



Education, Awareness and Safety Guide

Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, formerly the Campus Security Act of 1990, requires Athens Technical College to disclose to the public specific crime-related information on an annual basis. In compliance with this legislation, the college must report campus crime statistics, campus offenses, and security measures to all students and employees by October 1 of each year.

Prospective students and employees shall receive either a copy of the report or a notice of its availability and a brief summary of its contents. The college may publish the report electronically, but the college must give students, employees, and potential students or employees a paper copy upon request and individually inform them of the availability of the report in electronic format. The college sends official annual notifications of the availability of the new report to all currently enrolled students via their @student.athenstech.edu address and to all faculty and staff via their official college e-mail address. Contact the director of computer technology training and security at (706) 357-0050 for clarification or additional information.

Crime Statistics

Athens Technical College reports statistics on the following crimes and offenses annually:

- *Criminal Homicide* – murder and non-negligent and negligent manslaughter.
- *Forcible or Non-forcible Sex Offenses* – A forcible sex offense is any sexual act directed against another person, forcible and/or against that person’s will or not forcible or against that person’s will where the victim is incapable of giving consent (such as when the victim is intoxicated). Non-forcible sex offenses are acts of “unlawful, non-forcible sexual intercourse.” This definition encompasses incest or statutory rape.
- *Robbery* – the taking or attempting to take anything of value from the control, custody, or care of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- *Aggravated Assault* – an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. Usually, this offense occurs by the use of a weapon or by means likely to produce death or great bodily harm.
- *Burglary* – the unlawful entry (breaking and entering) into a building or other structure with the intent to commit a felony or theft.
- *Arson* – willful or malicious burning or an attempt to burn a dwelling house, public building, motor vehicle or aircraft, or personal property.

Category	On-Campus Criminal Offenses			Non-Campus Buildings			Public Property		
	2008	2009	2010	2008	2009	2010	2008	2009	2010
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0	0	0	0	0	0	0
Non-forcible sex offenses	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	1	0	0	1	0
Aggravated assault	0	0	0	0	5	0	0	5	0
Burglary	0	2	0	0	5	1	0	5	3
Motor vehicle theft	0	0	0	0	1	2	0	1	0
Arson	0	0	0	0	0	0	0	0	0
Hate Crimes									
Occurrences of hate crimes	0	0	0	0	0	0	0	0	0
Arrests and Referrals for Campus Disciplinary Action									
Illegal weapons possessions	0	0	6	0	1	0	0	0	3
Drug law violations	0	2	2	0	0	7	0	2	4
Liquor law violations	0	1	0	0	11	1	1	0	1

- *Motor Vehicle Theft* – the theft or attempted theft of a motor vehicle.
- *On-campus Arrests for Alcohol, Drug, and Illegal Weapon Violations.*
- *Certain Referrals for Campus Disciplinary Actions for Alcohol, Drug, or Illegal Weapon Violations* – If these referrals are included in the report as an arrest, the college does not need to report the referral under this category.
- *Hate Crimes* – crimes that fall into the above list, crimes involving bodily injury, or crimes reported to campus security or local police. Athens Technical College must report hate crimes by category of prejudice—race, gender, religion, sexual orientation, ethnicity, or disability—as part of the campus crime statistics.

Furthermore, Athens Technical College must provide the following geographic breakdown of the crime statistics:

- On campus;
- In a non-campus building or on non-campus property;
- On non-campus public property including thoroughfares, streets, sidewalks, or parking facilities that are within the campus or immediately adjacent to and accessible from the campus.

Campus Security

The safety of students, visitors, faculty, and staff is a priority of Athens Technical College. Campus security officers are responsible for completing crime and accident reports and for responding to emergencies. They are also responsible for enforcing other regulations such as parking, the use of controlled substances, weapons, and underage drinking.

Security officers file incident reports by their nature, date, time, general location, and disposition of the complaint. The director of computer technology training and security maintains a record of the incident reports for a maximum of three years, and the college shall make the incident reports available to the public within two business days of receiving a written request unless disclosure of such information would:

- Be prohibited by law;
- Jeopardize the confidentiality of the victim;
- Jeopardize an on-going criminal investigation;
- Jeopardize the safety of an individual;
- Cause a suspect to flee or evade detection; or
- Result in the destruction of evidence.

In addition to campus security officers, Athens Technical College employs uniformed officers to provide police services on the Athens, Elbert, Greene, and Walton campuses. These uniformed officers have the authority to arrest individuals.

Procedures for Reporting Incidents

In the event of accidents or injuries, other medical emergencies, or crime-related incidents, someone witnessing the incident should notify the nearest instructor or staff member immediately. This procedure does not prohibit or impede the reporting of an emergency directly to the appropriate party (i.e., police, fire, ambulance, hospital, etc.). A college administrator will secure professional emergency care if needed.

As a nonresidential college, Athens Technical College expects students to secure normal medical services through a family physician. In the case of serious accidents or illnesses, the college will refer students to the nearest hospital for emergency care and will notify their emergency contacts. Students and/or their families are responsible for the cost of such emergency care.

College officials notify the local police when someone commits a crime on campus or at college-sponsored events. In case of accidents or injuries, other medical emergencies, or crime-related incidents involving students, visitors, or employees, the persons involved must complete and return incident report forms to the director of computer technology training and security.

Faculty advisors of chartered campus organizations must report criminal incidents committed by students while participating in college-sponsored activities both on and off campuses and properties. The advisors must submit these reports in writing to the vice president for student affairs. Students who violate the Student Conduct Code or who commit crimes of misdemeanor or felonious nature, as defined by the Criminal Code of Georgia, while participating in college-sponsored activities will be subject to a hearing before a duly appointed judicial body (see *Student Disciplinary Policy and Procedures*). The vice president for student affairs will report violations of local, state, and/or federal laws to appropriate law enforcement officials.

Emergency Action Plan

Each classroom and laboratory contains a posted emergency action plan for fire or hazardous weather conditions. The plan includes evacuation instructions in case of emergency.

In the event of fire, personal injury, or criminal action, someone witnessing the incident should notify the nearest instructor or staff member immediately. That person should also notify the director of computer technology training and security (706-357-0050) or the vice president for student affairs (706-355-5029) immediately. If an emergency occurs on the Elbert (706-213-2100), Greene (706-453-7435), or Walton (770-207-3130) campuses, contact the respective campus director immediately. If the situation is a dire emergency, an employee should call 911 before contacting a vice president or director.

A student who experiences any personal injury must complete an incident report in the director of computer technology training and security as soon as possible.

Athens Technical College emails and/or posts crime alerts to give prompt warning to members of the college community regarding the occurrence of serious crimes and to encourage members of the college community to take appropriate safety precautions. Emails are sent to students' official @student.athenstech.edu email accounts and to faculty and staff via their official college email address. The president, a vice president, or a campus director or manager is responsible for issuing these warnings.

Campus Facilities and Security Access

The Maintenance Department maintains college buildings and grounds with concern for safety and security. This depart-

ment inspects campus facilities regularly and promptly makes repairs. Students and employees must call the Office of Finance and Administration at (706) 355-5116 to report any hazard. The Maintenance Department routinely inspects college facilities to review lighting and environmental safety.

Most campus facilities are open to the public during the day and evening hours when classes are in session. Members of the maintenance staff on the Athens and Elbert County campuses unlock and lock buildings each day. Administrative staff at the Greene County and Walton County campuses are responsible for securing those facilities. When officially closed, all college facilities remain locked and accessible only to employees with keys.

Personal Safety and Crime Prevention

All members of the campus community share responsibility for ensuring their personal safety and securing their personal property. Athens Technical College places a priority on safety and security through its commitment to providing a safe and secure environment. The majority of crimes occurring on college campuses across the United States are preventable crimes of opportunity.

Following these safety tips helps reduce the chance of becoming a victim of crime:

- Avoid dark, secluded places when alone.
- Walk with others, making sure to stay in well-lit areas.
- Lock car doors while on campus and keep valuables locked in the automobile trunks and/or out of sight.
- Tell someone where you are going and when you can be expected to return.
- Vary your route and schedule if you exercise outdoors on a regular basis.
- Do not overload yourself with books or other items. Keep your hands free.
- Carry a purse close to your body, preferably in front. If it has a shoulder strap, be prepared to let it go if snatched.
- When confronted by thieves, give them what they want. Do not pursue the thieves. Get a detailed description and call campus security at (706) 621-9860 or (706) 621-9817 on the Athens Campus or (706) 213-2100 on the Elbert County Campus or the police immediately. If the incident occurs at the Greene (706-453-7435) or Walton (770-207-3130) campuses, please notify the respective director or local police immediately.
- Never leave laptop computers, textbooks, cellular telephones, book bags, purses, or other valuables unattended in classrooms, the library, common study areas, or outdoor spaces.
- Head to an area with other people present if a stranger approaches you and you feel concerned or uncomfortable.

Students and employees should participate in safety seminars offered throughout the academic year. The director of student activities posts notices announcing these seminars on bulletin boards around campus, the electronic message boards, and the college website.

Protect Yourself from Identity Theft

Identity theft is one of the fastest growing and most per-

sonally devastating crimes in the country. The Federal Trade Commission and the Consumer Sentinel Network reported in 2009 nearly 1.3 million fraud and identity theft complaints.

What exactly is identity theft? It is the theft of your good name and credit that occurs when a criminal co-opts your name, Social Security number, credit card number, or some other piece of personal information. Once “armed” with this information, identity thieves can open new credit accounts, obtain cellular phone service, or open a new checking account—all without your knowledge! You may not know this has happened for months—until you start getting bills about which you know nothing.

Here are some tips to help prevent this type of theft:

- Take your credit card receipts with you. Never toss them into a public container.
- Do not allow your financial institution to print your social security number on your checks.
- Safeguard your credit, debit, and ATM card receipts.
- Do not carry extra credit cards, your Social Security Card, birth certificate, or passport in your wallet or purse unless absolutely necessary.
- Reconcile your check and credit statements in a timely manner.

Safety Escorts

Students who would like safety escorts from classes to their vehicles should contact campus security at (706) 621-9860 or (706) 621-9817 on the Athens Campus or (706) 213-2100 on the Elbert County Campus. Staff members at the Greene County Campus and Walton County Campus will assist students at those locations.

Weapons

Athens Technical College and the Technical College System of Georgia are committed to providing all employees, students, volunteers, visitors, vendors, and contractors a safe and secure workplace and academic setting by expressly prohibiting the possession of a firearm, weapon, or explosive compound or material on any campus and center or within the designated school safety zone, which is defined as being in, on, or within 1,000 feet of any technical college campus or center or other designated worksites. This policy extends to any college-sanctioned function.

Unless otherwise provided by law, it is unlawful for individuals to carry, possess, or have under their control any firearm, weapon, or unlawful explosive compound while within a school safety zone, a technical college building, on technical college property, at a college-sanctioned function, or on a bus or other transportation furnished by the college. Such buildings include any public-owned, public-leased, or public-operated building that houses any governmental or educational function.

The following are applicable exemptions to the weapons restrictions:

- Participants in organized sport shooting events or firearm training courses.
- Persons participating in military training programs conducted by the armed forces of the United States or the Georgia Department of Defense.

- Persons participating in law enforcement training conducted by a certified police academy.
- Peace officers, law enforcement officers, prosecuting attorneys, campus police or security officers, and medical examiners employed by the state when acting in the performance of their official duties or en route to or from their official duties.
- A weapon that is in a locked compartment of a motor vehicle or a locked firearms rack which is on a motor vehicle when that vehicle is being used by an adult over 21 who is not a student attending the college in order to bring or pick up a student at the college.
- Teachers and other school personnel who are otherwise authorized to possess or carry weapons provided the weapon is in a locked compartment of a motor vehicle or in a located container or a locked firearms rack which is on a motor vehicle.

Unless otherwise provided by law, it is an express violation of college policy for any individuals to use, possess, manufacture, distribute, maintain, transport, or receive any of the following on any technical college campus, on technical college property, at a college-sanctioned function, or on a bus or other transportation furnished by the college:

- Any firearm whether operable or inoperable as defined in O.C.G.A. §16-11-127.1 or any facsimile thereof including, but not limited to, paintball guns, BB guns, potato guns, air soft guns, or any device that propels a projectile of any kind.
- A dangerous weapon, machine gun, sawed-off shotgun or rifle, shotgun, or silencer as defined on O.C.G.A. §16-11-121.
- A weapon whether operable or inoperable as defined in O.C.G.A. §16-11-127.1 or any facsimile thereof including, but not limited to, any knife with a blade that is two or more inches in length (e.g., switchblade, ballistic knife, straight-edge razor or razor blade, any bludgeon-type instrument (e.g., blackjack, bat, or club), any flailing instrument (e.g., nun chuck or fighting chain), stun gun or taser, or weapon designed to be thrown (e.g., throwing star or oriental dart).
- Any bacteriological weapon, biological weapon, destructive device, detonator, explosive, incendiary, over-pressure device, or poison gas as defined in O.C.G.A. §16-7-80.
- Any explosive compound or material as defined in O.C.G.A. §16-7-81.
- Any hoax device, replica of a destructive device or configuration or explosive materials with the appearance of a destructive device including, but not limited to, fake bombs and packages containing substances with the appearance of chemical explosives or toxic materials.

Any employee or student who violates the provisions of this weapons policy shall be subject to disciplinary action up to and including dismissal. From a legal perspective, any person who violates this restriction shall be guilty of a felony and upon conviction shall be punished by a fine of up to \$10,000 and/or imprisonment for between two and ten years. Vendors or contractors who violate the provisions of this policy shall be subject to the termination of their business relationship with the college.

Drug-Free Campus Policy

In accordance with the Drug Free Schools and Communities Act Amendments of 1989, Athens Technical College implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. College standards of conduct clearly prohibit the unlawful possession, use, or distribution of alcohol, marijuana, a controlled substance, or other illegal or dangerous drugs on campus or as part of any student-sponsored activities.

College policies prohibit the possession or consumption of alcoholic beverages and illicit drugs on the campuses, in college facilities, or at college-related functions. College policies also prohibit students under the influence of alcohol or nonprescription drugs from appearing on the campuses, at clinical facilities, or at student-related functions and activities.

As noted in the Student Code of Conduct, the college will impose sanctions up to and including dismissal and referral for prosecution for the violation of these standards. The Office of Student Affairs at Athens Technical College assists students with drug- or alcohol-related problems by referring them to appropriate community resources designed to address these problems.

Criminal Sanctions

Federal law prohibits the possession, manufacture, or distribution of various controlled substances. Penalties for these offenses vary depending upon the severity of the convictions, but may include imprisonment of up to 40 years with large fines. Penalties double when the offenses occur within 1,000 feet of a postsecondary educational institution.

Georgia law states that public educational institutions shall, as of the date of conviction, suspend students convicted of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, a controlled substance, or a dangerous drug except for cases in which the institution previously took disciplinary action against the students for the same offense. Such suspension shall be effective as of the date of conviction even though the educational institution may not complete all administrative actions necessary to implement such suspension until a later date.

Except for cases in which the institution previously imposed sanctions for the term, quarter, semester, or other similar period for which students were enrolled as of the date of conviction, students shall forfeit any right to any academic credit otherwise earned or earnable for that term, quarter, semester, or other similar period. The educational institution shall subsequently revoke any such academic credit granted prior to the completion of administrative actions necessary to implement such suspensions.

Georgia law specifies that college-sanctioned student organizations that, through its officers, agents, or responsible members, knowingly permits or authorizes the sale, distribution, serving, possession, consumption, or use of marijuana, a controlled substance, or dangerous drug in violation of state laws at any function shall have its recognition withdrawn. Furthermore, state laws also specify that the college must expel that organization from campus for a minimum of one calendar year from the year of determination of guilt.

The Georgia Penal Code prohibits the possession of alcohol by a person under the age of 21 or providing alcohol to such a person. State laws also specify fines for violators in the amount of \$1,000 and a prison sentence of 12 months.

Alcohol/Drug Use and Substance Abuse

Much has been written in recent years about the health benefits of moderate alcohol use. Unfortunately that information has also been viewed by some as permission to continue their ongoing abuse of alcohol. Likewise, while there are valid medical reasons to take legally prescribed drugs, it is not uncommon for an individual to lose control over their use of those medications and in some instances advance to such risk-taking behavior as seeking illegal drugs as a substitute.

Once an addiction begins, it can carry a host of additional issues, including loss of self-control, judgment, motivation, memory, and the ability to learn. People who choose to abuse alcohol and/or drugs run the risk of incurring serious health problems such as high blood pressure, increased risk of cancer, heart disease, hepatitis, cirrhosis, alcoholism, drug addiction, brain damage, and in extreme cases sudden death. Additionally, individuals with substance abuse problems pose a serious risk to themselves and to others when they elect to drive under the influence.

Any student who suspects that they or a friend might have a problem with alcohol or drug use should contact one of the following for assistance:

- Director of Student Support Services, (706) 355-5081, Athens Campus, Room H-749
- Advantage Behavioral Health Systems- Alcohol and Drug Abuse Services, 195 Miles Street, Athens, GA (706) 369-5745
- Alcoholics Anonymous, Athens, GA (706) 543-0436

The Student Activities Office schedules alcohol and substance abuse seminars throughout the academic year. The director of student activities posts notices announcing these seminars on bulletin boards around campus, electronic message boards, and the college website.

Drug Testing/Background Checks

Certain host sites require students to complete drug testing and/or criminal background checks prior to allowing students to participate in internship, practicum, or clinical activities at those sites. Athens Technical College follows the policies and procedures established by the Technical College System of Georgia and by the requirements of the facilities that serve as internship, practicum, and clinical sites for students.

Unless otherwise noted, students are responsible for the costs associated with drug testing and/or criminal background checks. Based on program and internship/practicum/clinical host site policies, the results of background checks and/or drug tests may prevent students from completing the internship, practicum, or clinical components of their programs of study. Although they may be allowed to continue in the classroom portion of the course and/or programs of study, students with unsatisfactory background checks and/or drug tests must understand that they may be ineligible to graduate

from their program of study because they will be unable to fulfill program requirements.

Violation of Clinical Site Policies

The college's agreements with its affiliates that provide opportunities for internship, clinical, practicum, or similar experiences stipulate that we remove immediately any student who violates host site policies or procedures or who fails to observe all rules, regulations, dress codes, and other requirements or expectations of the affiliate at its request. Students are hereby informed that such removal may result in their inability to complete required portions of the curriculum (and thus to graduate) and in consequences up to and including dismissal from the program and/or college according to the policies and procedures outlined in the college's Catalog and Student Handbook. The college is not obligated to find alternate internship, clinical, or practicum sites for those students who violate host site policies or procedures or who fail to observe all rules, regulations, dress codes, and other requirements or expectations of the affiliate at its request.

Use of Tobacco Products

In an effort to establish a healthier, cleaner educational environment, Athens Technical College is now a tobacco-free/smoke-free campus. The use of tobacco products in any form will be banned from all campuses of Athens Technical College. This ban extends to all outdoor areas including parking lots. Smoking will be permitted inside of personal vehicles. Penalties for violation of this policy include a written warning for the first offense, a fine of \$50 for the second offense, and dismissal from the college for the third offense.

Mental Health

While attending college can be an exciting time in the life of a student, it can also come with a number of stressors as family, work, and school responsibilities begin to compete for a student's time. In the event it proves too much to bear, students are urged to seek help from the Student Support Services Staff on the Athens Campus.

Although they are not able to provide ongoing counseling services, their staff can assist students who are in crisis and then refer them to counseling agencies in the community for continued care. Students can also find help there in developing career goals, in learning to manage academic problems, and in dealing with work-related, personal, or financial problems. The Office of Student Support Services is available to assist with:

- Personal problems that affect academic progress
- Interpersonal relationships that impact individual development
- Financial issues
- Career exploration in selecting a program of study
- Job search assistance upon graduation

If any student's needs for mental health services goes beyond the scope of the college's offerings, Student Support Services counselors can refer that student to community

agencies which are better equipped to ensure appropriate long-term care in this area.

Sexual Health

According to the World Health Organization, "Sexual health is a state of physical, mental and social well-being in relation to sexuality. It requires a positive and respectful approach to sexuality and sexual relationships, as well as the possibility of having pleasurable and safe sexual experiences, free of coercion, discrimination and violence."

In order to help students gain a greater understanding of the various aspects of sexual health, the Student Activities Office, in conjunction with the Office of Student Support Services, will offer educational programming on this subject throughout the academic year. Topics may include information on safe sex practices, treatment for sexually transmitted diseases, intimacy in relationships, and individual rights in sexual encounters. The director of student activities and the director of student support services will post notices in advance announcing these seminars on the college website, on electronic message boards, and bulletin boards around campus.

Sexual Assault and Other Sex Crimes

It is important for all students, faculty, and staff members to know where to turn for help and what to do if they or someone they know is sexually assaulted or raped. Whether the assailants are strangers, acquaintances, close friends, or dates, everyone needs to know how to get necessary treatment, counseling, and other services. Sexual assault and other sex crimes are criminal offenses subject to prosecution under the law. These acts are also violations of the Student Conduct Code.

Studies show that "acquaintance rape" occurs more frequently among college-age students than among any other group. This form of rape is one of the most unrecognized and under-reported crimes because few people identify it as a crime punishable by law.

Reducing Risk

Steps to take to reduce your risk of being a victim of sex crimes include:

- See the Personal Safety and Crime Prevention section for steps to follow for your own personal safety.
- Consider your alternatives if confronted by a rapist. Practice possible responses to situations so that you can recall them, even under the stress of a real encounter. Realizing that you could be a victim is the first step in self-protection.
- Use awareness and common sense to avoid potentially dangerous situations.
- Participate in a self-defense training class.

With regard to date rape and acquaintance rape, remember the following precautions:

- Know your own sexual values, expectations, wishes, and intentions, and communicate them clearly and openly.
- Be observant of your acquaintance's or date's attitudes toward you.

- Avoid using mood-altering chemicals such as drugs and alcohol. Studies have shown that being under the influence of alcohol or drugs contributes to increased incidences of date rape.
- Be assertive about your needs and rights. Reinforce your verbal "no" with physical resistance, unless you feel this will further endanger you. Tell your assailant that he or she is committing a sexual act to which you do not consent and that he or she is breaking the law.

If You are a Victim

You need to remember to take the following steps if someone attacks you:

- Be aware of your capabilities and limitations. Your judgment and thinking will be your best weapons. Evaluate the situation for possible avenues of escape.
- Your first concern should be for your safety and survival. Use your judgment to do what is necessary to save your life. That may mean making a scene and drawing attention to yourself so that the assailant leaves. It may buy you enough time to escape. This action may mean fighting back. It may mean not physically resisting.
- If you choose not to physically resist the attack, it does not mean that you have asked to be raped. It means that you did what you needed to do to survive.
- Remember—There is no one "right" way to respond. The person under attack is the best judge of which options will work well in that situation.

If someone assaults or attempts to assault you or someone you know, you should take the following steps:

- Get to a safe place as soon as you can.
- Try to preserve all physical evidence. Do not bathe, douche, use the toilet, or change clothing.
- Consider calling the Sexual Assault Center of Northeast Georgia at (706) 353-1912. The center accepts collect calls. The center will provide counseling, resources, and referrals on issues of sexual abuse. These services are available at no charge. The center keeps all calls completely confidential.
- If the attack occurred on campus, contact the vice president for student affairs at (706) 355-5029, the vice president for operations at the Elbert County Campus at (706) 213-2100, the director at the Walton County Campus at (770) 207-3130, or the manager at the Greene County Campus at (706) 453-7435. If the attack occurred off campus, immediately contact a local law enforcement agency by dialing 911.
- Get medical attention as soon as possible to determine the presence of physical injury, sexually transmittable diseases, or pregnancy. Medical personal can also obtain evidence to assist in criminal prosecution.
- Sex crimes can cause psychological after-effects. Counseling is a good idea, whether or not you think you need it. Remember, sex crimes are never the victim's fault. For assistance, contact the director of student support services at (706) 355-5081.

The Office of Student Affairs will, upon request, help address any judicial and academic concerns victims might have because of an assault. The college will also assist vic-

tims in changing their academic or living situations after the assault if requested and reasonably available. If the assailant is a student, the victim may file a written complaint with the vice president for student affairs. Under the Student Code of Conduct, the college affords both the accused and the accuser the same rights.

The Student Activities Office schedules seminars on rape and sexual assault prevention throughout the academic year. The director of student activities posts notices announcing these seminars on bulletin boards around campus, electronic message boards, and the college website.

Campus Sex Crimes Prevention Act

The Campus Sex Crimes Prevention Act amended the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act to require certain convicted sex offenders to notify states of each institution of higher education at which the individual is a student or employee. The act also requires states to make such information available promptly to law enforcement agencies having jurisdiction of the location of the applicable institutions of higher education. The act also specifies that local law enforcement officials must enter this information into appropriate state records or data systems. The act also requires institutions to notify the campus community where they can obtain from law enforcement agencies' information concerning registered sex offenders. The Georgia Bureau of Investigation maintains a searchable database to obtain this information. The address for this site is www.ganet.org/gbi/sorsch.cgi.

Discrimination or Harassment

Athens Technical College affirms to all students their right to study and learn in an educational environment free of discrimination or harassment based on their race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam era, or citizenship status (except in those special circumstances permitted or required by law) (see Statement of Non-Discrimination).

Harassment, which is a specific form of sex discrimination, is sometimes difficult to talk about to other people. It is uncomfortable and seems ambiguous; it is also something that the college is committed to preventing and resolving if it does occur. Do not be afraid to ask for help. Men and women who believe they are victims of sexual harassment, as well as those who observe sexual harassment, should report such incidents at the earliest possible time.

College officials will not condone any form of harassment either by its employees or by another student. Any student acting alone or in concert with others who harasses other members of the college community is subject to disciplinary sanctions up to and including dismissal/expulsion. A student aggrieved by an employee of the college or by another student may contact the vice president for student affairs or the individuals identified in the statement of non-discrimination. Harassment includes:

- Any slurs, innuendos, or other verbal or physical conduct reflecting an individual's race, ethnic background, gender,

or disabling condition which has the purpose or effect of creating a hostile, intimidating, or offensive educational environment; has the purpose or effect of unreasonably interfering with the individual's school performance or participation; or otherwise adversely affects an individual's educational opportunities.

- The denial of or the provision of aid, benefits, grades, rewards, employment, faculty assistance, services, or treatment on the basis of sexual advances or requests for sexual favors.
- Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the perpetrator explicitly or implicitly makes the submission to such conduct a term or condition of an individual's educational career; when the perpetrator uses submission to or rejection of such conduct as a basis for educational decisions affecting the individual; or when such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, or offensive educational environment.

First Aid

First aid supplies and first aid to the injured are available. Since Athens Technical College is nonresidential, students normally secure medical services through their primary care physicians. In case of serious accidents or illnesses, staff members refer students to the nearest hospital or to the hospital of the injured student's choice for emergency care. The staff person will also attempt to notify relatives of students. Students and/or their families are responsible for the cost of such emergency care and ambulance service if needed. The college requires all students to purchase state-mandated accident insurance at registration. This coverage protects students while they are engaged in college activities for the entire semester. In case of accidents, students are responsible for any expenses not paid by this accident insurance.

Hazardous Weather

The college will contact the following radio and television stations as early as possible to announce college closings due to hazardous weather conditions:

Station	City
WGAU – AM 1340	Athens
WRFC – AM 960	Athens
WSGC – AM 1400	Elberton
WDDK – FM 103.9	Greensboro
WGMG – FM 102.1	Athens
WLWX – FM 105.1	Elberton
WNGC – FM 106.1	Athens
WPUP – FM 103.7	Athens
WLHR – FM 92.1	Lavonia
WAGA – Channel 5	Atlanta
WGCL – Channel 46	Atlanta
WSB – Channel 2	Atlanta
WXIA – Channel 11	Atlanta

Since Athens Technical College serves a large geographic

area and since conditions may vary on occasion in areas outside of Clarke, Elbert, Greene, or Walton counties, students should use their own judgment regarding travel conditions. In case of hazardous weather (tornados or severe thunderstorms), campus personnel will provide notification. When possible, the college will post closings on its website at www.athenstech.edu.

The emergency action plan posted in each classroom and laboratory recommends the actions that members of the college community should take to protect their safety and welfare. The plan displays the locations of the safest areas on campus.

Emergency Messages

If immediate family members need to contact students on campus because of a medical emergency or death in the family, they can call (706) 355-5005 for the Athens Campus, (706) 213-2100 for the Elbert County Campus, (706) 453-7435 for the Greene County Campus, or (770) 207-3130 for the Walton County Campus. This service is for major emergencies only.

Children and Pets on Campus

Students are not to bring children or pets to class. Neither children nor pets may be left unattended on campus or inside vehicles while attending class or while conducting college-related business. Students who violate this policy may be charged with a violation of the Student Code of Conduct. The college reserves the right to contact local authorities if children or pets are left unattended in vehicles.

Student E-mail Accounts

Athens Technical College has partnered with Microsoft and its Live@EDU program to provide free ATC e-mail accounts and other services for all registered students. Student e-mail accounts are created once students begin their first semester of enrollment at the college. Each student e-mail address is composed of the first name, last name, and the last three digits of the student's ID number followed by *@student.athenstech.edu*. For example, John Smith with student ID number 910199045 would be assigned the e-mail address of *johnsmith045@student.athenstech.edu*. The e-mail password will be set initially as the student's eight digit birth date (mmddyyyy). Additional information on student e-mail accounts may be obtained on the college website at www.athenstech.edu. Select *Current Students* and then *Student E-mail*.

All official communications from the Office of Student Affairs, which includes Academic Affairs, Admissions, Career Services, Disabilities Services, Financial Aid, Registration and Records, and Testing, will be sent to students' *@student.athenstech.edu* e-mail addresses once they begin their first semester of enrollment at the college. The Office of Student Affairs will e-mail information on registration dates, financial aideligibility,academicprobation/dismissal,andallotherforms of official communication to currently enrolled students via their official college e-mail address. Students must check their *@student.athenstech.edu* e-mail account on a regular basis.

Voter Registration

The 1998 Higher Education Act requires all postsecondary institutions to make a good-faith effort to distribute voter registration forms to each degree, diploma, or certificate-seeking student who attends classes on campus and to make such forms widely available to students. The director of student support services on the Athens Campus has voter registration forms available for students. Students may also obtain voter registration forms from the Student Affairs Office on the Elbert County Campus, the Director's Office on the Walton County Campus, and the Manager's Office at the Greene County Campus. There is also a direct link to the secretary of state's voter registration site in the online new student orientation program.

Academic Honesty Policy

Academic honesty is essential to the individual growth and development of students at Athens Technical College. Upon admission to the college, each student is obligated to uphold the highest ethical standards in academic endeavors. Athens Technical College has a responsibility for ensuring that the grades assigned are indicative of the knowledge and skill level of each student. Acts of academic dishonesty hinder the college's ability to fulfill this responsibility. Faculty have the primary responsibility of ensuring that academic honesty is maintained in the courses they teach. Students share the responsibility for maintaining academic honesty by refraining from acts of academic dishonesty and by notifying instructors of observed or known incidents of academic dishonesty committed by others. Students who fail to report incidents of academic dishonesty are subject to being charged with violating this academic honesty policy.

Procedures for Addressing Violations of Academic Dishonesty

Instructor's Meeting With Student

An instructor who has evidence that a student has committed an act of academic dishonesty must either meet with the student as described below or report the violation to the vice president for student affairs. In meeting with the student, the instructor must present the evidence of the violations of the academic honesty policy and inform the student that he or she will receive zero points for all or part of that assignment. At the conclusion of the meeting, the instructor and student will sign a completed copy of the Violation of Academic Honesty Policy notification form (available online). The instructor is responsible for:

- Providing the student with a copy of the completed and signed notification form.
- Informing the student of his or her right to dispute the charges and thus to participate in a mediated discussion.
- Informing the student of his or her right to rescind the signed notification form by submitting a written statement to this effect to the vice president for student affairs within five business days of the meeting with the instructor.
- Sending a copy of the completed and signed notification form to the vice president for student affairs within 24 hours of the meeting with the student.

In certain instances such as when the alleged violation occurs during a final exam, the instructor may elect to submit all materials to document the violation to the vice president for student affairs without holding a meeting with the student. The vice president will then schedule a mediated discussion as outlined below.

Mediated Discussion

If the student disputes the charges, if the student decides to rescind the signed acknowledgement form, or if the instructor refers the alleged violation directly to the vice president for student affairs, the vice president will assign a mediator to schedule and conduct a facilitated discussion. The student will receive written notification of the date and time of the facilitated discussion by certified mail, while the instructor will receive written notification via email and interoffice mail. The facilitated discussion will be held no less than five nor more than fifteen days after the student reasonably should have received written notification by certified mail. The vice president has the discretion to extend maximum time limits for the scheduling of the mediated discussion.

The faculty member, student who was believed to have violated the policy, and the mediator are the only participants in the facilitated discussion session. Other participants, including legal counsel, are excluded from attending mediated discussion sessions. Furthermore, these sessions may not be recorded. The faculty member and student may reach an agreement about the appropriate consequence(s) for a dishonesty violation keeping in mind that the process should be educational for the student who violated the policy yet fair to other students who have honestly completed the academic work. At the conclusion of the mediated discussion, the instructor, student, and mediator will sign a completed copy of the Mediated Discussion agreement form (available online). The mediator is responsible for:

- Providing the student and instructor with a completed and signed Mediated Discussion agreement form.
- Informing the student of his or her right to rescind the signed agreement form by submitting a written statement to this effect to the vice president for student affairs within five business days of the mediated discussion session.
- Sending a copy of the completed and signed agreement form to the vice president for student affairs within three business days of the meeting with the student.

The student has the right to rescind a facilitated discussion agreement by notifying the vice president for student affairs within five days from the date the agreement form is signed. If the agreement is rescinded, a student judiciary committee will be convened to determine if the academic dishonesty occurred and if so, to assign the appropriate sanction(s) for the violation.

Student Judiciary Committee Hearing for Disputed Cases

If the faculty member and the student cannot reach an agreement about the appropriate consequence(s) for an alleged violation of the academic honesty policy, the matter will be referred back to the vice president for student affairs.

The vice president will then schedule a meeting of the student judiciary committee to hear the case and notify the student by certified mail the date, time, and location of the hearing. The student judiciary committee hearing will be held no less than five nor more than fifteen days after the student reasonably should have received notification by certified mail. In the event that additional time is necessary, the judicial advisor will notify the student in writing. Written notification of the need to extend the time will be sent by certified mail and by email to the student's @student.athenstech.edu account. The procedures for conducting a student judiciary committee are published as part of the Student Code of Conduct.

If the student judiciary committee finds the student guilty of an academic honesty infraction, the student must receive zero points for the activity for which the infraction occurred. First offense violations may also result in one or more of the following consequences:

- Final course grade of "F"
- Suspension for a period of one or more academic terms
- Expulsion

A suspension allows a student to return to the institution after a specified period of time. Readmission to the college does not guarantee the student the opportunity to reenroll in the program of study from which he or she was suspended. An expulsion means that the student is ineligible to return to the institution.

If the student judiciary committee finds that extraordinary circumstances warrant the imposition of a consequence other than what is described above, the committee shall state in writing the reasons for the extraordinary circumstances and why an alternate consequence is considered appropriate. The vice president for student affairs will provide written notification to the student of the sanctions imposed as a result of a guilty ruling by the student judiciary committee.

Second Offenses

Upon receiving the notification from the instructor, the vice president for student affairs will determine whether this incident constitutes a second acknowledgement by the student that he or she has violated this academic honesty policy. If it is determined that the incident is the first time the student has violated the academic honesty policy, the vice president for student affairs will send a certified letter to the student informing the student that he or she will be on disciplinary probation for the remainder of his or her tenure at Athens Technical College. If it is determined that the notification constitutes a second acknowledgement by the student, the consequence shall be permanent expulsion. If the student acknowledges a second violation in a facilitated discussion or if a student judiciary committee finds a second violation of the policy, the student will be permanently expelled with a notation that the expulsion was for an academic honesty violation.

Effective Date for Suspension or Expulsion

A student who is suspended or expelled from the college for violating the academic honesty policy will be administratively removed from all classes. The student will receive a final course grade of F in the course in which the academic hon-

esty infraction occurred. Students dismissed for disciplinary reasons or who leave the college when disciplinary action is pending are ineligible for refunds of all tuition and fees.

Action on Determination of Innocence

If the mediated discussion or the student judiciary committee determines that no violation occurred, the instructor shall enter a final grade for that student. The instructor will determine the grade for the assignment and the course. That grade shall be entered on or before the latter of (a) the date on which grades for that class must be submitted to the Office of Registration and Records or (b) 10 days following delivery to that instructor of a notice of that student's final determination of innocence. For this purpose, "final determination" means that an agreement is reached between the instructor and student during a mediated discussion session that academic dishonesty did not occur or that a student judiciary committee concludes that the student did not violate the academic honesty policy. The vice president for student affairs shall notify the instructor of the final determination.

Student Responsibilities

Upon admission to the college, each student is obligated to uphold the highest ethical standards in academic endeavors. Students have a responsibility for maintaining academic honesty by refraining from committing acts that violate the academic honesty policy; therefore, it is imperative that each student become familiar with the contents of the policy. Being unfamiliar with this policy does not absolve the student from disciplinary action. Furthermore, students have a responsibility to notify instructors of observed or known incidents of academic dishonesty committed by others.

Instructor Responsibilities

Faculty have the primary responsibility of ensuring that academic honesty is maintained in the courses they teach; therefore, they have a responsibility to take reasonable steps to inform students of the academic honesty rules that apply to particular academic work and the specific types of academic assistance that are permissible in connection with that academic work. Faculty are also responsible for following the steps outlined in this policy.

When alleged violations are being resolved through the mediated discussion process or by student judiciary committee hearings, the instructor shall permit the student to complete all required academic work and shall evaluate and grade all work except the assignment(s) involved in the accusation of dishonesty. The instructor may, however, take any action reasonably necessary to collect and preserve evidence of the alleged violation and to maintain or restore the integrity of the exam or laboratory conditions. Requests for a course withdrawal will not be approved unless it is determined that no violation occurred.

An instructor who suspects that a student has violated the academic honesty policy within the context of clinical patient care may prohibit the student from any and all patient care responsibilities and from attendance at all clinical affiliate institutions until the issue is resolved. The instructor must notify the vice president for student affairs immediately of the prohibition. The student will be allowed to make up any clinical

assignments without academic penalty if it is determined that no violation of the academic honesty policy occurred.

Prohibited Conduct

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

Academic work means any act performed in connection with work required to be submitted or performed, being prepared to be submitted, or actually submitted for an academic grade and academic advancement in connection with courses and programs offered in all types of learning environments by Athens Technical College. Academic work includes, but is not limited to, examinations, exercises, quizzes, term papers, required drafts of assignments, required attendance, reports, presentations and speeches, laboratory work, online assignments, scientific experiments, clinical and practicum rotations, and internship assignments.

No student shall perform, attempt to perform, or assist another in performing any act of dishonesty on academic work to be submitted for academic credit or advancement. A student does not have to intend to violate the academic honesty policy to be found in violation. Furthermore, lack of knowledge of the provisions of this policy is not an acceptable response to an allegation of academic dishonesty.

The following acts by a student are examples of academically dishonest behavior:

- Plagiarism—Submission for academic advancement the words, ideas, opinions, or theories of another that are not common knowledge, without appropriate attribution to that other person. Plagiarism includes, but is not limited to, the following acts when performed without appropriate attribution:
 - Directly quoting all or part of another person's written or spoken words without quotation marks, as appropriate to the discipline;
 - Paraphrasing all or part of another person's written or spoken words without notes or documentation within the body of the work;
 - Presenting an idea, theory, or formula originated by another person as the original work of the person submitting that work;
 - Repeating information, such as statistics or demographics, which is not common knowledge and which was originally compiled by another person;
 - Purchasing (or receiving in any other manner) a term paper or other assignment that is the work of another person and submitting that term paper or other assignment as the student's own work.
- Unauthorized assistance—Giving or receiving assistance in connection with any examination or other academic work that has not been authorized by an instructor. During examinations, quizzes, lab work, and similar activities, students are to assume that any assistance (such as

books, notes, calculators, and conversations with others) is unauthorized unless it has been specifically authorized by an instructor. Examples of prohibited behavior include, but are not limited to, the following when not authorized:

- Copying or allowing another to copy answers to an examination;
- Transmitting or receiving during an examination information that is within the scope of the material to be covered by that examination (including transmission orally, in writing, by sign, electronic signal, or other manner);
- Giving or receiving answers to an examination scheduled for a later time;
- Completing for another or allowing another to complete for you all or part of an assignment (such as a paper, exercise, homework assignment, presentation, report, computer application, laboratory experiment, or computation);
- Submitting a group assignment or allowing that assignment to be submitted representing that the project is the work of all the members of the group when fewer than all of the group members assisted substantially in its preparation;
- Unauthorized use of a programmable calculator or other electronic device.
- Lying/Tampering—Giving any false information in connection with the performance of any academic work or in connection with any proceeding under this policy. This includes, but is not limited to:
 - Giving false reasons (in advance or after the fact) for failure to complete academic work. This includes, for example, giving false excuses to an instructor or to any college official for failure to attend an exam or to complete academic work;
 - Falsifying the results of any laboratory or experimental work or fabricating any data or information;
 - Altering any academic work after it has been submitted for academic credit and requesting academic credit for the altered work, unless such alterations are part of an assignment (such as a request of an instructor to revise the academic work);
 - Altering grade, lab, or attendance records. This includes, for example, the forgery of college forms for registration in or withdrawal from a course;
 - Damaging computer equipment (including removable media such as disks, CD's, flash drives) or laboratory equipment in order to alter or prevent the evaluation of academic work, unauthorized use of another's computer password, disrupting the content or accessibility of an Internet site, or impersonating another to obtain computer resources;
 - Giving or encouraging false information or testimony in connection with academic work or any proceeding under this policy;
 - Submitting for academic advancement an item of academic work that has been submitted (even when submitted previously by that student) for credit in another course, unless done pursuant to authorization from the instructor supervising the work or containing fair attribution to the original work.

- Theft—Stealing, taking, or procuring in any other unauthorized manner (such as by physical removal from an instructor's office or unauthorized inspection of computerized material) information related to any academic work (such as exams, grade records, forms used in grading, books, papers, computer equipment and data, and laboratory materials and data).
- Other—Failure by a student to comply with a duty imposed under this policy.

Any behavior that constitutes academic dishonesty is prohibited even if it is not specifically listed in the above compilation of examples.

Student Code of Conduct

One mission of Athens Technical College is to provide technical and adult education programs for the people of Georgia. To fulfill this mission, Athens Technical College must provide students with opportunities for intellectual, emotional, social, and physical growth. Technical college students assume an obligation to act in a manner compatible with the mission of the college. The college reserves the right to maintain a safe and orderly educational environment for students and staff; therefore, when, in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the 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.

With these principles in mind, Athens Technical College established this Student Code of Conduct.

Definitions

- The terms "technical college" and "college" mean Athens Technical College.
- The term "Technical College System of Georgia" is synonymous with the term "Department of Technical and Adult Education."
- The term "students" includes all persons taking on a part-time or full-time basis any adult literacy, associate degree, diploma, technical certificate of credit, general education, developmental studies, business and industry, continuing education, or special populations course at Athens Technical College. People not enrolled officially for a particular term but who have continuing relationships with the technical college remain classified as "students."
- The term "faculty member" means any person hired by the college to conduct teaching, service, or research activities.
- The terms "technical college official" and "college official" include any person employed by the college to perform assigned administrative responsibilities.
- The terms "member of the technical college community" and "member of the college community" include any person who is a student, faculty member, technical college official, or any other person employed by Athens Technical College.
- The terms "technical college premises" and "college premises" include all land, buildings, facilities, and other prop-

erty in the possession of or owned, used, or controlled by the technical college. These terms encompass all adjacent streets and sidewalks.

- The terms “student organization” and “organization” means any number of persons who complied with the formal requirements for recognition by the college.
- The term “judicial body” means any person or persons authorized by the president of the college to determine whether students are in violation of the Student Code of Conduct or other regulations and to recommend the imposition of sanctions.
- The term “judicial advisor” means a technical college official authorized on a case-by-case basis by the president of the college to impose sanctions upon students found to be in violation of the Student Code of Conduct. The president may authorize a judicial advisor to serve simultaneously as a judicial advisor and the sole member or one of the members of a judicial body. Nothing shall prevent the president from authorizing the same judicial advisor to impose sanctions in all cases. Unless otherwise noted, the judicial advisor of Athens Technical College is the vice president for student affairs.
- The term “appellate board” means any person or persons designated by the president to consider appeals of a judicial body’s determination that students violated the Student Code of Conduct or other regulations or of the sanctions imposed by the judicial advisor. The president may serve as the appellate board.
- This Code of Conduct uses the term “shall” in the imperative sense.
- This Code of Conduct uses the term “may” in the permissive sense.
- The term “policy” means the written regulations of Athens Technical College as found in, but not limited to, the Student Code of Conduct, catalog and student handbook, program addendums to the catalog and student handbook, the college policy manual, and the policy manual approved by the Board of Directors of Athens Technical College.
- The term “System” means the Technical College System of Georgia.
- The term “business days” means, for disciplinary purposes, weekdays that the college administrative offices are open.
- The term “continuing relationship” means any person who has been enrolled as a student and may enroll in the future as a student of Athens Technical College.
- The term “academic misconduct” means any incident involving any act which improperly affects the evaluation of a student’s academic performance or achievement (i.e., cheating, plagiarism).

Filing a Complaint

Any member of the technical college community may file a complaint with the judicial advisor against any student for a violation of the Student Code of Conduct. Unless otherwise noted, the vice president for student affairs serves as the judicial advisor responsible for the administration of the college judicial system. The individual(s) initiating the action must submit the acquisition in writing to the vice president

for student affairs as soon as possible after the event takes place, preferably within 10 business days. Academic misconduct shall be handled using the procedures outlined in the Academic Honesty Policy (see Academic Honesty Policy).

Investigation and Decision

Within five business days after a complaint that does not involve academic misconduct is filed, the judicial advisor or designee shall complete a preliminary investigation of the incident and schedule a meeting with the student against whom the complaint was filed in order to discuss the incident and the charges. In the event that additional time is necessary, the judicial advisor will notify the student in writing. Written notification of the need to extend the time will be sent by certified mail and by email to the student’s @student.athenstech.edu account, unless the student has already met with the vice president. After discussing the complaint with the student, the judicial advisor or designee shall determine whether the student is guilty of the alleged misconduct and whether the alleged misconduct constitutes a violation of the Student Code of Conduct. If the student fails to appear at the meeting, he or she will be considered guilty and the appropriate actions will be taken.

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. If it is determined that the student is guilty of a violation of the Student Code of Conduct, the judicial advisor or designee shall impose one or more of the following disciplinary sanctions:

- Restitution—A student who has committed an offense against property may be required to reimburse the 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.
- Reprimand—A written reprimand may be given to any student in order to notify him/her that he/she violated college regulations. Such a reprimand does not restrict a student in any way, but it signifies to the student that any further violation of the Student Code of Conduct may result in more serious sanctions.
- 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 college in any way, denial of the use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities. A restriction signifies to the student that any further violation of the Student Code of Conduct during the period of time the restriction is in effect may result in more serious sanctions.
- Disciplinary Probation—Students placed on disciplinary probation may remain enrolled in classes provided they adhere to specific 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 disciplinary probation may result in the imposition of more serious disciplinary sanctions as specified by the terms of the probation.
- Failing or lowered grades—Students who are found to have committed academic misconduct may receive failing

or lowered grades as specified in the college's Academic Honesty Policy (see Academic Honesty Policy).

- **Disciplinary Suspension**—If a student is suspended, he/she is separated from the college for a definite period of time, after which the student is eligible to return. The judicial body or judicial advisor may specify conditions for readmission. Conditions of reinstatement, if any, must be provided in writing to the student.
- **Disciplinary Expulsion**—Students may be removed and excluded from the college, college-controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by the judicial advisor or designee. Students who are dismissed from the college for any reason may apply in writing for reinstatement twelve months following the expulsion if the expulsion did not constitute academic misconduct. If approval for reinstatement is granted, the student will be placed on disciplinary probation for a specific term. The probationary status may be removed at the end of the specified term at the discretion of the judicial advisor or designee. Sanctions imposed on students who are removed or excluded from the college for academic misconduct reasons are outlined in the Academic Honesty Policy.
- **Interim Disciplinary Suspension**—As a general rule, the status of a student accused of violations of the Student Code of Conduct should not be altered until a final determination is made regarding the charges brought forth against the student. However, an interim suspension may be imposed if the judicial advisor or designee determines 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 college community or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other college-related activities. During the interim suspension, students shall be denied access to the campus (including classes) and/or all other technical college activities or privileges for which the student might otherwise be eligible as the president or the judicial advisor may determine to be appropriate.

In addition to the penalties outlined above, groups or organizations may also face:

- Deactivation.
- Loss of all privileges, including technical college recognition, for a specified period of time.

A student who has been suspended or expelled from the college shall be denied all privileges afforded a student and shall be required to vacate college premises at a time determined by the judicial advisor or designee. After vacating the college premises, the suspended or expelled student may not enter upon college premises at any time, for any purpose, in the absence of written permission from the judicial advisor or designee. A suspended or expelled student must contact the judicial advisor or designee to obtain permission to enter college premises. Permissions, if granted, will be for a limited, specified purpose.

Suspended or expelled students wanting to submit a written appeal of the disciplinary sanction may submit the appeal by mail or fax if the judicial advisor or designee refuses the student's request to enter the college premises for that specified purpose. A scheduled appeal hearing before the judicial body shall be understood as expressed permission from the student advisor or designee for the student to enter the college premises for the duration of that hearing.

The judicial advisor shall notify the student(s) in writing of his/her final decision. In cases involving sanctions that include probation, suspension, or expulsion, the judicial advisor shall provide written notification to the president, vice president for academic affairs, executive director of registration and records, and instructors.

Appeals Procedures

A student who wishes to appeal a disciplinary decision of the judicial advisor or designee must file a written notice of appeal through the office of the vice president for student affairs. Appeals will be reviewed by the judicial body. Students must submit their written appeals within five business days of receiving notification from the judicial advisor or designee of the sanctions imposed for violating the Student Code of Conduct.

The judicial advisor will schedule a hearing before the judicial body within 10 business days of receiving the appeal. In the event that additional time is necessary, the judicial advisor will notify the student in writing. Written notification of the need to extend the time will be sent by certified mail and by email to the student's @student.athenstech.edu account. The student has the right to present evidence and/or testimony during the hearing before the judicial body. The judicial advisor or judicial body shall conduct hearings according to the following guidelines:

- The judicial body normally shall conduct hearings in private.
- Admission of any person to the hearing shall be at the discretion of the chair of the judicial body.
- The complainant and the accused have the right to receive assistance at their own expense from any advisor they choose. The advisor may be an attorney. The complainant and/or the accused students are responsible for presenting their own cases and, therefore, advisors may not speak or participate directly in any hearing before a judicial body.
- The complainant, the accused, and the judicial body shall have the privilege of presenting witnesses, subject to the right of cross-examination by the judicial body.
- At the discretion of the chair, a judicial body may accept pertinent records, exhibits, and written statements as evidence for consideration.
- All procedural questions are subject to the final decision of the chair of a judicial body.
- After the hearing, the judicial body shall determine (by majority vote if the judicial body consists of more than one person) whether to uphold the original sanctions.
- There shall be a single, verbatim record, such as a tape recording, of all hearings before a judicial body. The record shall be the property of the technical college.

- The chair of the judicial body shall notify the judicial advisor in writing of the judicial body's decision. The judicial advisor or designee will notify the student in writing of the judicial body's decision and of the opportunity to appeal directly to the president.

In the event that the student chooses to contest the decision of the judicial body, he/she has the right to appeal the decision to the president of the college within five business days of receiving the notification of the judicial body's decision. The appeal to the president shall be in writing. The president shall only consider evidence currently in the record; new facts not brought up in earlier stages of the appeal shall not be considered. The president shall deliver his/her decision in writing to the student and judicial advisor within 10 business days. The decision of the president shall be final and binding.

Violations of Federal, State, or Local Law

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 college's vital interests and stated mission and purpose.

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. These proceedings may be instituted 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.

When a student is charged by federal, state, or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his/her status as a student. The 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 government representatives as they deem appropriate.

Prohibited Conduct

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in this Student Code of Conduct:

- Acts of dishonesty, including but not limited to, the following:
 - Cheating, plagiarism, collusion, or other forms of academic dishonesty as outlined in the Academic Honesty Policy.
 - Furnishing false information to any technical college official, faculty member, or office.
 - Forging, altering, or misusing any technical college document, record, or instrument of identification.
 - Tampering with the election of any student organization officially sanctioned and recognized by the college.
- Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other technical college activities, its on- or off-campus public-service functions, or other authorized non-college activities when the act occurs on the technical college premises.
- Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health or safety of any person.
- Attempted or actual theft of and/or damage to property of the technical college, property of a member of the college community, or other personal or public property.
- Hazing, which is an act that endangers the mental or physical health or safety of a student or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
- Failure to comply with directions of technical college officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- Unauthorized possession, duplication, or use of keys to any technical college premises or unauthorized entry to or use of technical college premises.
- Violation of published policies, rules, or regulations of the Technical College System of Georgia and/or Athens Technical College including, but not limited to, rules imposed upon students who enroll in a particular class or program.
- Violation of federal, state, or local law on college premises or at activities sponsored or supervised by the technical college.
- Use, possession, or distribution of narcotics or other controlled substances except as expressly permitted by law.
- Use, possession, or distribution of alcoholic beverages except as expressly permitted by the law and college regulations.
- Public intoxication.
- Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on technical college premises or at activities sponsored or supervised by the technical college.
- Participation in a campus demonstration that disrupts the normal operations of the college and infringes on the rights of other members of the technical college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
- Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at functions sponsored or supervised by the college.
- Conduct that is unbecoming to a student, including but not limited to, conduct that is disorderly, lewd, or indecent; a breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at other locations where classes, activities, or functions sponsored or authorized by the college may be held.

- Theft or other abuse of computer time, including but not limited to, the following offenses:
 - Unauthorized entry into a file to use, read, or change the contents or for any other purpose.
 - Unauthorized transfer of a file.
 - Unauthorized use of another individual's identification and password.
 - Use of computing facilities to interfere with the work of another student, faculty member, or technical college official.
 - Use of computing facilities to send obscene or abusive messages.
 - Use of computing facilities to interfere with the normal operations of the technical college computing system.
 - Violation of the Acceptable Computer and Internet Use policy established by the Technical College System of Georgia and Athens Technical College.
- Abuse of the judicial system, including but not limited to, the following:
 - Failure to obey the summons of a judicial body or technical college official.
 - Falsification, distortion, or misrepresentation of information before a judicial body.
 - Disruption or interference with the orderly conduct of a judicial proceeding.
 - Initiating a judicial proceeding knowingly without cause.
 - Attempting to discourage an individual's proper participation in or use of the judicial system.
 - Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of the judicial proceeding.
 - Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
- Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
- Influencing or attempting to influence another person to commit an abuse of the judicial system.
- Use of tobacco products in campus facilities except in marked, designated smoking areas.
- Failure to dress appropriately at all times. Dress requirements vary in classrooms, laboratories, and shop areas. Students enrolled in internships and clinical courses must dress appropriately according to the requirements of the work in which they are participating. Students shall not dress, groom, wear, or use emblems, insignia, badges, or other symbols or lewd or vulgar words where the effect thereof is offensive to a reasonable person or otherwise causes the disruption or interference with the orderly operations of the college. The supervising administrator shall determine if the particular mode of dress results in disruptions or interference. Students shall observe at all times the rules governing body cleanliness, and they shall not wear short or tight shorts, swimsuits, or tank tops nor shall they have bare midriffs or bare feet.

Document Retention

The judicial advisor or 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 judicial advisor or designee will also retain records of any disciplinary appeals filed by the affected student, as well as the resulting record of appeal and decision submitted by the judicial body. A record of the final decision must be retained in the event that the decision is appealed to the president. All records specified in this section shall be retained for a period of five years.