

# STUDENT HANDBOOK

---

## STUDENT REPRESENTATION IN GOVERNANCE

Students' role in decision-making is an advisory one accomplished through the Athens Tech Student Advisory Council (ATSAC). Representatives from each program area serve on ATSAC. The council sponsors various events and manages community service and college improvement projects. Students interested in serving on the council should contact their respective program chairs.

During Spring Quarter, council representatives elect officers who serve a one-year term that begins the following Fall Quarter. The permanent slate of officers includes the president, vice president, treasurer, and secretary. A majority vote of the council establishes other officer positions. The officers serve on the Executive Board of the Student Advisory Committee. The Executive Board approves expenditures of student activity fees, oversees budget requests submitted by student organizations, determines fund raising policies for student organizations, evaluates fund-raising activities conducted by student organizations, establishes meeting schedules for the student advisory council, reviews and recommends changes to the by-laws of the council, and coordinates the activities of the council. The director of student activities serves as the college advisor for the student advisory council and is an ex-officio member of the Executive Board.

## STUDENT ORGANIZATIONS

Athens Technical College encourages students to participate in organizations to build leadership and service capabilities and to further their professional development. Student organizations exist to offer fellowship, related educational experiences, continuing education, networking, and professional competition at local, state, and national levels. Athens Technical College administers a program of co-curricular activities through the Student Activities Office. Membership in all student organizations and participation in all student activities is open to all students regardless of race, color, ethnic or national origin, sex, disability, or age. Students should contact the Office of Student Activities for a complete list of the organizations available to students.

Athens Technical College established local chapters of national honor societies to recognize and encourage scholarship among students and to foster academic excellence among their members. Alpha Beta Gamma is for students enrolled in business curricula, Lambda Beta is for students in Respiratory Therapy, Lambda Nu is for students in Radiography, National Technical Honor Society is for all students, and Phi Theta Kappa is for students pursuing

associate degrees. Membership in these organizations is by invitation and based on academic achievement.

The Student Ambassadors Association provides qualified students the opportunity to develop their leadership and communications skills by serving as representatives of the student body and as marketing representatives of the college. Members assist with special events, including new student orientation and registration, campus tours, high school visits, and special projects. Membership is by invitation and is based on academic performance.

### *Chartering New Student Organizations*

Flexibility is the basis for forming and dissolving student organizations. The college sanctions campus organizations when students or faculty express an interest in creating one, and the college dissolves organizations when there is a lack of interest or the organization is no longer serving a need. Students wishing to charter a new student organization must submit the following information in writing to the director of student activities:

- Name of organization;
- Names of students filing the proposal;
- Purpose of the organization, including an explanation of its need;
- Qualifications for membership;
- Proposed membership fees;
- Number of students wishing to join;
- Officer and leadership structure;
- Time and process for the election of officers;
- Explanation of extra-campus affiliations, such as national parent organizations;
- Proposed bylaws and charter, including guarantees that student organizations will abide by the college's non-discrimination policies and the *Student Code of Conduct*;
- Proposed meeting schedule; and
- Signed statement from a faculty or staff member of Athens Technical College signifying agreement to serve as the advisor for the organization.

The director of student activities will examine charter applications and reject those not properly submitted. After this review, the director will submit charter applications to the vice president for student affairs and president for final approval.

The college recognizes those organizations whose purposes and proposed activities clearly relate to the educational goals and mission of the college. The college will deny recognition if evidence shows that proposed organi-

zations will likely interfere or conflict with the educational process of the college or the regular and orderly operation of the college; appropriate discipline within the college community; academic pursuits of teaching, learning, and other campus activities; laws or public policies of the State of Georgia and the United States; and/or regulations of the college and the policies of the Board of Directors of the Technical College System of Georgia.

If the director of student activities denies recognition, students submitting the charter application may appeal the decision to the vice president for student affairs. If the vice president denies recognition, students may appeal the decision to the president of the college. The decision of the president shall be final.

Approval of charters authorizes new organizations to use college facilities and equipment, subject to policies established by the college and the Board of Directors of the Technical College System of Georgia. In receiving approval, new organizations are eligible to receive student activities funds, subject to the policies of the college and Board of Directors of the Technical College System of Georgia that govern the allocation of student activity fees through the Executive Board of the Student Advisory Council.

#### *Rules and Regulations Governing Student Organizations*

All student organizations must have faculty/staff advisors. The advisor is responsible for guiding club activities and ensuring that student organizations follow all rules and regulations of the college and the Board of Directors of the Technical College System of Georgia. Advisors must report any violations of these rules and regulations to the director of student activities. Students who violate these rules and regulations are subject to the student disciplinary procedures as outlined in this catalog.

Activities of organizations must conform to the stated purposes in the organizational charters and bylaws. The college prohibits damage to college property, other entities, or people resulting from organizational activities, and student organizations are responsible for all damages. Athens Technical College also prohibits organizational activities that encourage disorderly conduct that interferes with regular and orderly operations of the college. No organization shall commit, encourage, condone, or contribute to violations of college rules and regulations, the policies of the Board of Directors of the Technical College System of Georgia, or the laws of the State of Georgia or the United States.

Organizations must carry out business transactions and contractual relations with punctual discharge of valid obligations and prudent use of funds. The use of allocated student activities monies must conform to the purposes and practices approved by the Executive Board of the Student Advisory Council. Organizations must submit all financial records to the director of student activities each quarter. Failure to submit financial records results in the forfeiture of allocated student activities monies for the remainder of the academic year.

To receive annual allocations of student activities monies, organizations must submit proposed budgets each Spring Quarter to the Executive Board of the Student Advisory Council. In allocating student activities monies, the Executive Board takes into account membership activity, fundraising efforts during the preceding academic year, community activities, and campus-based activities designed to improve overall student experience.

The director of student activities must approve all campus displays, including posters, notices, and banners. The college prohibits displays that litter the campus, damage college property, or materially interfere with the regular operations of the college. Campus displays or other materials produced by student organizations shall not contain material that is obscene or defamatory (as defined by the Code of Georgia, §26-20101).

The director of student activities and the vice president for student affairs periodically review the activities of all student organizations to determine if they are complying with college rules and regulations and to ensure that student fund-raising activities are consistent with overall college objectives. The college may bring charges against recognized organizations for violating college rules and regulations. A judiciary body will hear these charges and render a verdict (see *Student Disciplinary Policies and Procedures*).

#### *Student Organization Fundraising*

The director of student activities will only authorize fundraising activities for those student organizations officially chartered by the college. The college defines student organization fundraising as seeking donations or support from others; the selling and distribution of items, materials, products, or services; and the sponsorship of events where admission is charged. All fundraising events must be consistent with the policies and procedures of the college and the Board of Directors of the Technical College System of Georgia and the laws of the State of Georgia and the United States. To receive approval, proposed student organization fundraising must comply with the following:

- Projects may not interfere with normal academic programs or functions.
- Fundraising activities may not take place in offices or classrooms, and organizations may only conduct fundraising activities in areas approved by the director of student activities.
- Student organizations must submit all fundraising requests to the director of student activities at least two weeks prior to the proposed events.

The director of student activities will give priority to fundraising that is educational or directly relevant to the curriculum, philanthropic in nature, or beneficial to the entire college community.

Offices or advisors of student organizations may not sign contracts until the director of student activities and the vice president for finance and administration approve the requests and contracts. Student organizations must

document receipts and disbursements for each approved fundraising activity to the director of student activities within five days after the completion of an activity. The director must approve procedures for collecting money, and all checks must be payable to Athens Technical College.

Organizations can hold up to two fundraising events per quarter. Organizations must submit separate requests for each fundraising activity.

Failure to comply with these rules will be grounds to deny future requests. The college may deny fundraising requests for any of the following:

- Adequate resources are unavailable to assist in supporting projects.
- The requested activities are clearly outside the express purposes of the organization as stated in charters and/or bylaws.
- The organization is on disciplinary probation or suspension or is inactive.
- The risk factor is excessive.
- The requested activities are not consistent with the policies and procedures of the college or the Board of Directors of the Technical College System of Georgia and the laws of the State of Georgia and the United States.
- Another student organization is planning a fundraising activity during the dates requested.

#### **STUDENT RECOGNITION**

The *Georgia Occupational Award of Leadership (GOAL)* recognizes and rewards excellence among students enrolled in programs of study at public, postsecondary technical colleges. GOAL honors the dignity of work and the importance of technical education in the state. Instructors nominate outstanding students for the local GOAL program and a selection committee selects the finalists from these nominees. Finalists compete to represent the college at the state GOAL competition.

*Honor Graduate* – The college awards this honor to graduating students who earn a graduation grade point average of 4.0 (see *Graduation Grade Point Average*). The president of Athens Technical College presents honor graduates with a medallion during the annual graduation ceremony to recognize this accomplishment.

*Presidential Scholar* – The college awards this honor to graduating students who have earned a graduation grade point average of between 3.75 and 3.99 (see *Graduation Grade Point Average*). Presidential scholars are recognized in the annual graduation program.

*Dean's Scholar* – The college awards this honor to graduating students who have earned a graduation grade point average of between 3.50 and 3.74 (see *Graduation Grade Point Average*). Dean's scholars are recognized in the annual graduation program.

*Who's Who Among Students in American Junior Colleges* – The Who's Who program annually honors outstanding campus leaders for their scholastic and community achievements. A campus committee selects students who exhibit academic excellence, participate in extracur-

ricular activities, and perform service to the community. The college recognizes nominees at the annual Honors Day program, and they receive national publicity in *Who's Who Among Students in American Junior Colleges*.

#### **ACADEMIC SUPPORT CENTER**

Have you ever wondered why some students make better grades and appear to have an easier time in college than others? Often, it is simply a matter of having good study skills. Simple strategies that can help ensure academic success include:

- Good time management;
- Regular class attendance;
- Daily review of assigned readings and class notes;
- Class participation; and
- Seeking assistance from instructors.

Academic Support Center staff members offer free assistance in many areas leading to student success. Workshops in study skills range in topics from students' individual learning styles to stress reduction. Staff members and peer tutors provide one-on-one tutoring in various subjects, including learning support courses. Computerized tutorials present material in an interactive format, and students may use these materials in the Academic Support Center. Handouts on particular problem areas and the center's *On the Web* series help students gain skills on their own or with minimal assistance.

Math assistance, given in individual and small-group tutoring sessions, covers all mathematics courses taught at the college. Math videos reinforce classroom instruction and individual tutoring, and students may check these videos out for viewing at home. English assistance, given in a one-on-one environment, reinforces proper English usage for learning support English through the upper-level English courses offered at the college. Science tutoring focuses on the various science courses taught at the college.

The Academic Support Center is adjacent to the Library in Rooms L-131 and L-133 on the Athens Campus and can be contacted at (706) 583-2839. The Academic Support Center on the Elbert County Campus is in Room 314 in the General Classroom Building and can be contacted at (706) 213-2100. A support services coordinator provides student support services, academic support services, and library services and assistance in Room 103 at the Greene County Campus (706-453-0536) and in the Administrative Office area at the Walton County Campus (770-207-3130). Students on the Greene County and Walton County Campuses are able to receive online assistance with their English papers from staff members in the Academic Support Center on the Athens Campus. Please contact the appropriate center location for hours of operation.

#### **BOOKSTORE**

New and used books, reference books, study aids, diskettes, book bags, college paraphernalia, and various program supplies are available from the campus bookstore. Bookstore personnel place special orders and accept VISA and MasterCard for purchase payment.

## **CAREER DEVELOPMENT**

The Career Development Office provides students and alumni with services to develop job search skills and find employment. Staff members assist with preparing resumes and developing interviewing skills. They also provide workshops throughout the year on topics designed to assist students in preparing for job searches and job interviews. The Career Development staff posts job leads on bulletin boards and online at [www.athenstech.edu](http://www.athenstech.edu). Select *Current Students* and then *Career Services*. Job leads are available in the *Job Leads* section and at other websites accessible through the links listed in the *Links to Other Employment Sites* section on the Career Services web page.

Alumni and students may request job search assistance in locating career opportunities. The college encourages employers who do not discriminate in their employment practices or policies to fax the Career Development Office at (706) 369-5756 to post announcements of job openings. Employers may also send job announcements by email to [careerinfo@athenstech.edu](mailto:careerinfo@athenstech.edu). Third-party recruiters may post jobs if there is no charge to students for successful placement.

The Georgia Career Information System (GCIS) is available in various computer labs on the Athens, Elbert, Greene, and Walton Campuses, as well as in the Career Services Office on the Athens Campus. GCIS contains information on educational programs and occupations to assist students in matching interests and abilities to specific occupations. The occupation section contains the latest data on jobs such as working conditions, hiring requirements, employment outlook by geographic area, and ways to prepare for employment. The educational component of GCIS contains information on colleges in Georgia and programs of study offered in a given area of interest. The job search file provides information on preparing resumes, completing job applications, and developing effective interviewing skills. There is also information on financial aid, military careers, and self-employment.

## **DISABILITY SERVICES**

Students may request accommodations for disabilities through the Student Support Services Office on the Athens Campus. Current documentation of disabilities must accompany requests for accommodations. Staff members on the Athens Campus coordinate delivery of services between other campuses and the Athens Campus to ensure that students receive appropriate services. For more information, contact the counselor for disabilities services at (706) 355-5006 or the Georgia Relay Center at 1-800-255-0056 (TTY only). Please direct voice calls to the Georgia Relay Center by calling 1-800-255-0135.

## **GUIDANCE AND COUNSELING**

Counseling and referrals to community agencies are available through the Student Support Services Office. Staff members assist students in developing career plans and personal goals, help with problems encountered in academic pursuits, and offer support in dealing with

work-related, personal, or financial problems. Counseling assistance focuses on:

- Personal problems that may affect academic progress;
- Interpersonal relationships as they pertain to psychosocial development;
- Financial problems; and
- Career planning and placement after graduation, including resume, cover letter, and interview preparation.

The college will refer students to community agencies if students' needs for services go beyond the scope of the college's professional counselors.

## **HOUSING**

There are no dormitory facilities at any of the college's four campuses, but there are a number of housing options (apartments, private rentals, and real estate agencies) in Athens and the surrounding area that cater specifically to students. Students should consult local advertising supplements, newspapers, and telephone directories for specific listings.

## **IDENTIFICATION CARDS**

Students must obtain photo identification cards. They may obtain cards at scheduled times each week in the Student Activities Office on the Athens Campus, the Student Affairs Office on the Elbert County Campus, the Manager's Office at the Greene County Campus, and the Director's Office at the Walton County Campus. Students may schedule alternate times to accommodate their schedules. Students receive their first photo identification card at no cost, but replacement cards are \$5.

## **LIBRARY**

Located on the first floor of the Library/Administration Building on the Athens Campus, the library provides students and faculty with information within a broad spectrum of subjects using books, periodicals, and a range of electronic resources. The library's collections support educational programs and opportunities for personal enrichment and lifelong learning. Books, electronic books, serial subscriptions, CD-ROM and online databases, audio and video recordings, and items in microformat facilitate learning. Library services include reference materials, bibliographic instruction, and access to interactive electronic databases within the library and to online databases via GALILEO. In addition, netLibrary electronic books are available via GALILEO or WebCat, the library's online catalog.

Interlibrary Loan agreements exist to supplement library holdings. The library holds membership in the Georgia Online Database (GOLD) to facilitate sharing of library materials within the state. The college's affiliation with the Online Computer Library Center (OCLC), via its membership in the Southeastern Library Network (SOLINET), gives the library access to materials throughout the nation as well.

Written point-of-use instructional aids are also available to patrons within the library and to distance learners via the library's web page. These aids include *Get that Job!: How to Cite Electronic Sources*; *Opening an Email Account*; *Using WebCat*; *GALILEO*; and *Guide to Starting Your Own Business!*. Librarians help students find information in GALILEO, in the reference collection, and on the Internet. The librarians also assist students in using WebCat to find books in the library.

The Elbert County Campus Library is in the Charles W. Yeargin Academic Building. It contains basic reference materials, periodicals, circulating books, videos, and computers. A librarian assists with reference services and with obtaining materials from the Athens Campus library and through interlibrary loan.

The support services coordinator at the Greene County and Walton County campuses, working under the direction of the branch librarian, will provide access to the core collection of books, videos, DVDs, and periodicals that support the programs offered at each location. The coordinator will also provide reference assistance with online and local resources, work with the faculty in obtaining new titles for purchase, and request materials for students and faculty through both interlibrary and intralibrary loan. When faculty members request bibliographic instruction for their classes, the coordinator will notify the branch librarian, who will make arrangements with the faculty to come to the campus to provide these services.

#### *Library Circulation*

Students may check out books for three weeks, and they may renew library materials twice if other patrons do not need the materials. Students must return materials to the library each time they renew materials. Students may not check out reference materials, periodicals, or videos. Instead, they may use these materials in the library.

Athens Technical College maintains a reciprocal agreement with The University of Georgia Libraries to provide on-site use of materials for faculty, staff, and students. Students may obtain courtesy borrowing cards that allow them to check materials out of the University Libraries. Anyone wishing to use the University Libraries must complete an application at the ATC library circulation desk in advance. Patrons must agree to familiarize themselves with and follow the circulation policies established by the University Libraries.

#### *Library Fines*

The ATC library charges a fine of 25 cents per day per item for overdue circulating materials. When an item is overdue for 48 days, the student will be responsible for paying the cost to replace the item, the accumulated overdue fines, and a non-refundable processing fee of \$35. If students return the overdue materials after 48 days, they will still be responsible for paying the accumulated overdue fines and the \$35 processing fee. The library charges a fine of 50 cents per hour for overdue items placed on reserve. The library will also assess a \$2 fine per day for

students who fail to respond to recall notices. Students cannot register for classes, view grades, or receive transcripts until they return all overdue items to the library or until they pay all fines owed to the library.

#### *Library Orientation*

Students should participate in library orientation, which instructs new users on accessing information both in the library and online. Although based on individual needs, the library orientation may include a discussion of library policies, a walking tour of the library, and instruction on using the library's online catalog, GALILEO, and the Internet.

#### **LIVE WORK**

As part of their laboratory experiences, students in Automotive Collision Repair, Automotive Technology, Cosmetology, and Dental Hygiene perform program-related work for faculty and staff members and fellow students. The Cosmetology and Dental Hygiene programs also seek and accept members of the general public as clients/patients.

In consulting with faculty, administration, and program advisory committee members, each program chair has developed and implemented a written live work plan with the following components:

- A description of how completion of live work supports and enhances the curriculum;
- The types of work that may be performed and for whom;
- The parameters within which live work may be conducted (day/times);
- The procedures to be followed;
- The customers' assumption of risk for the work being performed; and
- The costs related to services (fees and/or purchase of parts and supplies).

Live work plans further stipulate that students and facilities will not be used for personal gain or profit and ensure that live work projects are not of a production nature and thus do not compete with private enterprises. Live work projects are designed for compliance with the Governor's Executive Order on Ethics.

Live work cannot and will not be performed solely by instructors; student participation is required. Live work will be performed consistent with established program standards and desired student learning outcomes.

Procedures for live work projects are available on the college's website at [www.athenstech.edu](http://www.athenstech.edu). Select *General Information* and then *Live Work*. Click on the appropriate link at the bottom of the webpage.

#### **LOST AND FOUND**

Anyone who finds lost items should turn the items in to the main office at any campus or center.

#### **NEW STUDENT ORIENTATION**

In conjunction with new student registration, the Office of Student Affairs holds an orientation program

each quarter for new students. New students receive notice of their orientation and registration date with their letters of acceptance. This program provides opportunities for new students to become familiar with college policies and procedures and to network with other students. As part of the orientation program, students meet with their respective advisors to develop course schedules, register for classes using the online registration system, and pay for tuition and fees.

#### **PARKING**

Students pay a \$5 parking fee, which is included as part of the quarterly registration fee. Students obtain parking stickers in the Admissions Office on the Athens Campus, the Student Affairs Office on the Elbert County Campus, the Manager's Office at the Greene County Campus, and the Director's Office on the Walton County Campus. Students must display parking stickers on their vehicles. Students must park in designated student parking areas. Students may not be able to park in a lot directly adjacent to their classroom building; therefore, students should allow ample time to park and walk across campus before the start of their classes.

Security guards patrol campus to enforce parking regulations and to assist with vehicle problems. Campus security issues tickets for illegally parked vehicles, including vehicles without proper stickers or those parked in reserved or restricted areas or on campus lawns. Athens Technical College security has the right to tow illegally parked vehicles and to assess a towing fine. Students who receive tickets must pay their fines before registering for classes, receiving grades or transcripts, or graduating.

#### *Parking for Persons with Disabilities*

Students with disabilities (permanent or temporary) who require special parking accommodations must first obtain a special parking decal from the Georgia State Patrol. This decal, when displayed with a regular Athens Technical College parking permit, allows students to park their vehicles in spaces reserved for persons with disabilities.

#### *Visitor Parking*

For security purposes, visitors must display visitor parking dash cards in their vehicles. Parking dash cards are available in the Student Affairs Office at the Elbert County Campus and in the Director's Office at both the Greene County Campus and the Walton County Campus. Visitors to the Athens Campus may obtain parking dash cards from the Office of Student Affairs, the Library, the Office of Economic Development Services, and the Office of Administration and Finance. Vendors and invited guests obtain parking dash cards from the person they are to meet with while on campus. Visitor parking spaces are available in front of Building H—the Student Affairs/Student Center Building—on the Athens Campus.

#### **STUDENT EMAIL ACCOUNTS**

Athens Technical College has partnered with Microsoft and its Live@EDU program to provide free ATC

email accounts and other services for all registered students. Student email accounts are created once students begin their first quarter of enrollment at the college. Each student email 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 email address of johnsmith045@student.athenstech.edu. The email password will be set initially as the student's eight digit birth date (mmddyyyy). Additional information on student email accounts may be obtained on the college website at www.athenstech.edu. Select *Current Students* and then *Student Email*.

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 email addresses once they begin their first quarter of enrollment at the college. The Office of Student Affairs will email information on registration dates, financial aid eligibility, academic probation/dismissal, and all other forms of official communication to currently enrolled students via their official college email address. Students must check their @student.athenstech.edu email account on a regular basis.

#### **TELEPHONE SERVICES FOR HEARING IMPAIRED**

The Georgia Relay Center service is available to receive incoming or make outgoing telephone calls for persons with speech or hearing impairments. The center provides relay service for telephone calls, either personal or business, to or from customers with speech or hearing impairments within Georgia. Call 1-800-255-0056 (TTY only) or 1-800-255-0135 (voice) to contact the center.

#### **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.

#### **PUBLIC TRANSPORTATION**

Athens Transit Authority provides bus service to the Athens Campus. Call (706) 613-3430 to obtain information.

#### **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 quarter. In case of accidents, students are responsible for any expenses not paid by this accident insurance (see *General 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:

| <b>Station</b>         | <b>City</b> |
|------------------------|-------------|
| 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      |
| WSGC – FM 92.1.....    | Elberton    |
| 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](http://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.

**VISITORS ON CAMPUS**

As a public, taxpayer-supported institution, Athens Technical College welcomes and encourages members of the community to visit its various campuses. Visitors shall be defined as individuals other than current students, employees, or board members of the college or its affiliate foundation.

For security purposes, visitors must sign in upon their arrival on campus and display visitor dash cards in their vehicles. Sign-in sheets and parking dash cards are available in the director’s offices at the Greene and Walton campuses and in the Student Affairs Office at the Elbert County Campus. Visitors to the Athens Campus must sign in and obtain parking dash cards from the Office of Student Affairs, the Library, the Office of Economic Development Services, or the Office of Administration

and Finance. Visitors who come onto the Athens Campus during evenings and weekends must sign in at the library. Vendors and invited guests obtain parking dash cards from the person they are to meet with while on campus. Visitor parking spaces are available in front of Building H—the Student Affairs/Student Center Building—on the Athens Campus.

All visitors are subject to Athens Technical College rules and regulations including, but not limited to, rules of student conduct as described in the Student Code of Conduct. Campus visitors who violate the rules and regulations of Athens Technical College shall be served with a warning notice that such behavior is not acceptable and may result in their being denied on a long-term basis the opportunity to be present on college property. Visitors who continue to violate college rules and regulations after receiving a warning notice will be barred from college property for a specified period of time.

Upon consulting with the college president, the vice president for student affairs is responsible for issuing warning notices and letters barring visitors from college property.

**STUDENT RIGHTS AND RESPONSIBILITIES**

Students are responsible for knowing the rules and regulations outlined in this catalog. Lack of familiarity with college rules and regulations does not exempt students from their responsibilities. Students who attend tax-supported postsecondary educational institutions are not compelled to do so. By voluntarily attending, students assume obligations of performance and behavior reasonably imposed by the college as it relates to the college’s mission and purpose.

The United States Constitution guarantees qualified students equal opportunity to attend Athens Technical College. The college may discipline students as long as there is no discrimination employed, no denial of due process, and no capricious, clearly unlawful, or unreasonable action employed. It is critical that the entire campus community understand the inherent rights entitled to students, as well as the responsibilities these rights entail. If everyone accepts and abides by these student rights and responsibilities, a more harmonious learning environment will result for the campus community.

*Freedom of Speech and Assembly*

Students have the right to freedom of speech and assembly without prior restraints or censorship, subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place, and manner (see *Student Code of Conduct*).

*Protection Against Unreasonable Searches and Seizures*

Students have the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. Security officers or administrative staff may conduct searches and seizures only as authorized by applicable laws.

### *Academic Rights*

1. Students have the right to attend classes during their regularly scheduled times without deviation from such times and without penalty if students cannot attend instructional hours not institutionally scheduled.
2. Students have the right to access a syllabus, which outlines course objectives and requirements, for each course, and to receive information regarding any changes in these syllabi at the beginning of each quarter.
3. The college recognizes that discussion and expression of all views relevant to the subject matter are fundamental to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn. Instructors set the standards of acceptable behavior by announcing these standards early in the term. If students behave disruptively in classes after instructors explain the unacceptability of such conduct, instructors must dismiss students for the remainder of that class period. Instructors should initiate discussions with students to resolve the issues prior to the next class meeting. Further disruptions may result in a second dismissal and referral in writing to the vice president for student affairs.
4. Students have the right to meet with their respective faculty advisors each quarter to plan sequential programs of work that meet their educational objectives in the most efficient manner possible.
5. Students have the right to consult with faculty outside of classroom time during regularly scheduled office hours or by appointment if necessary.
6. Students have the right to access any of their records kept by the college upon reasonable request.
7. Students have the right to appeal when issued a grade.
8. Instructors award grades for student academic achievement. Instructors will not reduce grades as a disciplinary action for student action or behavior unrelated to academic achievement.

### **COMPLAINTS**

Students wishing to file complaints concerning the administration of laws, policies, standards, or procedures related to the operations of Athens Technical College should complete the following steps:

1. Students must address complaints in writing to the chair of the program or director of the office that is the subject of the complaint.
2. If the subject of the complaint is within the purview of the program chair or office director, the chair or office director will provide a written resolution to the complaint in a timely manner, preferably within ten business days. The program chair or office director will make a record of the complaint, the resolution, and the process used to adjudicate the matter. The program chair or office director will forward a copy of the record to the appropriate vice president.

3. If the subject of the complaint is outside the purview of the program chair or office director, the program chair or office director will forward the complaint to the vice president or designee who has authority to resolve the matter. The vice president or designee will provide a written resolution to the complaint in a timely manner, preferably within ten business days. The vice president or designee will make a record of the complaint, the resolution, and the process used to adjudicate the matter. If the designee resolves the complaint, that person will furnish a copy of the record to the vice president. If the vice president resolves the complaint, he/she will furnish a copy of the record to the president.

In cases when complainants are not satisfied with the resolution of the complaint, they must follow the procedure outlined:

1. If a program chair or office director resolves the complaint, the complainant may appeal to the appropriate vice president or designee. Complainants must file written appeals to the vice president or designee within three business days. The vice president or designee will provide a written resolution to the complaint in a timely manner, preferably within ten business days. The vice president or designee will make a record of the complaint, the resolution, and the process used to adjudicate the matter. If the designee resolves the complaint, that person will furnish a copy of the record to the vice president. If the vice president resolves the complaint, he/she shall furnish a copy of the record to the president.
2. If complainants are not satisfied with the resolution adjudicated by the designee, they may appeal in writing to the appropriate vice president within three business days. The vice president will provide a written resolution to the complaint in a timely manner, preferably within ten business days. The vice president will make a record of the complaint, the resolution, and the process used to adjudicate the matter. The vice president will furnish a copy of the record to the president.
3. If complainants are not satisfied with the resolution of the complaint adjudicated by a vice president, they may appeal the adjudication to the president. Complainants must file written appeals within three working days. The president will provide a written resolution to the complaint in a timely manner, preferably within ten business days. The president will make a record of the complaint, the resolution, and the process used to adjudicate the matter. The president may, at his/her discretion, appoint an ad hoc committee to review the process and to make recommendations for further action. The decision of the president is final.

### **CONFIDENTIALITY OF STUDENT RECORDS**

In accordance with the Family Educational Rights

and Privacy Act of 1974 (Buckley Amendment), Athens Technical College accords all rights under the law to students who are declared independent. Congress designed the act to protect the privacy of educational records and to establish the rights of students to inspect and review their non-privileged educational records. The act also provides guidelines for the correction of inaccurate or misleading data through informal or formal hearings. Students have the right to file complaints with the Family Policy Compliance Office at the U.S. Department of Education concerning alleged failures by the institution to comply with the act. Athens Technical College also provides a mechanism whereby students may file complaints within the college.

The college informs students about the Family Educational Rights and Privacy Act of 1974 annually by publication in the *Catalog and Student Handbook*. The college also notifies students of their rights during quarterly new student orientation sessions. This policy applies to current and former students of Athens Technical College.

The Office of Registration and Records maintains and safeguards student academic records. The college preserves all official current and former student records, and these records are private and confidential. College personnel may maintain separate record files for the following categories: academic, medical, psychiatric/counseling, financial and financial aid, placement, disciplinary, and veterans affairs. The vice president for student affairs shall maintain records of disciplinary action.

Educational records may include any records (in handwriting, print, tapes, film, computer, or other medium) maintained by the college or the Technical College System of Georgia that relate directly to a student except:

- Personal records kept by faculty or staff members if the makers of the records maintain sole possession of them and if the records are not accessible or revealed to any other person except temporary substitutes for the makers of the records. This exception applies also to personal records that makers create for no other purpose than serving as memory or reference tools. This exception does not cover records that contain information directly from students or records that college employees use to make decisions about students.
- Records created and maintained by the college's law enforcement unit for law enforcement purposes.
- An employment record created on individuals whose employment is not contingent on the fact that they are students.
- Records made or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals if they use the records only for the treatment of students and if they make the records available only to those persons providing the treatment.
- Alumni records created and maintained by college personnel that contain information about students

after they no longer attend the college and which do not relate to the persons as students.

#### *Student Access to Records*

Students may review their official academic, disciplinary, and financial aid records with the following exceptions:

- All documents written or solicited prior to January 1, 1975, on the presumption that the makers of these records intended for them to remain confidential and privileged.
- All documents for which students submitted waivers of access.
- All records excluded from the Family Educational Rights and Privacy Act definition of educational records.
- All financial data and income tax forms submitted in confidence by students' parents in connection with applications for, or receipt of, financial aid.
- All records connected with applications to attend the college if applicants never enrolled.
- All records created by members of the college community that contain information on more than one student. The requesting student has the right to view only those portions of the record that pertain to his or her own educational records. Since members of the college community may keep documents written or solicited after January 1, 1975, confidential only if students waive access in writing to those records, the college shall provide form waivers for the voluntary use of applicants in their request for recommendations. The college will return any recommendation submitted under the condition of confidentiality but without written waiver of access by the applicants.

Athens Technical College shall grant all requests to review records as soon as practical, but no later than 45 days after the date of the requests. This policy prohibits college personnel from removing or altering documents or files once students file requests to review their records. Students may receive copies of all records for which they have lawful access once they pay for any copy charges established by Athens Technical College or the Technical College System of Georgia. Students cannot receive copies of their records if the Office of Finance and Administration placed holds on their records because of unpaid debts owed to the college or when they request copies of transcripts in which the college holds the originals in another location.

#### *Hearings to Challenge Accuracy of Records*

If, upon inspection and review of the records, students believe the records are inaccurate, misleading, or otherwise in violation of their privacy rights, they may ask to have the records changed, or they may insert statements in their files. Should the college deny requests for changes, students will receive written notification of the denial. The written notification will also inform students of their right to a hear-

ing to challenge the information believed to be inaccurate, misleading, or in violation of their privacy rights. Students have 30 days to appeal denials to the president of the college and to ask for a hearing. On behalf of the president, a hearing officer shall conduct a hearing at which students will have full and fair opportunities to present evidence relevant to the issues raised in the original requests to amend their educational records. They may receive assistance at their own expense from one or more individuals, including attorneys; however, students are responsible for presenting their own cases. As such, advisors may not speak or participate directly in a hearing.

The hearing officer will consider only challenges to the accuracy of the records. Hence, if the director of registration and records allegedly recorded grades incorrectly on transcripts, the hearing office may consider questions on that issue, but not on whether instructors awarded grades that were different from the grades students expected to receive.

The hearing officer shall prepare a written report regarding any decisions reached based solely on the evidence presented at the hearing. These reports will include a summary of the evidence presented and the reasons for the decisions. The decisions of the hearing officer shall be final, save for any review that the president of the college might grant.

If the college decides that the challenged information is not inaccurate, misleading, or in violation of the right of privacy, it will notify students of the right to place in their records statements commenting on the challenged information and their reasons for disagreeing with the decision. Such statements shall become part of the information contained in the educational records. The college shall disclose such statements as part of the educational records when requested. Students may make specific waivers of access to evaluations solicited and/or received under condition of confidentiality.

#### *Release of Information*

Athens Technical College will disclose information from educational records only with the written consent of students. The college may release educational records without written consent of students when disclosure is:

- To college officials who have legitimate educational interests in the records. A college official is:
  - ◊ A person employed by the college in an administrative, supervisory, academic or research, or support staff position, including health and medical staff.
  - ◊ A person appointed to the technical college's Board of Directors.
  - ◊ A person employed by or under contract to the college (such as an attorney or auditor) to perform a special task.
  - ◊ A person employed by college security.
  - ◊ A student serving on official committees such as disciplinary or grievance committees or who is assisting technical college officials in performing their tasks.

- College officials have legitimate educational interests if they are:
  - ◊ Performing tasks specified in their position descriptions or contract agreements.
  - ◊ Performing tasks related to students' educations.
  - ◊ Performing tasks related to the discipline of students.
  - ◊ Providing services or benefits relating to students or their families such as health care, counseling, job placement, or financial aid.
  - ◊ Maintaining the safety and security of the campus.
- The custodian of the records will determine whether a legitimate educational interest exists on a case-by-case basis. When the custodian has any questions regarding the request, the custodian should withhold disclosure unless the custodian obtains consent from the student or obtains the concurrence of a supervisor or other appropriate official to release the record.
- To officials of other schools, upon request, in which students seek or intend to enroll. Students shall receive notification of the disclosure unless they initiated the disclosure.
- To authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education, authorized representatives of the Attorney General for law enforcement purposes, or state and local educational authorities (subject to the conditions set forth in 34 C.F.R. §99.35).
- To officials of the college, Technical College System of Georgia, or lending institutions in connection with financial aid for which students submitted applications or for which they received if the information is necessary for such purposes as to:
  - ◊ Determine eligibility for the aid;
  - ◊ Determine the amount of the aid;
  - ◊ Determine the conditions for the aid; or
  - ◊ Enforce the terms and conditions of the aid.
- To state and local officials or authorities pursuant to the state statute adopted prior to November 19, 1974, that specifically requires the reporting or disclosure of such information if the allowed reporting or disclosure concerns the juvenile justice system and the system's ability to effectively serve students whose records the college releases. The college may also release or report information to state and local officials or authorities pursuant to a state statute adopted after 1974 which concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, students whose records the college releases. Nothing in this paragraph shall prevent the state from further limiting the number or type of state or local officials who will continue to have access to student records.
- To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. The college will release information only if organizations conduct such studies in

ways that will not permit the personal identification of students and their parents by persons other than representatives of such organizations, and the organizations will destroy such information when they no longer need the information for the original stated purposes or projects.

- To accrediting organizations in order to carry out their accrediting functions.
- To parents of dependent students as defined in Section 152 of the Internal Revenue Code of 1954. Parents must provide copies of their most recent federal income tax returns establishing the dependency of the students. The college shall give full rights under the act to either parent unless the institution receives evidence that a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody specifically revokes those rights.
- To appropriate parties to protect the health and safety of the student or other individuals in emergencies with the understanding that the college will release only that information that is essential to the emergency.
- To comply with judicial orders or lawfully issued subpoenas provided the college makes a reasonable effort to notify students of the orders or subpoenas in advance of compliance. The college cannot notify students if it receives federal grand jury subpoenas or any other subpoenas that state that the college should not notify students. The custodian of the records shall consult the director of legal services at the Technical College System of Georgia prior to the release of the record.
- To alleged victims of any crime of violence as Section 16 of Title 18 of the United States Code defines that term or a non-forcible sex offense regarding the final results of any disciplinary proceedings conducted by the technical college against alleged perpetrators of those crimes or offenses with respect to those crimes or offenses. The custodian of the records shall consult the director of legal services at the Technical College System of Georgia prior to the release of the record.
- To Veterans Administration Officials pursuant to 38 USC §3690 (c).
- To third parties requesting information that the technical college designates as “directory information” unless students place holds on their educational records thus preventing the release of this information. Directory information includes student names, addresses (local, permanent, and email); telephone listings (local and permanent); dates of registered attendance; schools or divisions of enrollment; major programs of study; nature and dates of diplomas, degrees, and awards received; and participation in student organizations and activities. The college may give directory information to an inquirer in person, by mail, or by telephone, and the college may otherwise make directory information public. If an indi-

vidual submits an inquiry in person or by mail, the college may release a student’s date and place of birth or confirm a signature. The college shall communicate its disclosure policy on directory information to presently enrolled students through the publication of these guidelines so that individual students currently enrolled may request that the college not disclose such directory information. Students may prohibit the release of directory information by submitting a written request to the director of registration and records within 10 days of registration. Former students who do not want directory information disclosed should make such a request in writing to the director of registration and records.

- To the court those records that are necessary to defend the college when students initiate legal action against the college and/or the Technical College System of Georgia.
- To any parent or legal guardian of students under the age of 21. The college may disclose any information about a violation of any federal, state, or local law or any rule or policy of the technical college governing the use or possession of alcohol or a controlled substance if the institution determines that students committed disciplinary violations with respect to such use or possession.

#### *Recordkeeping Requirements*

The college shall maintain a record of requests for and/or disclosures of information for educational records. The record will indicate the name of the party making the request and what records, if any, that person received, the legitimate interest in the records, any additional party to whom the original requestor may redisclose information, and the legitimate interest the additional party has in requesting or obtaining the information. Students may review this record. The college does not have to maintain these records if the request was from or the disclosure was to:

- The student;
- A school official determined to have a legitimate educational interest;
- A party with written consent from the student;
- A party seeking directory information; or
- A federal grand jury or law enforcement agency pursuant to a subpoena that by its terms requires nondisclosure.

#### **STUDENT RIGHT-TO-KNOW ACT**

Athens Technical College provides the following graduation/completion statistics in order to comply with the Higher Education Act of 1965, as amended. The rates reflect the graduation of full-time, first-time students for whom 150 percent of the normal time-to-completion rate elapsed. The college established cohorts of students and began tracking this information during Fall Quarter 1991. The graduation rates for the 2005, 2006, and 2007 cohorts are 23 percent, 28 percent, and 29 percent respectively.

## 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 email address.

The report is available on the college website at www.athenstech.edu. Select *General Information* and then *Campus Security* before selecting the *Campus Crime Report (PRF)* link. The college posts the annual reports on the website no later than October 1. Current students, faculty, and staff, as well as prospective students and employees, may contact the vice president for information technology at (706) 355-5167 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.

- *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 vice president for information technology 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 wit-

nessing 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 Office of Information Technology.

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 vice president for information technology (706-355-5167) 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 Office of Information Technology 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 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 department 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.

### **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.

### **COMPUTER USE AND INTERNET ACCESS**

Colleges are moving into the information age by providing computer systems, email addresses, and Internet access for students and employees. In making decisions regarding access to the Internet and the use of its computers, the Technical College System of Georgia considers its own stated educational mission, goals, and objectives.

Electronic information research skills are now fundamental to the preparation of citizens and future employees. The Technical College System of Georgia expects faculty to blend thoughtful use of the Internet throughout the curriculum and provide guidance and instruction to students in its use. As much as possible, faculty members should structure access to Internet resources that they have evaluated prior to use. While students may move beyond those resources to others not previewed by college staff, instructors should provide guidelines and lists of resources particularly suited to learning objectives. Students and employees utilizing college-provided Internet access are responsible for good behavior online just as they are in classrooms or other areas of the college.

Using a computer without permission is theft of services and is illegal under state and federal laws. Federal law prohibits the misuse of computer resources. In addition, Georgia laws prohibit the following specific computer crimes (GA Code §16-9-90 et seq.):

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

speak for other people or organizations by using their names, trademarks, logos, or seals).

Maximum penalties for the first four crimes on this list are a \$50,000 fine and 15 years of imprisonment plus civil liability. The maximum penalties for computer password disclosure are a \$5,000 fine and one year of imprisonment plus civil liability. The purpose of college-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, student use must be in support of and consistent with the educational objectives of Athens Technical College. Access is a privilege, not a right. Access entails responsibility.

Users should not expect files stored on Athens Technical College computers to be private. The college will treat electronic messages and files stored on college-owned computers like other property temporarily assigned for individual use. Administrators may review files and messages to maintain system integrity and to ensure that users are acting responsibly. Moreover, Athens Technical College and Technical College System of Georgia officials shall cooperate with law enforcement officials authorized to search computers and computer systems owned by Athens Technical College or the Technical College System of Georgia.

All information items created, stored, or transmitted on college computers or networks are subject to monitoring for compliance with applicable laws and policies. College policies prohibit the following uses of computers, networks, and Internet access:

- To access, create, or transmit sexually explicit, obscene, or pornographic material;
- To create, access, or transmit material that could be considered discriminatory, offensive, threatening, harassing, intimidating, or attempting to libel or otherwise defame any person;
- To violate any local, state, or federal statute;
- To vandalize, damage, or disable the property of another individual or organization;
- To access another individual's password, materials, information, or files without permission;
- To violate copyright or otherwise use the intellectual property of another individual or organization in violation of the law, including software piracy;
- To conduct private or personal for-profit activities, including the use of college-owned computers, networks, or Internet access for private purposes such as business transactions, private advertising of products or services, and any other type of activity meant to foster personal gain;
- To knowingly endanger the security of the college's computers or networks;
- To willfully interfere with another person's authorized computer usage;
- To connect any computer to any college network unless it meets technical and security standards set by the college;
- To create, install, or knowingly distribute a computer virus, "Trojan Horse," or other surreptitiously

destructive program on any college computer or network facility, regardless of whether any demonstrable harm results;

- To modify or reconfigure without proper authorization the software or hardware of any computer or network owned by the college;
- To conduct unauthorized not-for-profit business activities;
- To conduct any activity or solicitation for political or religious causes;
- To perform any activity that could cause the loss of, corruption of, prevention of rightful access to, or unauthorized distribution of data and information owned by Athens Technical College and/or the Technical College System of Georgia; and
- To create, access, or participate in online gambling.

College policy does not consider the occasional access to information or website of the Georgia Lottery Corporation as a form of inappropriate use. Occasional use of Internet connectivity and email that do not involve any inappropriate use as described above may occur. Any such use should be brief, infrequent, and shall not interfere with the user's performance, duties, or responsibilities.

Users of college computers and computer systems are subject to the Technical College System of Georgia policy on the development of intellectual property. Any violation of this policy and rules may result in disciplinary action against employees or students. When and where applicable, law enforcement agencies may be involved.

Athens Technical College makes no warranties of any kind, either expressed or implied, for the computers, computer systems, email systems, and Internet access it provides. The college shall not be responsible for any damages users suffer, including but not limited to, the loss of data resulting from delays or interruptions of service.

The college shall not be responsible for the accuracy, nature, or quality of information gathered through college diskettes, hard drives, or servers, nor for the accuracy, nature, or quality of information gathered through college-provided Internet access. Athens Technical College shall not be responsible for personal property used to access its computers or networks or for college-provided Internet access. Athens Technical College shall not be responsible for unauthorized financial obligations resulting from college-provided access to the Internet. The foregoing standards are equally applicable to employees and students of the college.

#### *Penalties*

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

#### **INTELLECTUAL PROPERTY**

To further its goal of making education accessible to as many people as possible, the Technical College System of Georgia owns the intellectual property rights in all works produced by or for the department and its member col-

leges. In order for the department to utilize the best and fullest extent of all works produced for it and provided for the department's use, anyone producing work for the department and anyone providing work for the department's use, represents and warrants that such works:

- Do not violate any law;
- Do not violate or infringe any intellectual property right (including but not limited to copyright, trademark, patent, or right of publicity) of any person, company, or firm; and
- Do not libel, defame, or invade the privacy of any person or firm.

#### **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; or
- 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.

#### *Long-Term Health Effects*

People who choose to abuse alcohol or use illegal drugs run the risk of incurring alcoholism, brain damage,

heart disease, hepatitis, high blood pressure, cirrhosis, increased risk of cancer, and in extreme cases, sudden death. Other problems can include increased risks of accidents and possible loss of driving privileges.

#### *Referral Services*

Anyone with drug and alcohol abuse problems should contact the following agencies for assistance:

Advantage Behavioral Health Systems

Alcohol and Other Drug Services

(706) 369-5745

(800) 357-9774 (Emergency)

Alcoholics Anonymous

(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.

#### **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 personnel 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.

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 victims 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](http://www.ganet.org/gbi/sorsch.cgi).

#### **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 and career development distributes voter registration forms to those students who attend the quarterly New Student Orientation and Registration sessions. Students may also obtain voter registration forms from the Office of Student Affairs on the Athens Campus, the Student Services 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.

#### **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 individuals identified in the statement of non-discrimination, which is in the Admissions section of this catalog. 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.

#### 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*

##### 1. **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.

##### 2. **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 writ-

ten 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.

### **3. 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. The procedures for conducting a student judiciary committee are published as part of the Student Code of Conduct (see *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

Suspensions and expulsions will be noted on all permanent academic records and transcripts. 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 with the notation on all academic records for the student that the expulsion was for an academic honesty violation. 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 honesty infraction occurred and grades of WD (Withdrawal Disciplinary) for all other courses. Grades of WD do not affect quarterly and cumulative grade point averages; however, these grades do affect students' satisfactory academic progress for financial aid purposes and do count toward the maximum hours for which students are eligible to receive HOPE benefits. 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.

*Examples of Academic Dishonesty:* The following acts by a student are examples of academically dishonest behavior:

- a. 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:
  - i. Directly quoting all or part of another person's written or spoken words without quotation marks, as appropriate to the discipline;
  - ii. Paraphrasing all or part of another person's written or spoken words without notes or documentation within the body of the work;
  - iii. Presenting an idea, theory, or formula originated by another person as the original work of the person submitting that work;
  - iv. Repeating information, such as statistics or demographics, which is not common knowledge and which was originally compiled by another person;
  - v. 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.
  
- b. 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:
  - i. Copying or allowing another to copy answers to an examination;
  - ii. 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);

- iii. Giving or receiving answers to an examination scheduled for a later time;
  - iv. 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);
  - v. 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;
  - vi. Unauthorized use of a programmable calculator or other electronic device.
- c. 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:
- i. 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;
  - ii. Falsifying the results of any laboratory or experimental work or fabricating any data or information;
  - iii. 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);
  - iv. Altering grade, lab, or attendance records. This includes, for example, the forgery of college forms for registration in or withdrawal from a course;
  - v. 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;
  - vi. Giving or encouraging false information or testimony in connection with academic work or any proceeding under this policy;
  - vii. 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.
- d. 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).

- e. Other**—Failure by a student to comply with a duty imposed under this policy.
- f. 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*

1. The terms "technical college" and "college" mean Athens Technical College.
2. The term "Technical College System of Georgia" is synonymous with the term "Department of Technical and Adult Education."
3. 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."
4. The term "faculty member" means any person hired by the college to conduct teaching, service, or research activities.
5. The terms "technical college official" and "college official" include any person employed by the college to perform assigned administrative responsibilities.
6. 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.
7. The terms "technical college premises" and "college premises" include all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the technical college. These terms encompass all adjacent streets and sidewalks.

8. The terms “student organization” and “organization” means any number of persons who complied with the formal requirements for recognition by the college.
9. 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.
10. 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.
11. 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.
12. This Code of Conduct uses the term “shall” in the imperative sense.
13. This Code of Conduct uses the term “may” in the permissive sense.
14. 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.
15. The term “System” means the Technical College System of Georgia.
16. The term “business days” means, for disciplinary purposes, weekdays that the college administrative offices are open.
17. 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.
18. 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. 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:

- a. *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.
- b. *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.
- 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 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.
- d. *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.

- e. *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*).
- f. *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.
- g. *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 (see *Academic Honesty*).
- h. *Interim Disciplinary Suspension* – As a general rule, the status of a student accused of violations of the Student Code of Conduct should not be altered until a final determination is made regarding the charges 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:

- a. Deactivation.
- b. 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, 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. 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:

- a. The judicial body normally shall conduct hearings in private.
- b. Admission of any person to the hearing shall be at the discretion of the chair of the judicial body.
- c. 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.
- d. 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.
- e. At the discretion of the chair, a judicial body may accept pertinent records, exhibits, and written statements as evidence for consideration.
- f. All procedural questions are subject to the final decision of the chair of a judicial body.

- g. 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.
- h. 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.
- i. 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:

- a. Acts of dishonesty, including but not limited to, the following:

- i. Cheating, plagiarism, collusion, or other forms of academic dishonesty as outlined in the Academic Honesty Policy (see *Academic Honesty Policy*).
  - ii. Furnishing false information to any technical college official, faculty member, or office.
  - iii. Forging, altering, or misusing any technical college document, record, or instrument of identification.
  - iv. Tampering with the election of any student organization officially sanctioned and recognized by the college.
- b. 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.
  - c. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health or safety of any person.
  - d. 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.
  - e. 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.
  - f. 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.
  - g. Unauthorized possession, duplication, or use of keys to any technical college premises or unauthorized entry to or use of technical college premises.
  - h. 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.
  - i. Violation of federal, state, or local law on college premises or at activities sponsored or supervised by the technical college.
  - j. Use, possession, or distribution of narcotics or other controlled substances except as expressly permitted by law.
  - k. Use, possession, or distribution of alcoholic beverages except as expressly permitted by the law and college regulations.
  - l. Public intoxication.
  - m. 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.

- n. 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.
- o. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at functions sponsored or supervised by the college.
- p. 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.
- q. Theft or other abuse of computer time, including but not limited to, the following offenses:
  - i. Unauthorized entry into a file to use, read, or change the contents or for any other purpose.
  - ii. Unauthorized transfer of a file.
  - iii. Unauthorized use of another individual's identification and password.
  - iv. Use of computing facilities to interfere with the work of another student, faculty member, or technical college official.
  - v. Use of computing facilities to send obscene or abusive messages.
  - vi. Use of computing facilities to interfere with the normal operations of the technical college computing system.
  - vii. Violation of the *Acceptable Computer and Internet Use* policy established by the Technical College System of Georgia and Athens Technical College.
- r. Abuse of the judicial system, including but not limited to, the following:
  - i. Failure to obey the summons of a judicial body or technical college official.
  - ii. Falsification, distortion, or misrepresentation of information before a judicial body.
  - iii. Disruption or interference with the orderly conduct of a judicial proceeding.
  - iv. Initiating a judicial proceeding knowingly without cause.
  - v. Attempting to discourage an individual's proper participation in or use of the judicial system.
  - vi. Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of the judicial proceeding.
  - vii. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
  - viii. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
  - ix. Influencing or attempting to influence another person to commit an abuse of the judicial system.
- s. Use of tobacco products in campus facilities except in marked, designated smoking areas.
- t. 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.

#### **CHILDREN AND PETS ON CAMPUS**

Students are not to bring children or pets to class. Neither children or 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.

#### **USE OF PERSONAL ELECTRONIC DEVICES**

The college does not allow students to operate cellular phones, portable radios, Ipods, MP3 players, cassette or CD players, hand-held electronic games, and other similar devices inside classrooms, laboratories, libraries, auditoriums, testing facilities, training rooms, lobbies or atriums, hallways, or any other college-owned/operated facility. Without the explicit permission of instructors, students may not activate the built-in speaker of any computer in any campus facility. Students must turn beepers to vibration mode when inside a campus-owned/operated facility; however, students must turn beepers off while taking tests. Students may operate cassette tape players to record classroom lectures if their instructors grant prior approval.

When outside, students must play cassette or CD players, portable radios, Ipods, MP3 players, or radios inside vehicles at a volume that does not offend or distract others.

#### **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.

