

STUDENT INFORMATION

Student Life Center/Student IDs

The Student Life Center in building 100 welcomes all students with current student identification badges. The Student Life Center is a place for special events and meetings for students. It is also a place to relax, meet other students, and learn about planned activities, student organizations, and how to get involved on campus. Student IDs can be purchased in the bookstore after registering for classes.

***Note:** All students are required to have current Student IDs in their possession while on campus. Student IDs should be visible in the Student Life Center and all computer labs at all times and presented upon request by any college employee.*

Student Email

Gwinnett Tech student emails are automatically issued to all students 48 business hours after being accepted to the college. A link to Webmail, the student email, is provided from the college website www.gwinnettech.edu. Click on "Student Accounts" located on the A to Z One-Click Directory menu. Student email addresses are issued in the form: first letter of first name and first 6 letters of last name (or full last name if 6 letters or less) plus last 4 digits of your student 900 number (FLLLLL9999@student.gwinnettech.edu). For example, John Williams, student ID number 900123456, would have the email address of jwillia3456@student.gwinnettech.edu. The initial password is gtcmmddy where mmd-dyy is student's birthday in mmdyy format. The gtc must be in lower case letters.

Webmail is the college's primary means of communication between students, faculty, and college administration. For help in using Webmail, email webcentral@gwinnettech.edu or call 678-226-6411.

Bookstore

The bookstore is operated by Follett Higher Education Group as a service to Gwinnett Tech. The bookstore sells new and used textbooks, supplies, clothing, gifts and miscellaneous items to students and the general public and is open Monday through Thursday from 7:30 a.m. to 6:30 p.m. and Friday from 7:30 a.m. to 12 noon. Bookstore hours are extended during the first week of the semester. Computer software at educational prices is available to students, faculty and staff through the efollett.com website. The bookstore buys back textbooks throughout the year. Textbook refunds may be issued within seven days from the first day of the semester. All returned texts must be accompanied by an original receipt and in original condition, i.e. software must be unopened and books still in publisher shrink-wrap with all components intact. Refunds for all other merchandise are issued within two days of purchase. Receipts must accompany all returns/refunds. Cash or charge card credit is given at the time of the refund. Textbooks may also be purchased online at www.efollett.com. Books ordered online may be picked up at the bookstore or shipped to another address. Student identification cards and locker rentals are also available from the bookstore.

Customer Care Center

The goal of the Customer Care Center is to enhance and support experiences by being an accessible resource for student assistance. Advocates support and encourage students to be successful during their academic journey at Gwinnett Technical College. Students may seek guidance from the Customer Care Center for problems, issues, concerns, and questions. Customer Care Advocates assist students with developing solutions to their problem or finding other alternatives and strategies.

The Customer Care Center is located in building 100, room 604. Contact an Advocate at 678-226-6476 for more information.

Campus Computer Login

All classroom and lab computers will no longer utilize generic logins. Instead, individual logins will be assigned to all students. This means that all students will now use an ID that is generated from Banner once they have applied at GTC. The format used for students is as follows: FLLLLLxxxx- first letter of first name and up to first six letters of his/her last name, plus last four digits of student's 900 student ID number. The password format is: gtcmmddy- the letters "gtc" in lowercase, plus birth date using two digits each for the month, the day, and the year. If a student changes his/her password and cannot remember it, he/she can request a password reset by emailing accounts@gwinnettech.edu or leave a voicemail at 678-226-6777. Students should identify themselves with their name, student ID#, and date of birth.

Computer Use Policy

The Gwinnett Technical College network system provides access to a variety of technical resources within the campus to communicate with other users within the campus community and worldwide. Such open access is a privilege and requires that the individual user acts responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations related to their use.

Acts of illegal use or misuse of computer resources and services include, but are not limited to the following:

1. Using an invalid or unauthorized Gwinnett Tech identification card or password.
2. Engaging in, directing, or having knowledge of unauthorized access or disruption of computer services.
3. Reading, altering, or deleting electronic files or electronic mail without authorization.
4. Copying or using software in violation of copyright laws or academic integrity.
5. Transmitting electronic messages through college computers or operating systems that contain fraudulent, harassing, unprofessional, inappropriate or obscene information and/or material.
6. Misrepresenting identity while using a college computer or college network.
7. Using a college computer/network in an attempt to disrupt computer facilities elsewhere or normal operations of the college.
8. Creating, installing or distributing a virus of any kind – whether knowingly and/or unintentionally.
9. Modifying or reconfiguring college software without expressed permission and under the direct supervision of the college.
10. Accessing any site deemed by the college to be disruptive or obscene.
11. Using the college's electronic resources to distribute any form of information electronically without the expressed permission and authorization of the college, including bulk spam.

Illegal use or misuse of computing, networking, or information resources may result in disciplinary action, up to, and including, loss of computing privileges and legal action. Additionally, some forms of illegal use or misuse can be prosecuted under applicable federal, state and municipal statutes. Complaints alleging misuse of college computer resources should be directed to the Chief Information Officer, who will be responsible for

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coordinating and recommending appropriate disciplinary action in conjunction with the Vice President of Student Affairs.

Knowingly reproducing or distributing copyrighted or patented works, including but not limited to images, text, software or hardware, without the expressed written permission of the owner is an infringement of federal copyright and patent law. Such action may be subject to both civil damages and criminal penalties, including possible fines and imprisonment.

Computer hardware, software, and other equipment are the property of Gwinnett Technical College and are intended exclusively for academic and career-related purposes. College computer resources shall not be used for personal gain or profit or for initiating or accessing offensive or obscene material.

Cosmetology Salon Services

The Cosmetology Salon is a public, unisex, salon located in building 100, room 613. The salon is open to the public spring and fall semester, Tuesday through Thursday, and summer semester, Monday through Thursday. All work is performed by students under the supervision of a licensed instructor. For a current list of prices, times, or to schedule an appointment, call 678-226-6626.

Life Balance Program (LBP) Counseling Services

The Life Balance Program (LBP) is a confidential counseling program designed to help students gain and maintain balance between academics, family and work. The program's goal is to help students achieve academic success and life harmony. All enrolled students and their household members are eligible to use the Life Balance Program (LBP). Each enrolled student and household member has a pre-approved number of sessions for use per issue. For additional information, please call 404-845-3727.

There are also resources in the local area. Please contact United Way at 211 for information on resources concerning alcohol abuse, drug abuse, domestic violence, sexual abuse, and general mental health issues. Students are also encouraged to contact Gwinnett Helpline at 770-995-3339 during office hours. Gwinnett Helpline is open Monday through Friday from 8:00 a.m. to 5:00 p.m. Students and their families will assume full responsibility for such services.

Disability Services

Gwinnett Tech is an equal opportunity institution that admits otherwise qualified students with no regard for documented disabilities. Institutional policies comply with the regulations set forth by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Students are expected to identify themselves in a timely manner when an accommodation is needed and to provide appropriate documentation as requested. Gwinnett Tech will assist students with reasonable academic accommodations based on this documentation. However, these accommodations will not compromise academic standards in the classroom. Students are responsible for notifying the Office of Disability Services which is located in building 100, room 323B, with a copy of their schedule each semester that they wish to receive services.

Since the college does not provide specialized courses or tutoring specifically for students with disabilities, existing resources such as the Learning Success Center are available for academic skills workshops and generalized tutoring.

Inquiries and requests for special services, as well as concerns and complaints regarding such services, should be directed to the Office of Disability Services at 678-226-6691 or IrRichardson@gwinnettech.edu. The procedures for coordinating receipt of services are available through the Special Populations & Disability Services Coordinator, Lisa Richardson.

Documentation Required

In order to provide the most reasonable and appropriate services for students with disabilities, Gwinnett Tech requires current and comprehensive documentation of the disability. A qualified specialist must provide a report that addresses a student's evaluation, diagnosis and appropriate recommendations. This report should address how the disability will impact the student in an academic setting. The required documentation must be provided to the Office of Disability Services located in building 100, room 323B. Students may email IrRichardson@gwinnettech.edu or call 678-226-6691, for additional information. Accommodations will not be provided until documentation has been received and evaluated.

Rights and Responsibilities

Gwinnett Tech has the right to identify and establish essential functions, abilities, skills, knowledge, standards, and criteria for courses, programs, and jobs and to evaluate students based on their performance. The college has the right to deny a request for accommodations, auxiliary aids, or services for the following reasons: are deemed inappropriate, ineffective, or unreasonable; may pose a direct threat to the health and safety of others; impose a substantial change to an essential element of the curriculum; or pose undue financial or administrative burden on the program, activities, faculty, or staff of the college.

Confidentiality

Gwinnett Tech adheres to all federal laws concerning confidentiality according to the Individuals with Disabilities Education Improvement Act of 2004 (IDEA). Information provided by students with disabilities will not be released to others without signed consent.

Discrimination and Sexual Harassment

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Lisa Richardson, Title IX, Equity, and Section 504 Coordinator, 678-226-6691, IrRichardson@gwinnettech.edu, Gwinnett Technical College, 5150 Sugarloaf Parkway, Lawrenceville, GA 30043-5702.

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PROCEDURE: Unlawful Harassment and Discrimination of Students

I. PURPOSE:

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

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

Any individual who has engaged in prohibited behavior or conduct will be subject to disciplinary action up to and including expulsion or dismissal.

All students are encouraged to report any act of unlawful harassment, discrimination, retaliation and/or intimidation. Reports will be treated in an expeditious and confidential manner.

TCSG will not tolerate retaliation for having filed a good faith harassment and/or discrimination complaint or for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including expulsion or dismissal.

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

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

II. APPLICABILITY:

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

III. RELATED AUTHORITY:

Title IX of the Educational Amendments of 1972

20 U.S.C. §§ 1681 et seq.

O.C.G.A § 19-7-5

Titles VI and VII of the Civil Rights Act of 1964

Age Discrimination Act of 1975

Section 504 of the Rehabilitation Act of 1973

Americans with Disabilities Act of 1990

Procedure: Student Grievances

IV. DEFINITIONS:

- A. Unlawful Harassment (Other Than Sexual Harassment):** verbal or physical conduct that disparages or shows hostility or aversion toward an individual because of that person's race, color, religion, gender, national origin, age, or disability and which:

1. Has the purpose or effect of creating an intimidating, hostile or offensive educational environment, or
2. Has the purpose or effect of unreasonably interfering with an individual's educational performance.

Harassing conduct or behavior includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, age or disability. This includes jokes or pranks that are hostile or demeaning with regard to race, color, religion, gender, national origin, age or disability. Harassing conduct may also include written or graphic material that disparages or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability, and that is displayed on walls, bulletin boards, computers, or other locations, or otherwise circulated in college community in any format.

- B. Sexual Harassment (a form of unlawful harassment):** unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal, written, electronic or physical conduct of a sexual nature when:
1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
 2. Submission to, or rejection of, such conduct by an individual is used as the basis for education decisions affecting such individual; or,
 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment.

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

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

- C. Sexual Violence:** physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent, including but not limited to sexual assault, rape, sexual battery, sexual coercion. All acts of sexual violence are considered unlawful sexual harassment for purposes of this procedure.
- D. Unlawful Discrimination:** the denial of benefits or admission to the college or to any of its programs or activities, either academic or nonacademic, curricular or extra-curricular, because of race, color, religion, age, gender, national origin, or disability.
- E. Unlawful Retaliation:** unfavorable action taken, unfavorable condition created, or other action taken by a student or employee for the purpose of intimidation that is directed toward a student because the student initiated an allegation of unlawful harassment/retaliation or participated in an investigation of an allegation.
- F. Technical College System of Georgia:** all work units and technical colleges under the governance of the State Board of the Technical College System of Georgia.
- G. Employees:** any individual employed in a full or part time capacity in any TCSG work unit or technical college.
- H. Visitor:** any third party (e.g. volunteer, vendor, contractor, member of the general public etc.) who conducts business or regularly interacts with a work unit or technical college.

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- I. **Clinical Site:** any off-campus location to which students or faculty are assigned for completion of program requirements including labs, internships, or practicums.
- J. **President:** the chief executive officer responsible for the management and operation of the technical college where the accused violator is currently enrolled or employed.
- K. **Human Resources Director:** the highest ranking employee responsible for the human resources function at a technical college or TCSG work unit.
- L. **Local Investigator:** the individual(s) at the technical college who is responsible for the investigation of an unlawful harassment, discrimination and/or, retaliation complaint. Local investigators may be assigned based upon the subject matter of the complaint or their function within the organization.
- M. **Compliance Officer:** the individual designated by the Commissioner to coordinate TCSG compliance with Title IX of the Educational Amendments of 1972 and other state and federal laws governing unlawful discrimination and harassment.
- N. **Title IX Coordinator:** an individual designated by the president of the college to ensure compliance with Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681 et seq., and related federal regulations. The Title IX Coordinator may also be assigned the responsibility for compliance with other state and federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the Department of Education.
- O. **Section 504 Coordinator:** an individual designated by the president of the college to ensure compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as Amended, and any other state and federal regulations governing disabilities; the responsibilities of the 504 Coordinator will include, but may not be limited to evaluating students requesting accommodations for a disability and ensuring equal access to facilities, services and programs.

V. PROCEDURE:

A. Administration and Implementation

1. Each college president shall designate one or more officials to serve as the Title IX Coordinator and the Section 504 Coordinator and ensure the designated officials have received appropriate training.
2. Contact information for the Title IX and Section 504 Coordinators and the Statement of Equal Opportunity should be permanently displayed on official bulletin boards and included in electronic or written college publications and academic materials as described in the TCSG Usage Statement of Equal Opportunity.
3. Instructors/administrators must take ongoing proactive steps to ensure educational opportunities (to include classrooms, clinics, labs, programs, etc.) and student activities (clubs, sports, etc.) are accessible and free from any type of unlawful discrimination or harassment.
4. The Compliance Officer will conduct training programs and monitor colleges to ensure the correct administration and implementation of this procedure, and will ensure that proactive or corrective measures have been taken to prevent unlawful discrimination, harassment, or retaliation.

B. Reporting and Management Action

1. All students are encouraged to report events of unlawful harassment, discrimination, and/or retaliation against themselves or others, regardless of where the incident occurred. A student may choose to resolve any issues pertaining to unlawful discrimination, harassment, or retaliation informally or may proceed directly to the formal resolution process outlined in this procedure; however, allegations of sexual violence may not be processed informally and must immediately be reported and investigated in accordance with this procedure.

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

C. Investigations

1. All complaints of unlawful harassment, discrimination or unlawful retaliation shall be investigated by local investigators thoroughly and should be completed within 45 business days of the receipt of the complaint. The parties will be notified if extraordinary circumstances exist requiring additional time.
2. A complaining party will be notified within 5 business days of receipt of the complaint if the complaint does not specify facts sufficient to allege unlawful discrimination, harassment or retaliation and that a formal investigation will not

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be conducted pursuant to this procedure. The complaining party may appeal the decision in writing to the president within 5 business days of receiving the notice. The president's decision will be final.

3. Individuals designated to investigate, review or recommend corrective actions in response to allegations shall disclose to the president any relationship with the parties that could call into question their ability to be objective prior to taking any action with respect to the investigation. The president will reassign alternate individuals if necessary.
4. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. Both the complaining party and the respondent (the parties) will be given equal opportunity to identify witnesses and offer evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties.
5. The colleges will evaluate the information collected during the investigation and determine whether a preponderance of the information substantiates that unlawful discrimination, harassment, and/or retaliation has occurred.
6. Investigations and summary findings will be documented appropriately.
7. No later than 10 business days after completion of an investigation, the parties will be provided a summary of the results of the investigation.
8. Any information prohibited from disclosure by law or policy will be redacted from any documents prior to distribution.

D. 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 unlawful discrimination, harassment or retaliation is determined to have occurred, the college, through the appropriate officials, shall implement steps to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate. Steps may include, but are not limited to, mandating training or evaluation, disciplinary sanctions, policy implementation or reassignment of students or employees.
3. Should recommended disciplinary sanctions involve academic suspension, expulsion or dismissal from employment, students and staff will be afforded all rights of review or appeal provided for in the applicable disciplinary procedures.
4. Individuals who are responsible for conducting or reviewing investigations or proposing sanctions under this procedure should not also serve as reviewing officials or hearing officers in the appeal of sanctions arising from an investigation.
5. Even in the absence of sufficient evidence to substantiate a finding that unlawful discrimination, harassment, or retaliation has occurred, colleges are expected to address any inappropriate conduct and take all reasonable steps to prevent any future unlawful discrimination, harassment, or retaliation.

E. Reviews and Dispositions

1. The parties may request a review of the investigative findings within 5 business days of receiving notice of the investigative results by submitting a written request to the president.
2. The president shall review all investigations conducted under this procedure and ensure that the appropriate corrective actions have been implemented.

3. Within 10 business days of receiving a request for a review of the investigative findings, the president will notify the parties in writing of his/her final determination. The notice will inform the parties they have a right to appeal the determination to the Technical College System of Georgia's Legal Services Office by submitting a written request within 3 business days by regular mail or email to one of the following:

Technical College System of Georgia
Office of Legal Services
1800 Century Place, N.E.
Suite 400
Atlanta, Georgia 30345

–OR– *unlawfulharassment@tcsge.edu*

4. The Office of Legal Services will convene a panel of at least 3 individuals not employed by the requestor's college to review the investigative findings. The panel's decision is final and will conclude the processing of the complaint.

VI. RECORD RETENTION:

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

Drug, Alcohol, and Weapon Free Campus

No student may engage in the unlawful manufacture, possession, use, or distribution of illicit drugs or alcohol while on the property of Gwinnett 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 Postsecondary Education Act of 1990.

GTC Is a Tobacco Free College

Effective July 1, 2008, Gwinnett Technical College is a tobacco/smoking free college. Smoking via tobacco products and/or electronic smoking devices is not permitted anywhere on the GTC campus including all campus buildings, sidewalks, parking lots, building entrances, common areas, and college-owned vehicles. The college administration and campus police will fully enforce this policy and all applicable state and county laws, regulations, and ordinances related to smoking and tobacco use on a public college campus.

Loitering Policy

To facilitate a safe and secure educational environment, Gwinnett Technical College does not allow loitering on campus grounds. Persons identified as loitering will be asked to vacate the College premises. Upon refusal, Gwinnett Technical College Police will be notified and violators may be cited for trespassing.

First Aid Emergency Services

Students needing access to first aid and medical emergency service should first notify a faculty or staff member. Minor first aid will be provided by Gwinnett Tech's paramedic/EMT instructors or other qualified personnel. For more serious medical emergencies, students should notify the campus police at 678-226-6293 (ext. 6293 if using a campus phone) or call 911.

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Food Court

The food court is operated by a food service provider; hours of operation vary based on the College's academic schedule. A snack bar with full-service vending machines and satellite areas with beverage and snack machines are also provided for student convenience.

Health Services

As a non-resident school, Gwinnett Tech expects students to secure medical services through a private physician. In case of a serious accident or illness, Gwinnett Tech will refer a student to the nearest medical facility for emergency care. It is understood that the student, parent, or guardian will assume full responsibility for the cost of such emergency care at the hospital, including ambulance charges if, in the opinion of school officials, such service is necessary.

Insurance

Gwinnett Tech does not provide student medical or liability insurance. Enrollment by full-time students includes a \$4.00 fee that provides student accident insurance. Student liability insurance is required for students enrolled in certain health and applied technology programs. Students requiring such insurance will be notified regarding premiums and payment.

Parking

Parking is provided to all students attending Gwinnett Tech in designated student parking lots. Signage throughout the campus directs students to additional parking. Parking decals are not required for students parking in designated student parking lots. Students who illegally park in restricted areas such as, but not limited to, handicapped, yellow curb, fire lane or driveways, are subject to traffic citations reportable to the Gwinnett County Records Court. As a courtesy to students, campus police may elect to place warning stickers on illegally parked vehicles. However, illegally parked vehicles that present a traffic hazard or public safety risk will be towed at the owner's expense.

Citations will also be issued for reckless driving, failure to observe posted speed limits, or other violations deemed a safety issue for pedestrians who always have the right of way.

Note: *Parking may be further restricted during new construction, public events or other related occurrences.*

Police/Public Safety

Gwinnett Technical College Police are present during normal operating hours. Police officers are responsible for a full range of public safety services including all crime reports, investigations, and traffic control/accident reports; enforcement of laws concerning use of alcoholic beverages, controlled substances and weapons on campus; and all other incidents requiring police assistance or emergency medical care. However, police officers are not equipped to assist students with automobile difficulties, such as dead batteries and keys locked in the car.

Each year Gwinnett Technical College publishes specific crime-related information in accordance with the guidelines of the ***Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*** (formerly the Campus Security Act of 1990). This report is available in the office of the Chief of Police, located in building 100, room 808.

Any student who observes what appears to be suspicious or illegal activity, has a concern about personal safety on campus, wishes to discuss campus safety and security, or wishes to report an incident which may require administrative or Police intervention may do so by contacting 678-226-6293, building 100, room 808. You can also use any phone on campus,

press “0”, and tell the operator what and where the problem is or you simply dial “911” as we, as well, have contact with Gwinnett County 911 Center.

Students may also contact the director of Human Resources, 8:00 a.m. to 5:00 p.m., Monday through Thursday, and 8:00 a.m. to 4:00 p.m., Friday, 678-226-6697; the evening building administrator, 6:00 p.m. until closing, Monday through Friday, 678-226-6484; or the Saturday building administrator, 7:00 a.m. to 4:00 p.m., 678-226-6600.

School Closing Notification Procedures

In the event weather conditions are such that travel to and from school for students and faculty would be hazardous or extreme temperature presents a safety comfort problem, school may be closed for the day or delayed in opening. Radio station WSB-AM 750 in Atlanta announces school closings or delayed openings. This station will be notified by 6:00 a.m. if possible or the earliest possible time that a decision can be reached regarding a delay in opening or closing of school. All staff and students should listen to WSB-AM 750 when weather conditions are a factor. If possible an announcement will be made on the GTC telephone system and can be accessed by calling 770-962-7580 or visit the website at www.GwinnettTech.edu.

Student Life

Student Life’s mission is to provide a world of opportunities to enrich the GTC experience. Opportunities available for students include workshops, seminars, fieldtrips, conferences, competitions, community projects, and school-wide events. Students may contact the Student Life Director for additional information at 678-226-6341.

Fund-raising Activities

Any club fund-raising project must be approved by the Student Life Director prior to the start of the project.

Soliciting On or Off Campus

Approved student organizations are permitted to sell their products on campus and to local merchants with written authorization from the Student Life Director.

Student Honors and Awards

Award of Merit

This award of recognition is for students who by their actions are recognized as outstanding. Recipients must be either full-time students or part-time students at least halfway through their programs with a minimum 2.5 GPA. Students are selected in one of the following three categories:

- **Demonstrated Excellence in Performance.** This student has competed in state or national contests as a representative of Gwinnett Tech and has proven outstanding as an ambassador for our school, or this student has performed in a role which has reached out into the community, state, or nation and has promoted the good name of Gwinnett Tech. This role cannot be part of a required internship or clinical experience.
- **Demonstrated Improvement as a Student.** This student has progressed within their program at a rate that deserves recognition. The student who receives this award has given extra time and/or effort to achieve exceptional growth in their program.
- **Demonstrated Excellence in Spite of Undue Hardship.** This student has demonstrated academic or performance excellence despite financial, family, or time demands. The student who receives this award has made special efforts to succeed while addressing personal hardships.

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Best Portfolio Award

This annual award recognizes the commercial photography graduate who earns the highest total score on the evaluation of his/her portfolio. The portfolio must contain images in finished presentation form in each of the following areas: black and white/color techniques, commercial applications, portrait/wedding, advertising, and a specialized study with images that support a serious involvement in a specific job area. The Best Portfolio Award is presented at Gwinnett Tech's formal graduation ceremony.

Dean's List

At the end of each semester, students who have achieved a grade point average of 3.69 or higher while carrying a minimum of 12 credit hours will be placed on the dean's list.

Distinguished Student Award

To be eligible for this award, students must first have been selected as outstanding program students. Their credentials are then judged by a screening committee on the following criteria:

- Academic achievement.
- Instructor rating in the areas of leadership ability, quality of work, attendance, dependability, and cooperation.
- Representation of Gwinnett Tech (participation in school-related activities such as student advisory committees and student organizations; holding office in a student organization – local or state; or participation in student competitions – local, state and/or national).

The top candidates are then interviewed by the selection committee and judged on their expressed personal goals, value of training, ability to communicate, enthusiasm, and confidence.

Georgia Occupational Award of Leadership (GOAL)

This annual award is presented to the student selected most outstanding from a group of nominees submitted by instructors. Selection is based on grades, instructor rating of personal traits, and an interview before a screening committee. Gwinnett Tech's GOAL winner then competes with other postsecondary technical college winners for this coveted state award.

Honor Graduate

Students who achieve a cumulative grade point average of 3.69 or higher will be designated as honor graduates. Honor recognition will be in the graduation program, and students may wear special stoles available for purchase in the bookstore. Spring semester graduate GPAs are calculated as of fall semester for honor designations.

Rad Tech Award of Excellence

This award recognizes exceptional performance by a radiologic technology student for the entire two-year period of enrollment. The award is given to the graduating student who has maintained academic excellence, outstanding clinical performance, and a professional rapport as defined by fellow radiologic technologists.

Outstanding Student for a Program

The recipients of this award must be program students who have completed a minimum of one full semester. These students must also have a minimum 3.0 GPA, demonstrated leadership ability and excellence in performance of their chosen career, and experience with representing Gwinnett Tech in a positive manner and promoting good public relations.

SOLA

Student Organization Leadership Award is given to club officers that exemplify leadership qualities within their student organization. This person motivates, encourages, provides vision for the group, and leads by example. This award recognizes their hard work and pays tribute to their achievements on campus and in the community. The recipients must be current club officers in good academic standing.

Spirit of GTC

This award recognizes students who are consistent, active contributors to GTC Student Life and honors them for their positive impact on campus. These are students who go above and beyond the call of duty to improve the GTC experience. They demonstrate a spirit of service, leadership, volunteerism, enthusiasm, involvement and appreciation. Recipients must be an active member in at least one GTC organization and be in good academic standing.

Student Organizations and Clubs

Organizations and clubs offer students another opportunity to broaden their environment within the educational process. The purpose, mission, and proposed activities of all groups are clearly related to the educational goals and mission of Gwinnett Tech. Current organizations and clubs on campus include:

Association of Future Radiologic Technologists (AFRT)

This organization is for students in the radiologic technology program. The mission of AFRT is to advance student involvement in the profession by promotion of school activities and community service. Members participate in local and state professional association activities and keep abreast of current practices and equipment used in the industry.

Association for Information Technology Professionals (AITP)

This organization is for computer information systems students and others with an interest in the computer information systems field. The mission of AITP is to develop an understanding of information technology; promote sound principles and study methods used in IT; and foster a better understanding of the vital role of IT and how it relates to management. Gwinnett Tech's student chapter is sponsored by the Atlanta Chapter of AITP, an international organization composed of data processing managers, analysts, programmers, and support personnel.

Circle K Club

Circle K Club is the college level affiliated Club of Kiwanis International. It is sponsored by the Kiwanis Club of Lawrenceville and has a primary focus of service to the community, leadership training, building positive relationships, and interaction with the areas Kiwanis Clubs with the goal of building better communities. The Kiwanis Club of Lawrenceville also provides scholarships to eligible students who are active in Circle K.

Commercial Construction Guild (CCG)

This organization is for commercial construction students. CCG was established to gather, receive and disseminate information helpful to members and to provide professional advice and guidance to members. CCG will accomplish this purpose by acquainting student members with issues of importance in the construction industry and with members of an active professional association involved in all phases of the industry.

Collegiate DECA

Collegiate DECA is a professional organization for business sciences students. Its mission is to provide opportunities for members to develop leadership skills and an under-

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standing of their civic and social roles in society. Through local, state, and national activities, members are challenged to excel in their business careers.

The Design Group

This organization is for students in the Interiors program. The mission of the GTC Design Group is to offer students trade resources, networking opportunities, and events and educational opportunities in which to participate.

The Future Cardiovascular Technologist Club (FCT)

The Future Cardiovascular Technologist (FCT) is a student organization for our cardiovascular technology students. The purpose of FCT is to continue the advancement of knowledge, involvement, and awareness of students in Cardiovascular Technology. The club promotes healthy lifestyle habits consisting of a heart healthy diet and exercise. They participate in school activities, fundraisers and community service.

Georgia Delta Chi Omega Chapter of Lambda Nu

The purpose of this organization is to foster academic scholarship at the highest academic levels. It promotes research and investigation in the radiologic and imaging sciences. In order to become a member a student must possess at least a 3.5 GPA and maintain a "2" or higher in Work Ethics as well as being enrolled in the Radiologic Technology or Imaging Science program as a full time student for at least 2 semesters.

The Green Sustainable Club

This organization supports the expansion of environmental studies, the need for a green workforce, and encourages green and sustainable practices. Its mission is to impact our community by educating, inspiring, and involving people to become more efficient in balancing a greener future.

Gwinnett Tech Early Education Club (GTEEC)

The mission of GTEEC is to provide opportunities for our students and graduates to network while supporting and advocating for young children in Gwinnett County. We engage in a minimum of three projects each semester - one benefitting the ECE department, one targeting Gwinnett Tech and one supporting our community.

Gwinnett Technical Science Club (GTSC)

The purpose of this organization is to provide a channel through which students who are interested in science can exercise their interest through extracurricular science projects at GTC and the community. Promoting scientific literacy through community activities, events and partnerships is the mission for GTSC.

Horticulture Club

This club is for students in the horticulture program. Being student led, it is encouraged to identify opportunities that are not found in the traditional classroom curriculum. Activities may include community outreach, tours of facilities related to the Green Industry, plant sales, program development, tree plantings, and industry competitions.

Hotel, Restaurant, and Tourism Travel Club

This organization is for students in the hotel, restaurant, and tourism management program. Its purpose is to encourage and assist HRT students to travel and experience the countless number of tourism opportunities outside the classroom. The organization plans and takes trips around the world and the United States. Members help recommend locations for future trips including the organization of tours and seminars.

Information Systems Security Association (ISSA)

ISSA facilitates interaction and education to create a more successful environment for global information systems security and for the professionals involved. Its mission is to promote management practices that will ensure the confidentiality, integrity, and availability of information resources.

The Multi-Cultural Club

This club is available to all students enrolled at Gwinnett Tech. Its purpose is to promote cultural awareness and understanding through personal acquaintance and cooperative program presentations that provide activities encouraging cultural exchange. This organization sponsors programs that encourage interaction among the many cultures represented by our students, faculty, staff and community.

National Student Nurses Association (NSNA)

This organization is for students enrolled in the registered nursing program. Its mission is to promote quality patient care by registered nurses. This organization serves to expand visibility, growth, and awareness of the RN profession.

National Technical Honor Society (NTHS)

NTHS promotes the ideals of honesty, service, leadership, career development, and skilled workmanship among technical students in America. The organization encourages and assists students in their pursuit of educational and career goals. It also develops a greater awareness within the business, industrial, and service communities about the talents and abilities of students engaged in technical education. NTHS membership eligibility is by faculty nomination. Nominees must have a GPA of 3.25 or higher and must have completed at least 50% or more of their required courses, including math and English. Furthermore, nominees must have a GPA of 3.25 in their technical program or major. Students pursuing certificates are not eligible for membership in the organization.

Phi Theta Kappa (PTK)

Phi Theta Kappa is an international honor society that recognizes and encourages academic achievement among two-year college students. This organization will also provide leadership and service opportunities to members. Gwinnett Tech's chapter is named Beta Rho Rho. All students who have earned a 3.5 GPA and at least 12 associate level degree hours are eligible to join. All admitted members must maintain a 3.5 GPA. An induction ceremony will be held during fall and spring semesters.

Respiratory Care Club

This organization is for students in the respiratory care program. Its mission is to exchange professional knowledge, expertise, and ideas in the field of respiratory care; to promote a high standard of respiratory care performance for quality patient care; and to stimulate interest in continuing education for respiratory care.

Rotaract Club

The purpose of this organization is to provide opportunities to enhance knowledge and skills that will promote personal development. In doing so, it will emphasize respect for others by building relationships through serving the community. It will provide personal and group activities to serve the community to promote understanding of the goodwill toward all people.

Skills USA

This national student organization serves trade, industrial, technical, and health science students and emphasizes leadership, dignity of work, quality workmanship, citizenship,

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respect, and concern for others. Its mission is to develop professional and leadership skills through active contest participation.

Sport and Recreation Management Club

The Sport and Recreation Management Club was established to gather, receive, and disseminate information that is helpful to members and to provide vocational advice and guidance to them. Members are given industry specific information, as well as contact with industry professionals in the field.

Student Ambassadors

Ambassadors are an elite group of students who are nominated, interviewed, and trained to serve as the face of Gwinnett Tech for a year. Duties include volunteering countless hours with outreach programs, school-wide events, and recruitment activities as well as meeting with media and VIPs.

Student Leadership Council (SLC)

This organization is available to all students enrolled at Gwinnett Tech. Its mission is to provide a channel through which students may build leadership skills, voice concerns and/or suggestions, and enhance communication among students, faculty, and staff. The Student Leadership Council meets monthly and plans activities that involve students in promoting the college and serving the community.

Student Organization of Medical Assistants

This organization is for students enrolled in the medical assisting program. Its mission is to promote the professional identity and stature of its members and the medical assisting profession; to promote obtaining and maintaining professional credentialing through continuing education activities; and to involve the students in the community through service activities.

Student Sonographer Association

The Student Sonographer Association supports the advancement of knowledge, involvement, and awareness of students of the Diagnostic Medical Sonography program by promotion of school activities and community service.

Student-Veteran Organization (SVO)

The purpose of the organization is to provide a forum where Student-Veterans can meet fellow Student-Veterans at the college and to support and encourage one another. They foster a spirit of success through social events, participation in Student Life activities with other student groups, and by being a positive influence on the college and community through service projects throughout the year.

Students' Toastmasters International

The purpose of this organization is to help students excel in their verbal communication skills. Students have the possibility to build confidence in performing a speech for their audience. They are given exercises to be completed so that they can reach their goal and perfect their verbal communication skills.

Surgical Technology Club

This organization is for students enrolled in the surgical technology program. Its mission is to promote the surgical technology profession and allow students to market ideas and products to assist them in meeting surgical technology goals.

The Veterinary Technicians' Society

This organization is for students enrolled in the veterinary technology program. Its mis-

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8. **Parking**

The technical college prohibits violation of regulations regarding the operation and parking of motor vehicles on or around college premises.

9. **Financial Irresponsibility**

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

10. **Violation of Technical College Policy**

Violation of system or technical college policies, rules or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program, internships, externships, practicum, clinical sites, co-operative, or any academic sponsored programs or activities, student organizations or students who reside in on-campus housing.

11. **Aiding and Abetting**

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

12. **Falsification of Documentation**

Disciplinary proceedings may be instituted against a student who falsifies any documentation related to the technical college either to the technical college or to others in the community, including, but not limited to falsification of: technical college transcripts; transcripts or other documentation from other institutions to obtain credit from or admission to the technical college; technical college report cards or other grade reports; documentation related to a student's citizenship status; tests, homework, attendance records; signature of any technical college employee in his or her official capacity; signatures of any employee of a clinical or internship site where the student is participating in an educational program associated with the technical college or records related to any clinical, internship or other academic activity associated with the technical college.

13. **Violation of Law**

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

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

- a. failure to obey the notification of the Vice President of Student Affairs or the

sion is to promote professional excellence, to bring about awareness of the need for the program, and to involve students in the community.

Student Complaint Policy, Student Behavior, Student Code of Conduct Policy ***Student Complaint Policy***

It is the policy of Gwinnett Technical College, a unit 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.

The Student Complaint Policy is established so that students can resolve difficulties or problems encountered in college-related activities. Student 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, Assessment and Advisement, Business Office, and Facilities.

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

- Academic Grade Appeals – Academic Affairs Office
- FERPA – Vice President of Student Affairs
- Financial Aid – Vice President of Student Affairs
- Harassment – Equity Coordinator (Coordinator of Special Populations)
- Sexual Harassment and Sexual Violence – Equity Coordinator (Coordinator of Special Populations)
- Discrimination – Equity Coordinator (Coordinator of Special Populations)
- Student Code of Conduct Violations – Vice President of Student Affairs

Definitions

Grievable issues: Issues arising from the application of a policy/procedure to the student's specific case are always grievable. Specifically grievable are issues related to student advisement, improper disclosure of grades, unfair testing procedures and poor treatment of students; this is a representative list and is not meant to be exhaustive.

Non-grievable issues: Issues which have a separate process for resolution (i.e. disciplinary sanctions, FERPA, financial aid, academic grades, discrimination, harassment etc.) are not grievable and a student must take advantage of the process in place.

Business days: weekdays that the college administrative offices are open.

Vice President of Student Affairs (VPSA): the staff member in charge of the student services division at the college.

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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.

Grievant: the student who is making the complaint.

The following section details the step-by-step process for resolving student complaints. Complaints that do not follow the process described below will not be considered by the college. 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 Complaint Procedure

- A. For all timelines established herein, if a student will need additional time, an extension may be granted at the Vice President of Student Affairs' discretion.
- B. **Informal Grievance Procedure:** Students with grievable issues should resolve those issues, if possible, on an informal basis without the filing of a formal grievance.
 1. A student has 10 business days from the date of the incident being grieved to resolve the matter informally by approaching their instructor, department chair or any other staff or faculty member directly involved in the grieved incident.
 2. Where this process does not result in a resolution of the grievable issue, the student may proceed to the formal grievance procedure below.
- C. **Formal Grievance Procedure:** where a student cannot resolve their grievance informally, he or she may use this formal grievance procedure.
 1. Within 15 business days of the incident being grieved, the student must file a formal grievance in the office of the Vice President of Student Affairs (VPSA) or the technical college president's designee with the following information: a) Name, b) Date, c) Brief description of incident being grieved, d) Remedy requested e) Signature, and f) Informal remedy attempted by student and outcome
 2. If the grievance is against the VPSA, the student shall file the grievance with the technical college president.
 3. The VPSA, or the technical college president's designee, will investigate the matter and supply a written response to the student within 15 business days.
 4. If the grieved incident involves possible unlawful harassment, discrimination or retaliation for reporting unlawful harassment/discrimination, the investigation will be handled pursuant to the Procedure: Unlawful Harassment and Discrimination of Students.
 5. If the grieved incident is closely related to an incident being processed through the harassment/discrimination or disciplinary procedures, the proceedings under the Unlawful Harassment and Discrimination of Student's 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.
 6. The VPSA, or the technical college president's designee, shall be granted an additional 15 business days to investigate the grievance upon notice to the grieving student.
- D. **Appeal:** The student may appeal the decision from the VPSA or the technical college president's designee to the technical college president. Only the student has the right to appeal.
 1. A student shall file a written appeal to the technical college president within 5 business days of receiving the response referenced above.
 2. The appeal will be decided based entirely on documents provided by the stu-

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- dent and the administration; therefore the student must ensure that he or she has provided all relevant documents with his or her appeal.
3. At the sole discretion of the technical college president, grievance appeals at their institution may be held in one of the following two ways:
 - a) The technical college president may review the information provided by the student and administration and make the final decision; or
 - b) The technical college president may appoint a cross-functional committee to make the final decision.
 - c) 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.
 4. Whichever process is chosen by the technical college president, the decision of the grievance appeal is final.
- E. **Retaliation** against a student for filing a grievance is strictly prohibited.

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

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

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

It is the policy of the Technical College System of Georgia (TCSG) to provide technical and adult education programs for the people of Georgia. 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.

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Definitions

Faculty Member: any person hired by a TCSG technical college to conduct teaching, service, or research activities

Hearing Body: as defined in the Student Disciplinary Policy and Procedure

Member of the technical college community: any person who is a student, faculty member, contractors, technical college official or any other person/s involved with the technical college, involved in the community or employed by the technical college

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

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"

System: the Technical College System of Georgia or TCSG

Technical college official: any person employed by the technical college performing assigned responsibilities on a part-time, full-time or adjunct basis

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)

Acts in Violation of the Student Code of Conduct

Any student found to have committed the following misconduct is subject to the disciplinary sanctions as outlined in the disciplinary sanctions section. Questions on the interpretation of academic misconduct and policies shall be referred to the Vice President of Academic Affairs, while questions on the interpretation of student conduct other than academic misconduct shall be referred to the Vice President of Student Affairs.

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

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- 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**
the falsification of any information or citation in an examination or any other written or oral work submitted for evaluation and/or a grade
- 4. Plagiarism**
- a. submitting another's published or unpublished work in whole, in part or in paraphrase, as one's own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical reference
 - b. submitting as one's own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material
 - c. submitting as one's own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators

NON-ACADEMIC MISCONDUCT includes but is not limited to:

1. Behavior

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

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2. Professionalism

Infractions of the dress code including, but not limited to, the following:

- a. Failure to wear attire appropriate for a mature learning environment. Inappropriate attire includes, but is not limited to, the following: excessive skin exposure and display of undergarments.
- b. Failure to have on footwear.
- c. When instructed, failure to wear attire designated for classrooms, laboratories, shop areas, internships, and clinical courses, according to the requirements of the work for which the student is being trained.
- d. Failure to maintain personal hygiene, i.e., cleanliness of body and clothing.
- e. Failure to refrain from wearing emblems, insignia, badges, symbols or attire that contain inappropriate, lewd, vulgar messages, displays illegal substances or that connote gang affiliation, where the effect thereof may be construed as offensive to a reasonable person or might otherwise cause disruption of interference with the orderly operations of the College.

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: 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 threatens or causes injury to person or property or that interferes with free access to technical college facilities or that is harmful, obstructive, or disruptive to the educational process or functions of the technical college
- e. Fire Alarms: 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 Gwinnett Technical College Parking Policy and Regulations.

4. Drugs, Alcohol and Other Substances

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

- a. Alcohol: 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.

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- b. Controlled substances, illegal drugs and drug paraphernalia: The technical college prohibits possession, use, sale, or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.
- c. Food: The technical college prohibits eating and/or drinking in classrooms, shops, and labs or other unauthorized areas on technical college premises, unless otherwise permitted by technical college officials.
- d. Tobacco: The technical college prohibits smoking, or using other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on technical college premises. Refer to the Gwinnett Technical College Tobacco Policy.

5. Use of Technology

- a. Damage and Destruction: Destruction of or harm to equipment, software, or data belonging to the technical college or to others is considered unacceptable usage. This may include altering, downloading, or installing software on technical college computers, tampering with computer hardware or software configuration, improper access to the technical college's network, and disconnection of technical college computers or devices.
- b. Electronic Devices: Unless otherwise permitted by technical college officials, the technical college prohibits use of electronic devices in classrooms, labs, and other instructional, event, or affiliated facilities on technical college premises. Such devices include, but are not limited to cell phones, beepers, walkie talkies, cameras, gaming devices, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. The technical college also prohibits attaching personal electronic devices to college computers under any circumstances.
- c. Harassment: The technical college prohibits the use of computer technology to harass another student or technical college official with obscene, harassing or intimidating messages, communications, jokes, or material.
- d. Unacceptable Use: The technical college prohibits the 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. Gwinnett Technical College prohibits any additional violation to the college's Acceptable Computer and Internet Use Policy.

6. Weapons

The Technical College System of Georgia is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on college buildings or property (including all satellite campuses/off-site work units), 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.

7. Gambling

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

- technical college president's 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

Student Disciplinary Procedure

The administration 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. 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.

Definitions

Business days: weekdays that the technical college administrative offices are open

Hearing Body: any person or persons authorized by the president of a technical college to provide a hearing as provided in this procedure

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

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

Student: all persons taking courses at the technical college full-time, part-time, dual enrollment, joint enrollment, non-credit and credit; persons who are not officially enrolled for a particular term but who have a continuing relationship with the technical college

Student Organization: any number of persons who have complied with the formal requirements for technical college recognition

Technical college: any college within the Technical College System of Georgia

Technical college official: any person employed by the technical college, performing assigned administrative responsibilities on a part-time, full-time, or adjunct basis

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)

The Vice President of Student Affairs or the technical college president's 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 of Student Affairs or the technical college president's 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

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the Hearing Body and the technical college president or his/her designee. A record of the final decision must also be retained. All records specified in this section shall be retained for a period of five years.

A. Filing a Complaint

1. Any person may file a complaint with the Vice President of Student Affairs or the technical college president's 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, and provide it to the Vice President of Student Affairs or the technical college president's designee.
2. Academic Misconduct may be handled using a separate Academic Misconduct Procedure via the Vice President of Academic Affairs at the discretion of the technical college president.
3. Investigation and Decision
 - a. Within 15 business days after the Student Code of Conduct Complaint Form (the "Complaint") is filed, the Vice President of Student Affairs or the technical college president's 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 of Student Affairs or the technical college president's designee shall determine whether the student committed the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct.
 - b. The student shall have 5 business days from the date contacted by the Vice President of Student Affairs or the technical college president's designee to schedule the meeting. This initial meeting may only be re-scheduled one time. If the student fails to respond to the Vice President of Student Affairs or the technical college president's 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 of Student Affairs or the technical college president's designee will consider the available evidence without student input and make a determination
 - c. In the event that a Complaint alleges violations of the Student Code of Conduct by more than one student, each student's disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.
 - d. If the Vice President of Student Affairs or the technical college president's 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. If the Vice President of Student Affairs or the technical college president's 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.

B. Disciplinary Sanctions

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

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1. After a determination that a student has violated the Student Code of Conduct, the Vice President of Student Affairs or the technical college president's 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 of Student Affairs or the technical college president's designee will make a recommendation to the Vice President of Academic Affairs or his/her designee who may authorize the instructor to award a failing or lowered grade in the course, or a loss of credit on the assignment or examination.
2. After a determination that a student has violated the Student Code of conduct, the Vice President of Student Affairs or the technical college president's designee may recommend the imposition of one of the following sanctions if appropriate. The Vice President of 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 section VI.C.1 above, following a hearing. A copy of the written recommendation shall be provided to the student and the person filing the complaint. A grade of "W" will be issued for any of the sanctions below.
 - 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 Vice President of Student Affairs or the technical college president's designee. Students who have been dismissed from the technical college for any reason may apply in writing to the Vice President of Student Affairs for

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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 of Student Affairs or the technical college president's 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 will 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.
3. Violation of Federal, State, or Local Law
 - a. If a student is convicted or pleads nolo contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the technical college's vital interests and stated mission and purpose.
 - b. Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.
 - c. When a student is charged by federal, state, or local authorities with a violation of law, the technical college will not request or agree to special consideration for that individual because of his/her status as a student. The technical college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
 - 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 of 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.
 4. Conditions of Disciplinary Suspension and Expulsion
 - a. 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 of Student Affairs or the technical college president's designee.
 - b. 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 of Student Affairs or the technical college president's designee. A suspended or expelled student must contact the Vice President of Student Affairs or the technical college president's designee for permission to enter the technical college premises for a limited, specified purpose.

- c. If the student seeks to submit a signed Disciplinary Sanction Appeal Form, the Vice President of Student Affairs or the technical college president's 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.
- d. A scheduled appeal hearing before the Hearing Body shall be understood as expressed permission from the Vice President of Student Affairs or the technical college president's designee for a student to enter the technical college premises for the duration of that hearing.

C. 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.

D. Hearing/Appeals Procedure

1. A student who wishes to appeal a disciplinary decision by the Vice President of Student Affairs or the technical college president's 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 of Student Affairs or the technical college president's 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 of 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. 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 of 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.

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4. If the student appeared before the Hearing Body to appeal the Vice President of Student Affairs or the technical college president's 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.
5. If the student appeared before the Hearing Body after the Vice President of Student Affairs or the technical college president's 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.
6. 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.
7. 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.

Student Rights

The framework of a democratic society is based on the concept of individual freedom and certain inalienable rights guaranteed by the constitution. Inherent in the concept of rights is the obligation for each individual to assume responsibility in the expression of those rights. To this end, Gwinnett Technical College has installed written codes of conduct and laws of governance which serve to protect the majority rights of both the student body and the college. Within these boundaries, Gwinnett Technical College guarantees the rights of students as stated in this text.

Graduates of certificate, diploma and degree programs shall have the right to a quality educational program consistent with the course and program descriptions made available to them during the admission process. This includes content, number of contact hours, credit hours and credentials to be earned.

Students who graduate shall have the right to retraining without cost if an employer finds them lacking in competency in the occupational field for which they were trained.

Students shall have the right to academic advisement including advisement from the faculty as to standards of academic performance, criteria for grades, and other expectations related to the course. Any student who believes that the student's academic rights have been violated may seek re-dress according to the procedures outlined on in the catalog.

Students shall have the right to due process when accused of a violation of any campus regulation or code of conduct. The disciplinary responsibilities of institutional officials and the disciplinary procedures shall be clearly formulated and published. In all cases students shall be informed of the nature of the charges against them, given a fair opportunity to refute them, and guaranteed the right of appeal.

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Students shall have the right of protection against prejudiced academic evaluation and assessment. At the same time, however, students are responsible for maintaining the standards of academic performance established by the college and by the faculty for each course in which they are enrolled.

Students shall have the right to take stands on issues through the Student Leadership Council, the right to examine and discuss questions of interest to them, and the right to support causes, by orderly means, which do not disrupt the regular and essential campus operation.

Students shall have the right to have their academic, disciplinary, and counseling records kept confidential, and have the right of access to those records, as subject to existing institutional policy and state and federal law. All practices and policies dealing with the acquisition and retention of information for records shall be formulated with due regard for the student's right to privacy. No permanent records shall be available to unauthorized persons within or to any person outside the institution without the express consent of the student involved except under legal compulsion. No permanent records shall be kept which reflect any alleged political activities or beliefs of students.

Disabled students shall have the right to and accessibility to all college programs and activities. Please refer all questions concerning special services for the disabled to the Disability Services Office located in building 100, room 323B or call 678-226-6691.

Any student who believes that his or her rights have been violated in any way should immediately contact the vice president of student affairs. This includes those violations that are the result of discrimination or harassment based on race, color, sex, religion, creed, national origin, disability, or age. The institution is committed to maintaining an atmosphere on campus which allows each individual student the unhampered freedom to study, investigate, write, speak, and debate.

Student Right to Know and Campus Security Act

The Student-Right-To-Know and Campus Security Act is an amendment to the Higher Education Act of 1992. The act requires colleges and universities to make graduation/completion rates, transfer-out rates, and campus crime statistics available to enrolled student and prospective students. This information is available in the Student Center, Registrar's Office in building 100, and online at the following link. <http://www.gwinnettech.edu/content.cfm?PageCode=right-to-know>.

Telephone and Mail for Students

Courtesy phones are provided to students in each building on campus. Calls are limited to local calling areas only, long distance calls can be made by using a calling card which the student must purchase themselves. Students should not use the College as their mailing address since there is no mail service for students.

Visitors on Campus

All visitors are expected to adhere to all campus regulations. Parents or guardians must supervise children who are visiting on campus at all times. Generally, children are not allowed on campus grounds, inside classrooms, science labs, or computer labs. Parents or guardians may be asked to remove the child or children from campus.