:

- Parking in illegal, restricted or reserved zones

- Parking on lawn or walkways
- Occupying more than one space
- Exceeding the speed limit of 15 miles per hour
- Invalid parking decal or no decal
- Driving on sidewalks or walkways
- Improper display of parking decal

### Parking for students with disabilities

#### DeKalb Campus Parking

Special parking is available to students with physical disabilities in keeping with the nature and degree of the disability. Permit requests for students with temporary disabilities should be made to the Special Services Advisor at the beginning of each semester. A request for a handicapped parking permit may require a doctor's statement. Students with permanent disabilities must have a handicap permit issued by the Georgia Department of Motor Vehicle Safety displayed in the vehicle window or a handicapped-license tag plus a Georgia Piedmont Technical College student parking decal.

Parking for disabled students with access to the Admissions Office (A170), Career Services (A169), Registrar's Office (A172), Student Activities (Student Activities Building), Dean of Academic Operations Office (A103), Cashier's Office (A161), Financial Aid (A163), and Veterans Affairs (A163) is available on the north side of Building B. In addition to designated parking for the disabled, all properly marked disabled students' vehicles may park in any legal parking zone on campus, including faculty areas.

#### Ramps and Curbs Cuts

On the DeKalb Campus, a ramp is located in the front of Buildings B, C, and D. Curb cuts on the DeKalb Campus are located on the North side of Building B and the South side of Building D.

#### Elevators

Elevators are located in the Atrium and at the north end of Building A on the DeKalb Campus.

#### Newton Campus Parking

Special parking is available to students with physical disabilities in keeping with the nature and degree of the disability. Permit requests for students with temporary disabilities should be made to the Special Services Advisor at the beginning of each term. A request for a handicapped-parking permit may require a doctor's statement. Students with permanent disabilities must have a handicap permit issued by the Georgia Department of Motor Vehicle Safety displayed in the vehicle window or a handicapped-license tag plus a Georgia Piedmont Technical College student parking decal.

Parking for disabled students for access to Buildings B and C is available directly in front of the buildings. Accessible handicapped parking for the Admissions Office (A-214), Dean of Academic Operations Office (A-108), Registrar's Office (A-206), Financial Aid (A-214), Cashier's Office (Lobby), and Veterans Affairs (A-214) is available at the front of Building A. Accessible handicapped parking for the Newton Campus Bldg. D is available on the north side of the building.

#### Ramps and Curb Cuts

On the Newton Campus, curb cuts are located at the front entrance of Buildings A, B, and C. They are also located at the Newton Campus Bldg. D.

### **Elevators**

Elevators are located on the Newton Campus in Buildings A and B. An elevator is also located at the Newton Campus Bldg. D.

### **Elevators**

Elevators are located in the Atrium and at the north end of Building A on the DeKalb Campus.

## Registrar Services

### Transcripts

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](http://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 \$7.50. 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.

### 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 an advisor or other authority did not inform them.

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:** \$100/per semester credit hour

**US Resident:** \$200/per semester credit hour

**Non-Resident (Not US born or US naturalized citizen):** \$400/per semester 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. This fee is payable at the time of registration and does not apply to seminar participants or Continuing Education students.

**Late Registration Fee:** A late registration fee of forty-five dollars (\$45) is charged to each student who registers after the last day of official registration. This fee is payable at the time of late registration and is non-refundable.

**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:** \$6 each semester, for credit students only

A limited student accident insurance program is provided for all students enrolled in credit courses/ programs. The insurance covers students for the costs of an accidental injury on campus or while participating in an approved student activity as an official representative of the College.

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

**Special Instructional Fee:** \$55 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:** \$40 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.

### Fee Refunds

A student who drops a class by the end of the scheduled Drop-Add / Late Registration period for that semester will receive a 100% refund of applicable tuition and refundable fees, excluding the application fee. A student who withdraws after the end of the scheduled Drop -Add / Late Registration period for that semester shall receive no refund of tuition and fees.

## Hardship Withdrawal

Students may request a hardship withdrawal after the official withdrawal (“W” date) deadline in the College Calendar. A hardship withdrawal is an exception based on unusual or emergency circumstances beyond the student’s control. This form is to be used if those absences occurred after the posted withdrawal deadline or affected the ability to withdraw by the deadline. Hardship withdrawals are limited to certain criteria, which includes, but is not limited to, hospitalization of the student or minor child for an extended period of time, death in the immediate family, active military duty or deployment, or being seated upon a jury for more than three days.

Death in the immediate family:

For purposes of this form, immediate family is considered someone's spouse/significant other, parents, children, and brothers and sisters.

Deadline to submit this form:

The form can be submitted up to three weeks into the next semester. Any forms submitted after this timeframe will not be eligible for review.

Process:

If approved, no refunds are issued for the courses and the grade of "W" will appear for each course on the student's transcript. Only one hardship withdrawal can be granted per student.

## 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 Georgia Piedmont Foundation Office. Student scholarships can be accessed at [www.gptc.edu/scholarships](http://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

VA students must complete a Veterans Data Sheet available in the Special Services/Veteran Center office along with any required documentation including, but not limited to a DD214, COE (Certificate of Eligibility), etc., with the Veteran Support Liaison.

VA students receiving benefits from Chapter 35, Chapter 30, or Chapter 1606 should be prepared to sustain initial costs, if not receiving other financial aid assistance since benefits are sent directly to the student and may not begin for several weeks after enrollment.

Once a VA student enrolls, he/she must submit a copy of their registration invoice to the Veteran Support Liaison. Students must adhere to taking courses within their program of study as indicated on their VA form. VA students are required to report changes in program of study, course load, withdrawals or interruptions in attendance to the Veteran Support Liaison to minimize personal liability from overpayment of benefits.

Contact the Veterans Affairs Coordinator at 404-297-9522 ext. 1154, or at [veterans@gptc.edu](mailto:veterans@gptc.edu) to schedule an appointment.

### **Title 38 United States Code Section 3679(e) School Compliance**

**NOTE: A Covered Individual is** any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

- Georgia Piedmont Technical College permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to GPTC a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
  1. The date on which payment from VA is made to the institution.
  2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- Georgia Piedmont Technical College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

In addition, statute allows GPTC to require the covered individual to take the following additional actions:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
2. Submit a written request to use such entitlement.



3. Provide additional information necessary to the proper certification of enrollment by the educational institution.
4. Your policy may also require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

### 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](mailto: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: Candice Buckley, Georgia Piedmont Technical College, Building A, Room 103, 495 North Indian Creek Drive, Clarkston, GA 30021, 404-297-9522, ext. 1111.

### 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 our 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 the International Student Advisor, (404) 297-9522, ext. 1154 for more information.

### Student Housing



Students are expected to secure their own off-campus housing. Information is available in the Office of Student Affairs about housing in the area for students who need assistance in locating suitable accommodations. Georgia Piedmont Tech does not assume legal responsibility for any consequences that may arise from off-campus housing.

### Campus Life

Campus Life encompasses student involvement that challenge and support the unique gifts, needs, experiences and interests of our students including clubs and organizations, student activities and health and wellness.

### GOAL

GOAL Award Program - The Georgia Occupational Award of Leadership (GOAL) is a recognition program jointly conducted by the Georgia Chamber of Commerce and the Technical College System of Georgia. Its purpose is to give proper emphasis to the dignity and importance of technical education in today's world. GOAL Award competition begins with faculty nominations among credit enrolled students and culminates with statewide competition among the 22 technical colleges. The objectives of GOAL are as follows:

- To spotlight the role of technical training in a modern economy.
- To reward students who excel in learning a gainful skill.
- To stimulate greater pride in workmanship.
- To generate public respect and appreciation for the working person.
- To emphasize the dignity of work in our society.

### 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 Building A, Room 167 on the DeKalb Campus. For more information, contact Student Activities at (404) 297-9522, ext. 1310. Email SGA at [sga@gptc.edu](mailto: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](mailto: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 Shari Smith, at (404) 297-9522, ext. 1310 or [smiths@gptc.edu](mailto:smiths@gptc.edu). You can visit the Office of Student Activities on the DeKalb Campus in Building A, Room 163.

#### **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). For more information or to join, email [ac@gptc.edu](mailto:ac@gptc.edu)

#### **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. For more information or to join, email [aitp@gptc.edu](mailto:aitp@gptc.edu)

#### **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. For more information or to join, email [cj@gptc.edu](mailto:cj@gptc.edu)

#### **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. For more information or to join, email [dg@gptc.edu](mailto:dg@gptc.edu)

### **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. For more information or to join, email [feyc@gptc.edu](mailto:feyc@gptc.edu)

### **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. For more information or to join, email [lia@gptc.edu](mailto:lia@gptc.edu)

### **Lambda Epsilon Chi (LEX)**

Exists to recognize persons who have demonstrate superior academic performance in an established program of paralegal assistant studies offered at the institution that is an Institutional member in good standing of the American Association of Paralegal Education. Student must complete no less than two-thirds (2/3) of the program requirement with an overall grade point average of at leads 3.25, plus a grade point average in their paralegal courses of at least 3.5 in order to be considered for admission to LEX. For more information or to join, email [lex@gptc.edu](mailto:lex@gptc.edu)

### **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. Many of these students are also members of the Georgia Society of the American Society of Clinical Laboratory Science (GA-ASCLS) The mission is to make a positive impact in the health care through leadership that will assure excellence in the practice of laboratory medicine. For more information or to join, email [mlt@gptc.edu](mailto:mlt@gptc.edu).

### **Phi Beta Lambda (PBL)**

A non-profit educational association for students preparing for careers 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. For more information or to join, email [pbl@gptc.edu](mailto:pbl@gptc.edu)

### **Humanities Society (THS)**

Humanities Society explores diverse cultures and their contributions to the humanities. THS embraces music, literature, philosophy and art from various ethnicities. Moreover, THS immerses students into theatre and how it relates 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. For more information or to join, email [humanities@gptc.edu](mailto:humanities@gptc.edu)

### The Rotary Club

The Rotary Club is an international service organization whose stated purpose is to bring together business and professional leaders in order to provide humanitarian service and to advance goodwill and peace around the world. For more information or to join, email [rotary@gptc.edu](mailto:rotary@gptc.edu)

### 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 Georgia Piedmont Tech, 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. [skills@gptc.edu](mailto:skills@gptc.edu)

### Student Optical Society (SOS)

The Student Optical Society (SOS) is an organization designed to cultivate and enhance students' empowerment. Our purpose is to represent the Opticianry student body and cultivate opportunities in leadership through structured activities such as education, etiquette, skills building, networking, and mentoring as well as personal and professional development. For more information or to join, email [sos@gptc.edu](mailto:sos@gptc.edu)

### Student Veteran Organization (SVO)

The Student Veteran Organization 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. For more information or to join, email [svo@gptc.edu](mailto:svo@gptc.edu)

### United Media Minds (UMM)

United Media Minds gives Design and Media Production majors the opportunity to be creative using their talents and educational training to create digital media productions at industry standard. Using digital media mediums, students will collaborate together while getting hands-on experience in film, television, photography, audio, lighting, graphic design, animation, web design, engineering, and hair and makeup crew positions. For more information or to join, email [umm@gptc.edu](mailto:umm@gptc.edu)

### Honor Societies

#### National Technical Honor Society (NTHS)

This organization is open to all students in degree and diploma programs. Students must have completed 25 hours with a 3.5 Grade Point Average. The National Technical Honor Society is service oriented with a focus on helping other students through activities such as tutoring or mentoring and assisting families who have special needs in the local community. For more information or to join, email [nths@gptc.edu](mailto:nths@gptc.edu)

#### Phi Theta Kappa (PTK)

A non-profit educational association for students preparing for careers 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. For more information or to join, email [pbl@gptc.edu](mailto:pbl@gptc.edu)

### **Lambda Epsilon Chi (LEX)**

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. For more information or to join, email [lex@gptc.edu](mailto:lex@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. Several Voter Registration drives are scheduled to be held during the academic year, with enhanced voter registration activities during election years. GPTC will forward the form to the Secretary of State for processing. For more information, contact SGA at [sga@gptc.edu](mailto:sga@gptc.edu). (404) 297-9522, ext. 1310. Disabled students who wish to register may contact the Special Services Division at 404-297-9522 x1155.

### **Tutoring Services**

The mission of the Student Success & Learning Support Center is to improve student retention by preventing academic problems from becoming the reason for non-attainment of educational goals. The services of the Student Success Center addresses the academic needs of the traditional and non-traditional student, the academically and economically disadvantaged student, and students for whom English is a second language.

Open to all registered Georgia Piedmont Tech students, the Student Success & Learning Support Center offers free academic tutoring services based on learning styles and individual student needs. The Center is equipped with computerized tutorials which are designed to help students improve skills in math, reading and English. These tutorials encourage each student to become actively involved in the thinking skills necessary for effective problem solving. Throughout the semester, class orientation sessions are conducted with a focus on a variety of topics such as study and test-taking skills, stress and time management, building self-esteem, and career decision-making.

The Limited English Proficiency Lab (LEP) provides remediation and language assistance to credit students identified as LEP. The lab is equipped with the ELLIS interactive software that addresses language-specific challenges of LEP students (grammar, reading, vocabulary and listening). Bilingual tutors are available to assist students in setting up an instructional plan to work on areas of weaknesses in English and reading.

Other services provided by the Center are:

- ◆ Free tutoring in math, reading and English
- ◆ PassKey and SkillsTutor Computerized Learning Systems for math, reading & writing

- ◆ ESL (English as a Second Language) /EFL (English as a Foreign Language) resources
- ◆ FOCUS Career and Educational Planning System
- ◆ Tips for Success handouts
- ◆ Accuplacer Prep handouts for math, reading and writing

## About Georgia Piedmont Technical College

Established in 1961, Georgia Piedmont Technical College (GPTC) is one of the top technical colleges in Georgia. As a student-centered institution, GPTC prepares individuals with the skills necessary to succeed in a rapidly changing economy. GPTC's graduation rate for academic year 2018, as reported by the Technical College System of Georgia, is more than 73 percent, and its graduates secure employment at a level resulting in a 96.6 percent total job placement rate. Serving more than 4,600 students, Georgia Piedmont's adult education program is the second largest in the state. The college has seven learning centers in DeKalb, Newton, and Rockdale counties. 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 Candice Buckley, the ADA Coordinator, at 404/297-9522, ext. 1111, ADA504Coordinator@gptc.edu or at the main DeKalb campus, 495 N. Indian Creek Drive, Clarkston, GA 30021 Room A-103B; or Sadie Washington, the Title IX Coordinator, at 404/297-9522, ext. 1210, TitleIXCoordinator@gptc.edu or at the main DeKalb campus, 495 N. Indian Creek Drive, Clarkston, GA 30021 Room A-157 for assistance. For more information about our graduation rates and other important program information, please visit our website at [www.gptc.edu](http://www.gptc.edu).