# TABLE OF CONTENTS

TABLE OF CONTENTS.......................................................................................................................i
Welcome ........................................................................................................................................... 1
Policies................................................................................................................................................ 2
ATC Catalog................................................................................................................................. 2
Academic Honesty Policy .............................................................................................................. 2
Work Ethics Policy.......................................................................................................................... 2
Academic Freedom and Responsibility ............................................................................................ 2
Warranty of Graduates ................................................................................................................... 3
Family Educational Rights and Privacy Act ...................................................................................... 3
Nondiscrimination Policy .............................................................................................................. 3
Harassment Policies ...................................................................................................................... 4
Student Attendance Policy........................................................................................................... 4
Makeup Exam Policy ..................................................................................................................... 5
Computer and Internet Use Policies .............................................................................................. 5
Food/Drinks in Classroom .............................................................................................................. 5
Non-Smoking Campus ................................................................................................................... 5
Drug-Free Workplace ..................................................................................................................... 5
Children and Pets on Campus ........................................................................................................ 6
Mandatory Reporters ...................................................................................................................... 6
Distance Education Proctored Activity Policy .................................................................................. 6
Adjunct Faculty Employment ......................................................................................................... 7
Employment Process ...................................................................................................................... 7
Memo of Agreement ....................................................................................................................... 7
Photo IDs .......................................................................................................................................... 7
Pay Dates ......................................................................................................................................... 7
Dual Employment .......................................................................................................................... 8
Adjunct Faculty Evaluation ........................................................................................................... 8
Ethics in Action ............................................................................................................................... 8
Grievance Procedures ..................................................................................................................... 8
Workers Compensation ................................................................................................................ 9
Family Medical Leave Act of 1993 .............................................................................................. 9
General Information ...................................................................................................................... 11
Calendar.......................................................................................................................................... 11
Holidays .......................................................................................................................................... 11
Campus Maps ............................................................................................................................... 11
Bookstore ....................................................................................................................................... 11
Library Resources and Services .................................................................................................. 12
Mail .................................................................................................................................................. 13
Packing ............................................................................................................................................ 13
Safety, Security, and Emergency Procedures .................................................................................... 13
First Aid .......................................................................................................................................... 14
Inclement Weather .......................................................................................................................... 14
Room Changes ............................................................................................................................... 15
Adjunct Faculty Workrooms ......................................................................................................... 16
Supplies .......................................................................................................................................... 17
Photocopying and Securing Materials for Classrooms .................................................................. 17
Audiovisual Aids ............................................................................................................................. 17
ATC E-Mail ...................................................................................................................................... 17
Computer Resources and Services ............................................................................................... 18
ATC Intranet ................................................................................................................................... 18
Electronic Devices ......................................................................................................................... 18
Welcome

Dear Adjunct Faculty Member,

As you know, it is almost impossible for any college or university to meet the increasing demand for educational programs and services in this day and time without quality, dedicated part-time faculty members. You are important to us, to our students, to their prospective employers, and, ultimately, to the economic well-being of our state. Your success in the classroom is directly linked to our success and reputation as an institution and to our ability to achieve our purpose of workforce development. We want to support, encourage, and celebrate your success in any way we can.

We have prepared this Adjunct Faculty Handbook for your information and use and hope that you will give us feedback on how we can improve it. We offer comprehensive adjunct orientation sessions that we hope you will attend and from which you will surely benefit. You will be provided opportunities for mentoring from full-time faculty members and our adjunct coordinators and chances to receive training and participate in on-campus faculty development sessions. We invite you to participate in our program advisory committee meetings (three per year), during which we discuss the goals and objectives for our curricula with representatives from business and industry who provide us with input on program quality, relevance, and effectiveness. Please take advantage of these opportunities and let us know how we may assist you in obtaining any other information, resources, or training you need to provide the best learning experience possible to our students.

Please contact me if you have any questions or concerns.

Respectfully,

Daniel Smith
Executive Vice President
706-355-5018
dsmith@athenstech.edu


Policies

ATC Catalog
The Athens Technical College Catalog is available on the ATC website and includes a full discussion of college policies and procedures as applicable to students.

Academic Honesty Policy
The Academic Honesty Policy can be found in the Catalog and on the Intranet (Departmental Intranet Sites>>Academic Honesty). An outline of the process is also included in the Appendix of this handbook. Students can access the academic honesty tutorial from the ATC home page (Current Students>>Academic Honesty).

Work Ethics Policy
Work Ethics refers to basic academic, interpersonal, reasoning, and problem-solving skills, as well as work ethics behaviors that, when transferred to the occupational setting, facilitate job acquisition, retention, and advancement. Because students are preparing for employment, it is essential that they become accustomed to standards of behavior in the workplace. To fulfill the responsibility to teach essential workplace ethics, Athens Technical College provides students instruction in, and evaluates students on, the following ten work ethics traits: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork.

The ten work ethics traits are introduced as components of program major courses in each program of study. These traits are consistently model by college faculty and are reinforced throughout the program of study during individual course assignments, collaborative work, laboratory and field exercises. The assessment of students’ work ethics takes place throughout each program of study in a variety of contexts during regular classroom assignments and examinations, as well as during clinical, practicum, intern- and externship experiences.

Additional Information can be found in the college catalog: http://athenstech.smartcatalogiq.com/en/2014-2015/Catalog/Academic-Information/Work-Ethics

Academic Freedom and Responsibility
The Technical College System of Georgia Policy Manual states the following pertaining to academic freedom:

The Technical College System of Georgia (TCSG) supports the concept of academic freedom. In the development of knowledge, research endeavors, and creative activities, faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. Faculty members are entitled to freedom in the classroom in discussing their subject. Although caution must be used not to introduce teaching matters that have no relation to the instructional field, faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and should feel free to participate as responsible citizens in community affairs. The Technical College System of Georgia and its institutions safeguard and protect these rights of academic freedom by providing faculty and students the right to initiate grievance procedures should they have complaints dealing with the infringement of or personal penalization as the result of the exercise of this freedom.

Faculty members must fulfill their responsibilities to society and to their profession by manifesting competence, professional discretion, and good citizenship. They will be free from institutional censorship or discipline when they speak or write as citizens. As professional educators, faculty members must be accurate, exercise appropriate
restraint, show respect for the opinions of others, and make every effort to indicate they are not speaking for the institution.

The principles of academic freedom shall not prevent the institution from making proper efforts to ensure the best possible instruction for all students in accordance with the objectives of the institution.

The administration adheres to and upholds these principles and assures that the academic freedom of faculty as described above will not be abridged.

Warranty of Graduates
The Technical College System of Georgia warrants every graduate of technical programs in which students may earn technical certificates of credit, diplomas, or associate degrees. The warranty guarantees that graduates demonstrate the knowledge and skills and can perform each competency as identified in the industry-validated standards established for every program of study. If one of our graduates educated under a standard program or his/her employer finds that the graduate is deficient in one or more competencies as defined in the course/program standards, Athens Technical College will retrain the employee at no instructional cost to the employee or the employer. This guarantee is in effect for two years after graduation.

Family Educational Rights and Privacy Act
The Family Educational Rights and Privacy Act (1974) is a federal law that protects the privacy of student education records. FERPA was written specifically for students and guarantees them the right to inspect and review their education records, the right to seek to amend education records, and the right to have some control over the disclosure of information from those education records.

In accordance with FERPA, Athens Technical College accords all rights under the law to students who are declared independent. The office of registration and records maintains and safeguards student academic records. Students 18 years of age and older are considered adults. Instructors are NOT to discuss a student’s grades, performance, or class attendance with a third party, including parents, spouses, and other family members, without the written permission of the student, even if the student is present. See the Appendix of this handbook for further details.

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

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

- Title VI, Title VII, and Title IX (Employees) – Becky Burton, Director of Human Resources, (706) 583-2818, bburton@athenstech.edu, Room K-514A, Athens Campus, 800 U.S. Highway 29 North, Athens, GA 30601
• Title IX (Students) – Jennifer Benson, Interim Vice President for Student Affairs, (706) 355-5124, jbenson@athenstech.edu, Room H-774, Athens Campus, 800 U.S. Highway 29, North, Athens, GA 30601

• Section 504 and the Americans with Disabilities Act (ADA) – Keli Fewox, Director of Student Support Services and Career Development, (706) 355-5081, kfewox@athenstech.edu, Room K-614A, Athens Campus, 800 U.S. Highway 29 North, Athens, GA 30601

Individuals also may obtain instructions and procedures for informal and formal complaints applicable to any of the above laws from the officials designated above. Laws prohibit retaliation against any complainant. Call 1-800-421-3481 to obtain additional information.

Harassment Policies

TCSG and its technical colleges prohibit sexual harassment and harassment on the basis of race, color, creed, gender, national or ethnic origin, religion, disability, age, or citizenship status. A copy of the TCSG Harassment Policy is included in both the full-time and adjunct faculty application packets issued at the time of employment.

Unlawful harassment includes unwelcome verbal, electronic, written or physical conduct that disparages or shows hostility or aversion toward an individual because of that person’s race, color, religion, gender, national origin, age or disability. Sexual harassment includes unwelcome sexual reference, allusions, "humor," advances, requests for sexual favors, and other verbal, written, electronic, or physical conduct or interactions of a sexual nature as defined by TCSG policy and procedures related to this subject. Employees shall report to the director of human resources all events of unlawful harassment and unlawful retaliation against themselves or others pursuant to applicable policy and procedures.

TCSG and its technical colleges also prohibit amorous relationships between instructors and the students they teach and strongly discourage amorous relationships between supervisors and their subordinates. For further details, see the Consensual Relationships policy in the TCSG Policy Manual.

Student Attendance Policy

Athens Technical College requires regular and punctual class attendance because research shows a strong correlation between class attendance and the grade earned in the class. The college is committed to student success and employs both a retention coordinator and a coordinator for special populations to assist students in addressing the many underlying issues that can result in poor class attendance.

Absences prevent students from receiving full course benefits, disrupt orderly course progress, and diminish the quality of group interaction in class. The college considers both tardiness and early departure from class as forms of absenteeism. Students absent from class for any reason are still responsible for all work missed. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in future semesters as a result.

Instructors have both the right and the responsibility to develop reasonable attendance policies appropriate to the type, level, delivery method, and frequency of class meetings for their course; to communicate the policies to students clearly via the course addendum; and to apply the policies fairly and consistently to all enrolled students.
Instructors are responsible for determining whether work missed may be made up; any make-up work allowed is scheduled at the discretion of the instructor. Policies for makeup work are detailed in the course addendum. The college works with students to make accommodations for the observance of religious holidays and for calls to active duty.

In the event of severe weather or other emergency, students are expected to continue participating in learning activities via ANGEL, Athens Technical College email, or other modality. Instructors will provide a plan for the continuation of instruction.

Failure to attend class the first week may result in a student being turned in as a "No-Show." For information about "No-Shows" and how No-Show status may affect financial aid, see the No-Show Policy in the catalog.

**Workforce Investment Act (WIA)** students and students in programs sponsored by the Department of Labor will submit an Attendance/Travel Reimbursement form for the instructor’s signature verifying attendance in class or school biweekly. Please sign forms as appropriate.

**Makeup Exam Policy**
If faculty members choose to offer makeup exams and have difficulty scheduling them, they should contact their division deans for assistance. The personnel in the office of academic affairs will serve as a backup for the personnel in the deans’ offices.

**Computer and Internet Use Policies**
Athens Technical College computers, network, Internet, and e-mail systems are the property of Athens Technical College and the State of Georgia. Employee e-mail, intranet, Banner, and Internet (computer) accounts are designated for, and should only be used for, school/business purposes and are not considered private. The college reserves the right to monitor every aspect of Internet/computer use and to view employees’ e-mail and documents both on e-mail servers and on employee computers.

Athens Technical College and the State of Georgia monitor and log all off-campus locations accessed by the Internet (including web traffic). Files downloaded (programs, pictures, documents, etc.) from the Internet can contain viruses, so downloading should be done with caution (only from known, reliable sources). The downloading of such files is allowed only for official business or educational purposes. The downloading of unlicensed/copyrighted software or files is strictly forbidden (including, but not limited to, software, pictures, music, graphics, text, or documents).

College employees must obtain permission to use the college logo on any personal web page (web pages not on college servers).

Per state policy, Athens Technical College operates under the direction of the **State Board Policies and Procedures**. And as such, employees must follow and abide by TCSG’s **Acceptable Computer and Internet Use** policies, II. C. 4. In addition, all employees must follow and abide by applicable state law, including but not limited to O.C.G.A. 16-9-90 et seq. More detailed information may be found in the **Athens Technical College Catalog**.

Athens Technical College reserves the right to terminate computer access or take other appropriate action at any time for those violating the above policies.

**Food/Drinks in Classroom**
Neither food nor drink (other than bottled water) is allowed in the classroom or lab areas. Please help us keep our classrooms clean by enforcing this policy.

**Non-Smoking Campus**
In an effort to establish a healthier, cleaner educational environment, Athens Technical College is a tobacco-free/smoke-free campus. The use of tobacco products in any form is banned from all campuses of Athens Technical College. This ban extends to all outdoor areas including parking lots. Smoking is permitted only inside personal vehicles.
Drug-Free Workplace
To comply with the provisions of the Drug-Free Schools and Communities Act and Amendments of 1989 (Public Law 101-226), we distribute to each employee upon hiring and to each student upon admission a statement that outlines the health risks, legal problems, and school sanctions associated with drug use and alcohol abuse. Our student conduct code (see Catalog) explicitly prohibits the possession, sale, or distribution of illegal drugs by students or student groups. As a condition of employment, all employees agree to abide by the terms of the Drug-Free Workplace policy in the TCSG Policy Manual.

Children and Pets on Campus
Neither faculty nor students are to bring children or pets to class or to leave children or pets unsupervised on campus while attending class. If a student does not follow this policy, you should ask the student to leave your class and to make provisions for his or her child or pet. (Guide/service animals are, of course, permitted on campus.)

If the student refuses to comply, contact your program chair, coordinator, the evening support services coordinator, or the closest administrator. Under no circumstances are you to allow children to stay in your classroom.

Mandatory Reporters
Because of Georgia's law governing the mandatory reporting of child abuse, staff and volunteers of technical colleges and the TCSG system office who have reasonable cause to believe a child (under the age of 18) has been abused must report or a cause a report of that abuse to be made to a child welfare agency. In the absence of such an agency, the report must be made to an appropriate police authority or district attorney.

Staff members are expected to make the report orally no later than 24 hours from the time there is reasonable cause to believe a child has been abused. If requested by the agency or other authority, the oral report must be followed by a written report. Staff members who are required to report child abuse because he or she attends to a child pursuant to their duties at the school must immediately notify the college president or express designee who is then required to report or cause a report to be made within the 24 hour period.

Because Georgia law provides that individuals mandated to report child abuse may be charged criminally if they fail to report within the 24 hour period, it is recommended that you document the reported child abuse and include the date and time of the report, as well as the name of the individual to whom the report is made.

Distance Education Proctored Activity Policy
Federal guidelines include expectations that colleges offering online courses verify that individuals who enroll in these courses are, in fact, the ones who are actually participating in and receiving college credit for these courses. Therefore, Athens Technical College requires at least one proctored activity in each online course. A proctored activity is a required learning event such as a midterm or final exam or presentation for which students must appear in person and present photo identification (such as a driving license or ATC student ID) to verify their identity.

A proctored activity must be one that is accomplished on campus as specified by the instructor. In special circumstances, students may complete the proctored activity at an approved alternate site such as a college or university testing center or other educational or military setting. In order to ensure that the proctored activity requirement for proving identity is fulfilled, it should be a significant component (count 20% or more) of the student's final grade. For a listing of pre-approved proctoring sites, please go to the Proctor Information tab found on the ATC ELearning portal: http://athenstech.angellearning.com.
Adjunct Faculty Employment

Employment Process
Application procedures require the submission of a resume, letter of interest, official transcripts from all higher education institutions attended, letters of recommendation (or at minimum, names/addresses/phone numbers of references), and verification of previous employment. Upon accepting employment, the new adjunct faculty member must read and/or complete the required employment paperwork available from the Office of Human Resources.

The paperwork must be completed and returned to the office of human resources five (5) days prior to the semester start date in order to process the information into the payroll system.

Applicants who have obtained their education outside of the U.S. and its territories must have their academic degrees validated as equivalent to the Baccalaureate or Master’s degree conferred by a regionally accredited college or university in the U.S.

***Human Resources cannot process payroll without official transcripts and an official signed letter of agreement on file. Official transcripts are issued from the college or university directly to the ATC office of human resources.***

Letter of Appointment
Adjunct faculty members receive a letter outlining each course taught in a given semester. These letters are to be signed and returned to the division administrative assistant. Letters of appointment are valid only if signed by the president or an official designee and if all paperwork has been submitted to the office of human resources. Classes may be cancelled due to insufficient enrollment in the course as stated in the agreement. Adjuncts should read the letter of appointment carefully to ensure they understand their responsibilities to:

- Provide professional instruction on the dates and at the specified times
- Adhere to an approved master course syllabus and provide students with an addendum outlining contact information, course/testing schedule, and other necessary information
- Make themselves accessible to students outside of class time for individual academic assistance
- Ensure that stated learning outcomes are met
- Adhere to the policies set forth in the Technical College System of Georgia Policy Manual and in the adjunct faculty handbook or Catalog
- Participate in required orientation, professional development activities, and other miscellaneous trainings
- Represent Athens Technical College in a professional manner
- Prepare and submit student No Show Rosters and course grades by the deadlines established by the Office of Registration and Records
- Accept salary for instructional services provided

Photo IDs
Faculty members must have a free Faculty/Staff photo ID made. Photo IDs are made in the student center in the H-700 building. The photo ID should be worn on campus at all times. Replacement IDs are $5.

Pay Dates
The division administrative assistant calculates the payroll on the 15th of each month. Please refer to your letter of appointment as the exact amount may vary depending on the exact wording of the agreement. Pay day is considered the last business day of the month. Your
first payroll check may be picked up from the cashier located in H-743. All other checks will be direct deposited unless an exemption was approved. Please note that adjunct faculty members will not receive paychecks at the end of the months of May and August.

Dual Employment
Anyone who is employed full-time with another state agency or public college must make special arrangements to be able to teach for Athens Technical College. Please confer with your supervising dean or the director of human resources if you are unsure of your primary place of employment or your status as exempt or non-exempt.

Adjunct Faculty Evaluation
Like full-time faculty, adjunct faculty members are evaluated by students. The intent of the student evaluation process is to provide instructors the opportunity for improvement and enhancement of learning outcomes based on student feedback.

Near the end of the academic terms, students are asked to participate in the evaluation process. This process gives them the opportunity to express their views anonymously about their instructors and their courses.

As part of the evaluation process, students are also encouraged to write additional comments.

Your role in this process is to follow the directions for allowing students the opportunity to evaluate your course.

Both the results of the survey and the written comments will be shared with you by the appropriate dean, director, or adjunct coordinator after grades have been submitted for that term.

Please be aware that classroom observations and evaluations by peers or supervisors will also be conducted on a regular basis and may be announced or unannounced. The person observing your classroom instruction will provide you with feedback and comments.

Supervisors will use the feedback from both student evaluations and classroom observations in their discussions with adjunct faculty members concerning ways to enhance instruction and improve student learning outcomes.

Ethics in Action
As mandated by the governor, every member of the faculty and staff must complete the Ethics in Action program as a condition of employment. The online training is designed to enhance the ability of all TCSG employees to make ethical decisions and maintain the highest standards of ethical behavior. During the first term of employment, new adjunct faculty members will receive instructions and access codes to complete the Ethics in Action training.

Grievance Procedures
If you encounter any problem, please see your program chair, coordinator, or the division dean. They are here to assist you in any way possible. However, if you do have a grievance, please refer to the official policy below:

Faculty members are encouraged to seek informal resolution of their grievances or concerns. This informal procedure is intended to encourage communication between the parties involved, either directly or through an intermediary, in order to facilitate a mutual understanding of what may be different perspectives regarding the complained of act or directive. Absent extraordinary circumstances, the faculty member's immediate supervisor will be responsible for the informal resolution procedure. If the immediate supervisor is the subject of the grievance the faculty member may file the informal complaint with another person in the administrative chain of command. The director of human resources shall assist faculty in having their informal grievances
heard and shall assist in fashioning an informal resolution upon the request of the faculty member, the respondent, or the supervisor.

If the informal process does not result in the satisfactory resolution of the complaint, the faculty member may file a formal written complaint setting forth a statement of the facts, the college or department policy(ies), procedure(s) or law allegedly violated, and the specific remedy sought. If the complaint alleges illegal discrimination, the complaint shall be filed with the college's director of human resources. If the complaint concerns a non-academic student issue, the complaint shall be filed with the vice president for student affairs. All other complaints shall be filed with the human resources director. These individuals or their offices shall continue to monitor and coordinate the complaint's resolution as outlined in Procedure: Complaint Resolution in the TCSG Policy Manual.

Workers Compensation

If you are injured on the job, you must report this injury to your supervisor and the office of finance and administration immediately (no later than 24 hours). They will then make the appropriate calls to get the care you need. A case manager will assist you in selecting a physician, scheduling an appointment, or obtaining the appropriate follow-up care.

If, as a result of a work-related injury or illness, you require immediate medical attention, you should proceed to the nearest emergency medical care facility or call 911 for assistance.

Failure to follow appropriate procedures could jeopardize payment of medical bills under Workers' Compensation. If you have any questions, call Human Resources at 706-355-5140. Please be sure to locate the panel of approved physicians located near the office of finance and administration (J-212).

Family Medical Leave Act of 1993

Under federal law, employees are entitled to up to 12-weeks of unpaid, job-protected leave for certain family and medical reasons, and up to 26 weeks of unpaid, job-protected leave to care for a family member in the armed services. Employees are eligible for FMLA leave if they have worked for a covered employer for one (1) year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

Unpaid leave must be granted for any of the following reasons:

- To care for the employee’s child after birth, or placement for adoption or foster care; or
- To care for the employee’s spouse, son or daughter, or parent who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the essential functions of the employee’s job; or
- To use for any “qualifying exigency” arising out of the fact that a National Guard or Reserves member is on federal active duty or called to federal active duty in support of a contingency operation; or
- To care for the employee’s spouse, son or daughter, parent, or “next of kin” with a serious illness or injury incurred in the line of duty while on active duty.

Military Family Leave: Eligible employees are entitled to up to 26 weeks of unpaid, job-protected leave to care for a covered service member with a serious illness or injury incurred in the line of duty. A covered service member is defined as an employee’s spouse, son or daughter, parent, or “next of kin” on federal active duty in the Regular Armed Forces, National Guard, or Reserves.

Qualifying Exigency: Eligible employees are entitled to 12 weeks of unpaid, job-protected leave to use for any “qualifying exigency” when a National Guard or Reserves member is
called to federal active duty. A qualifying exigency is defined as (a) short-notice deployment; (b) military events and related activities; (c) childcare and school activities; (d) financial and legal arrangements; (e) counseling; (f) rest and recuperation; (g) post-deployment activities; and (h) additional activities not encompassed in the other categories, but agreed to by the employer and employee.

**Advance Notice and Certification:** The employee may be required to provide advance notice and medical certification. Leave may be denied if all requirements are not met by the employee. The employee must provide 30 days advance notice or as soon as possible when a leave is “foreseeable.” If a 30-day advance notice is not provided, the delay may result in time not counted towards FMLA leave. Also, Athens Technical College may require medical certification to support a request for leave because of a serious health condition and may require a second or third opinion (at ATC’s expense) and a fitness for duty report to return to work. Contact Human Resources to request leave information.

**Job Benefits and Protection:** For the duration of the FMLA leave, the employee’s health coverage under any group health plan will be maintained as long as the employee contributions are being made. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

**Unpaid Leave:** FMLA leave shall be unpaid except where an employee chooses to use available annual or sick leave and/or short-term disability benefits, which shall be included in the FMLA leave period.

**Length of Leave:** Eligible employees may take up to twelve (12) weeks of FMLA leave in a twelve (12) month period. Athens Technical College measures the twelve (12) weeks using a “rolling” twelve months measured backwards from the date you use any leave under FMLA.

**Return from Leave:** When an employee has been cleared by his/her physician to return to work from medical leave, he/she must notify Human Resources within one (1) working day. Additionally, a fitness for duty certification must be provided prior to your return to work.
General Information

Calendar
The college is on a three-semester system. The academic year begins with the fall semester and graduation will be held in May.

Fall Semester – Late August through mid-December
Spring Semester – January through early May
Summer Semester – Late May through early August

A copy of the current academic calendar can be found on the ATC website.

Holidays
Ordinarily, classes will not meet on holidays observed by the college. See the Academic Calendar for these dates. Advise the students of any and all holidays that will be observed. The college will work with faculty and students to make accommodations for the observance of religious holidays.

Campus Maps
Maps and contact information for the Athens Campus, the Elbert County Campus, the Walton County Campus, and the Greene County Campus are included in the Appendix for your convenience.

Bookstore
On the main campus, the bookstore is located in the student center in the H building. The bookstore is contracted out to Follett Higher Education Group to provide textbooks, school and lab supplies, and other miscellaneous items for students. The regular operating hours are Monday through Thursday, 8 a.m. – 5 p.m. and 8 a.m. – 4 p.m. on Friday. However, for the convenience of students and faculty during the first two weeks of the semester, the bookstore will be open 8 a.m. – 7 p.m. Monday through Thursday and from 8 a.m. – 12:00 noon on Friday. Major credit cards are accepted for purchase payment. Students from all our campuses can also order online from the bookstore site 24 hours, 7 days a week on the college’s website.

The bookstore offers new and used textbooks as well as digital format textbooks through www.brytewave.com. Using the digital format, students can network and share ideas and notes with students using the same course materials at other schools. Textbook rental is also an option at the bookstore.

The Elbert campus bookstore is located in Building 100, Room 122. The regular operating hours are Monday and Tuesday, 8 a.m. – 4:00 p.m. During the first two weeks of the semester, the bookstore will be open 8 a.m. – 6 p.m. Monday through Thursday and from 8 a.m. – 12 noon on Friday.

Students on both the Walton and Greene campuses can order their books online via the bookstore website. They can request books be shipped to their homes or to their respective campus front offices for pick up. Proper identification must be shown to pick up textbook orders.

Instructors experiencing problems with the bookstore must work with the bookstore personnel to resolve issues. If issues are not handled satisfactorily, matters should be referred to the vice president of finance and administration located in room J-212.
Library Resources and Services

The library offers many services and resources for faculty and students. Services available for faculty include placing materials on reserve for student use, developing online course-specific resource guides, borrowing items via interlibrary loan, teaching library instruction classes, and photocopying. The library has over 130,000 ebooks and over 22,000 streaming videos in addition to the 40,000 physical resources. Requests for new books, videos, periodicals, and databases which will support instructional needs are welcomed. The library website http://library.athenstech.edu provides access to resources. The librarians and staff are eager to assist you and can be contacted via email, phone, chat or text services.

Library instruction classes may be requested by faculty to provide opportunities for students to: learn how to conduct research, access the databases available via GALILEO, search for and evaluate internet resources, find material in the library’s online catalog, cite sources, and access other resource materials available in the library and online. Complete the online request form https://goo.gl/mcZlu1 or contact the library staff if you have any questions.

One of the best resources for faculty is GALILEO, Georgia’s Virtual Library, which consists of databases of full-text scholarly journals and other periodicals, ebooks, Georgia history and primary source documents, GALILEO is available to all Georgia residents and is accessible off campus with a password from the library staff which changes each semester.

All of the services listed above are available at the branch libraries, except faculty photocopying services, which are available on the Athens campus.

Faculty are advised to become familiar with laws regarding use of copyrighted materials since the law limits what may be copied, under what conditions, and for what purposes. There is information available on the library’s website to remind faculty of their responsibilities under copyright law.

The main library is located on the Athens campus. Branch libraries are located on the Elbert, Greene, and Walton County campuses.

<table>
<thead>
<tr>
<th>Library</th>
<th>Location</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athens Campus Library</td>
<td>First Floor</td>
<td>Monday thru Thursday - 7:30 a.m. to 10 p.m.</td>
</tr>
<tr>
<td></td>
<td>Dr. Kenneth C. Easom Building</td>
<td>Friday – 7:30 a.m. to 4:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>(F)</td>
<td>Saturday – 7:30 a.m. to 4:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>706-355-5020</td>
<td>Between semesters – 8:00 a.m. to 4:00 p.m., Monday – Friday</td>
</tr>
<tr>
<td>Elbert County Campus Library</td>
<td>Room 121</td>
<td>Monday thru Thursday - 7:30 a.m. to 8:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Yeargin Academic Building</td>
<td>Friday – 7:30 a.m. to 4:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>706-213-2116</td>
<td>Between semesters – 8:00 a.m. – 4:00 p.m. Monday – Friday</td>
</tr>
<tr>
<td>Greene County Campus Library</td>
<td>Room 103</td>
<td>Monday thru Friday – 7:30 a.m. to 4:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Main Building</td>
<td></td>
</tr>
<tr>
<td></td>
<td>706-453-0536</td>
<td></td>
</tr>
<tr>
<td>Walton County Campus Library</td>
<td>Room 505</td>
<td>Monday thru Thursday – 8:00 a.m. to 8:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>770-207-4120</td>
<td>Friday – 8:00 a.m. to 4:00 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Between semesters – 8:00 a.m. to 4:00 p.m. Monday – Friday</td>
</tr>
<tr>
<td>Athens Community Career</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academy</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Media Center</td>
<td></td>
</tr>
<tr>
<td></td>
<td>706- 357-5244</td>
<td></td>
</tr>
</tbody>
</table>
Mail
Faculty mail is placed in each faculty member’s mailbox. Check the mailbox before going to class each time you are on campus. Adjunct faculty should check with the program chair, coordinator, or division administrative assistant for location of mailboxes. For security purposes, faculty should not ask students to deliver or retrieve items from the mailroom.

Parking
Faculty members are issued a parking permit/hang tag (at no charge) by the office of human resources in room K-514. The permit/hang tag should be displayed on the rear view mirror. Faculty members are asked to park in designated faculty/staff parking lots.

Individuals with LEV (low emission vehicle) and carpool decals may park in the designated spaces at the life sciences building on a first come basis. LEV and carpool spaces are located near this building because of its LEED certification which represents the college’s commitment to the environment. See staff at the reception desk in the student affairs reception area (building H) for decals. You must provide a copy of your vehicle registration or other documentation stating that the vehicle is a hybrid or low emission vehicle. A carpool form must be completed to receive a decal.

Safety, Security, and Emergency Procedures

Athens Technical College takes a proactive approach to Public Safety on all campuses. The safety and security of students, visitors, staff, and faculty are paramount. To provide enhanced Public Safety, Athens Technical College created and now operates its own Campus Police Department.

Public safety is now coordinated throughout the college community by the Chief of Police of the Athens Technical College Police Department. The newly created Police Department is recognized by the Georgia Peace Officers Standards and Training Council (POST) and the Georgia Bureau of Investigations.

The Chief of Police utilizes certified Police Officers from local jurisdictions at the Athens, Elbert, Greene, and Walton Campuses as well as contracted uniformed security officers to provide a safe and secure college campus community. All of the Police Officers employed by Athens Technical College have full arrest powers on all Athens Technical College property and facilities. The Police Department is located in J-320 between the rear entrances of the I building and the J Building, Hall 300. Please feel free to visit the Police Department at any time and familiarize yourself with our Police and Security Officers.

Emergency Numbers:

- Chief of Police (706) 612-4015
- Athens Campus Police (706) 621-9860
- Athens Campus Security (706) 621-9817
- Elbert Co. Campus (706) 612-4092
- Walton Co. Campus (706) 612-5962
- Evening Support Services (706) 340-2765

ATC Panic Button:

All Athens Technical College computers are equipped with a Red ATC Panic Button Icon. This Athens Technical College Emergency Alert System is provided to allow for quick notification of an emergency in your area. Simply click on the Icon and add any info that applies and then click SEND ALERT. This will send an email message to Athens Technical College Police and other key administrators who will respond to the emergency to provide assistance. (Please Use This System for Genuine Emergencies ONLY)

Faculty members have the responsibility to familiarize themselves with the safety plan as it pertains not only to general school safety, but classroom safety in particular. In general, faculty are to conscientiously perform their jobs in the classroom or laboratory in a safe
manner; follow job safety instructions; and report to their dean in a timely manner any accidents, injuries, unsafe acts, or unsafe working conditions. All incidents of a safety or security nature must be reported electronically on the Institutional Intranet Site via the Safety and Security Electronic, Incident Report Form.

It is each faculty member’s responsibility to become familiar with ATC’s emergency procedures, emergency action plans, fire alarms, exits, fire extinguishers, physical layout of assigned areas, evacuation routes, AED’s (Automatic External Defibrillators) and the requirements of the Emergency Action Program outlined in the Athens Technical College Safety Manual available on the Intranet (Departmental Intranet Sites>Safety and Security—forms/procedures/documents> ATC Safety Manual).

Athens Technical College uses the **Rave Alert System** as the mass emergency notifications system to alert students, faculty, and staff immediately when emergency situations arise that may affect campus safety. When activated, you will receive emails, voicemails, and text messages notifying you of the emergency situation. The system is
updated with student, faculty, and staff information shortly after the start of each semester. Your ATC email address is your User Name for the Rave Alert System.

In the event of an emergency, all faculty members must follow the specific emergency procedure as described in the Emergency Action Plan. Phone usage during an emergency should be limited to official use only. Faculty members are responsible for taking precautions to assure their safety, to follow all emergency procedures, and provide direction and assistance to students. All faculty members should participate in all emergency drills. Each classroom and lab contains a posted emergency action plan for fire or hazardous evacuation instruction in case of emergency. The emergency action plan should be reviewed with students the first day of each semester.

Faculty members teaching evening classes should contact the coordinator of evening support services, Mr. J.R. Whitley, in the event of an emergency. Mr. Whitley may be reached by cell phone (706-340-2765) or office number (706-355-5197). He is located in Building I, Room I-404. His email address is: jrwhitley@athenstech.edu

The Police Department also provides Police and Security Officers during the evening hours to provide safety and security to all Athens Technical College students, visitors, staff, and faculty. The Police Officers may be contacted at (706) 621-9860 and the Security officer may be contacted at (706) 621-9817.

Faculty members teaching Saturday classes should contact Athens Technical College Security and David Reynolds in the event of an emergency. He is located in the Academic Support Center in Building K and can be reached at: 706-583-2520.

**First Aid**

Since Athens Technical College is nonresidential, students and faculty normally secure medical services through their family physicians.

The following are recommended courses of action to take after an illness/injury:

1. In non-critical situations:
   a. Administer first aid, to the extent possible.
   b. Notify security by calling the security officer (706-621-9817).
   c. During the evening, notify the evening support services coordinator (706-340-2765).
   d. Complete an incident report. Incident report forms must be submitted electronically via the Intranet. Intranet>>departmental intranet sites>>safety and security>>Electronic Incident Report Form.

2. In a critical situation:
   a. Administer first aid, to the extent possible
   b. Notify security personnel by calling the security officer (706-621-9817) during the day and the evening support services coordinator (706-340-2765) in the evening. Notify 911 if necessary.
   c. Limit activity in the vicinity of the affected student or staff member.
   d. Complete an incident report and submit to the Director of Computer Technology Training and Security. Incident report forms must be submitted electronically via the Intranet. Intranet>>departmental intranet sites>>safety and security>>Electronic Incident Report Form.

First aid kits are available in each department. Adjunct instructors should see their program chair or coordinator for locations of first aid kits.

**Inclement Weather**

The president will make the decision to close the college. This includes canceling both day and evening classes as well as all offices at Athens, Elbert, Greene, and Walton. Information will be posted on the ATC website or accessed by calling 706-355-5000. The college will contact the following radio and television stations as early as possible to announce college closings due to hazardous weather conditions:
<table>
<thead>
<tr>
<th>Station</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>WGAU – AM 1340</td>
<td>Athens</td>
</tr>
<tr>
<td>WRFC – AM 960</td>
<td>Athens</td>
</tr>
<tr>
<td>WSGC – AM 1400</td>
<td>Elberton</td>
</tr>
<tr>
<td>WDDK – FM 103.9</td>
<td>Greensboro</td>
</tr>
<tr>
<td>WGMG – FM 102.1</td>
<td>Athens</td>
</tr>
<tr>
<td>WLXV – FM 105.1</td>
<td>Elberton</td>
</tr>
<tr>
<td>WNGC – FM 106.1</td>
<td>Athens</td>
</tr>
<tr>
<td>WPUP – FM 103.7</td>
<td>Athens</td>
</tr>
<tr>
<td>WSGC – FM 92.1</td>
<td>Elberton</td>
</tr>
<tr>
<td>WWRK – FM 92.1</td>
<td>Elberton</td>
</tr>
<tr>
<td>WAGA – Channel 5</td>
<td>Atlanta</td>
</tr>
<tr>
<td>WGCL – Channel 46</td>
<td>Atlanta</td>
</tr>
<tr>
<td>WNEG – Channel 32</td>
<td>Toccoa</td>
</tr>
<tr>
<td>WSB – Channel 2</td>
<td>Atlanta</td>
</tr>
<tr>
<td>WXIA – Channel 11</td>
<td>Atlanta</td>
</tr>
</tbody>
</table>

Athens Technical College serves a large geographic. Because 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. 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.

**Room Changes**

No instructor is authorized to change the room in which a class is scheduled without approval from the division dean. Room changes must be entered into the Banner system by the division administrative assistant. If class is to meet in another location (i.e., the ATC library, a computer lab, etc.), leave a sign on the classroom door in case there is an emergency. Instructors are responsible for returning furniture to the original configuration of the room. Instructors should erase the boards and have students place trash in receptacles at the end of the class period.
Adjunct Faculty Workrooms

There are many locations available for adjunct faculty to work and to have private meetings with students.

Main Campus
- **A-Building**
  - A-200—adjunct faculty workspace with tables/chairs, copier, Scantron machine; close proximity to Dean of Life Sciences division and staff
  - A-112 and A-220—private office spaces with desk, chairs, computer, printer, telephone; available for meetings with students
- **B-Building**
  - B-1103—small conference room can be reserved for private meetings
  - B-1134 and B-2230—double office/workspaces with desk, chairs, computer, printer, telephone; close proximity to Dean of Business and Public Service division and staff
  - B-1110—Scantron machine available
- **J-Building**
  - J-302—adjunct faculty workspace with computers, printer, copier, 2 private cubicles, and a Scantron machine. A small conference room in this space can be reserved for private meetings.
- **K-Building**
  - K-515—computers, printer, tables/chairs, copier, Scantron machine, mailboxes

Athens Community Career Academy
- Room 104 - faculty workspace with copier, tables, chairs, Scantron machine
- Room 214 - faculty workspace with copier, table
- Room 113 - office space with desk/chairs, telephone for private meetings with students
- Room 7 - office space with desk/chairs, telephone for private meetings with students

Elbert County Campus
- Room 110—faculty workspace with tables/chairs, copier, Scantron machine, mailboxes
- Room 312—private office space with desk, chairs, computer, printer, telephone; available for private meetings

Greene County Campus
- Room 102—adjunct faculty workspace with tables/chairs, computer, color printer, copier, mailboxes. Doors can be closed to create private space for meeting with students.

Walton County Campus
- Room 603.3—adjunct faculty workspace with two computers, printer, Scantron machine, and telephone
- Room 602.1—additional adjunct faculty workspace/lounge
- A separate conference room in the administrative suite is also available for private meetings with students.
Supplies
Please see the program chair or course coordinator if you need instructional supplies.

Photocopying and Securing Materials for Classrooms
The Library staff can make copies for instructors in room F-129 in the library (Building F) on the Athens Campus. Originals and the accompanying "Request for Printing" form may be left at the library and can be picked up within 24 hrs. Walk-in copying is available from 10 a.m. to 12 noon and from 2 p.m. to 6 p.m. The self-service copier is available in room F-128 during library operating hours. Instructors must fill out a form to charge the copies to their department. Off campus printing requests must be approved by your program chair or coordinator. Each division has small volume copiers available. Please see your program director, coordinator, or division administrative assistant for an ID code and the location of the small volume copier.

Faculty are advised to become familiar with laws regarding use of copyrighted materials since the law limits what may be copied, under what conditions, and for what purposes. There is information available on the library’s website for faculty services.

Audiovisual Aids
Most classrooms are equipped with instructional audio visual equipment. Please check with your dean or program chair for the specific locations and training on the use of the equipment. Overhead projectors are available in the Library for classroom instruction. All equipment should be returned to its original location and turned off.

Videoconferencing technology has been installed on each on the Athens Campus, the Elbert County Campus, the Walton County Campus, and the Greene County Campus. This technology allows one instructor to deliver instruction to students on other campuses simultaneously. Contact the director of distance education and instructional technologies for training in the use of this technology.

Although specific AV needs cannot always be accommodated, please make them known to your course coordinator.

ATC E-Mail
All adjunct faculty will be issued ATC e-mail accounts, and all official communication with adjuncts will be conducted through that e-mail address.

- To access your email on or off campus go to our homepage at www.athenstech.edu
  - >> RESOURCES >> Faculty & Staff >> Faculty/Staff Webmail.
- At the Outlook Web Access screen:
  - Username: Your complete email address, i.e. jsmith@athenstech.edu
  - Password: Your email password

Because adjunct faculty do not have permanently assigned computers on campus, you will be able to use any computer on or off campus to access your e-mail. Please note, however, that all your e-mail will reside on your e-mail server. Please be very diligent in deleting old e-mail and please keep your deleted items folder cleaned out. You may also want to periodically clean out your sent items folder. Please also review the internet and e-mail use policies in this handbook. If you need assistance, please submit a trouble ticket from the ATC Intranet.

All students are issued ATC e-mail accounts and receive all official communication from the college at that e-mail address. Instructors must communicate with students using only their ATC student e-mail addresses.
Computer Resources and Services

The open computer lab on the Athens campus is located in the bottom floor of building K. The computer lab has 50 computers available for individual student (or faculty) use from 7:30 a.m. to 10 p.m. Mondays through Thursdays and during daytime hours on Fridays. Student computer laboratory technicians are available for assistance and are responsible for monitoring appropriateness of computer use by students. Some computers are also available in the Athens library for student and faculty use during normal library hours. Adjunct faculty may also use computers located in adjunct workrooms located in the B building, the J building, and in the K building.

You may not save work to computers in the lab. Save your work to a jumpdrive in order to avoid losing it.

ATC Intranet

The college Intranet provides faculty members with useful tools to perform their jobs. Adjunct faculty may request an Intranet account by going to the college web site and selecting RESOURCES, then clicking Faculty & Staff, and then selecting Request Intranet Account. The Intranet site contains the following tools:

- Advising Information – This site contains most of the materials needed to assist students in the development of their educational plans.
- FacFusion (Banner Reports) – This site contains a number of different applications to access student information, student academic histories, class roster data, advisor/advisee lists, instructor schedules, course offerings, enrollment information, room schedules, etc.
- Faculty/Staff Development -- This site contains a listing of available courses, the faculty member’s faculty development history, a suggestion box, the Add Your Own Session feature, and course documents.
- Departmental Intranet Sites – There are departmental sites for academic affairs, administrative services, college relations, financial aid, human resources, institutional effectiveness, and registration and records. There are also institutional sites for safety and security and academic honesty. These sites offer general information, contacts, forms, etc.
- Adjunct Information – This site contains links to FacFusion Reports, Banner Web, training videos and presentations, administrative services/human resources forms, Adjunct Faculty Handbook, Adjunct Safety Manual, and additional safety and security information.
- Requests (HelpDesk, Maint., etc.) – From this site, faculty can select and complete requests for the following: Maintenance Requests (Facilities), HelpDesk Request (Information Technology), First Aid – Item Replacement Request, Telephone Requests, and Human Resources.

Electronic Devices

Even though instructors and students are not permitted to operate cell phones inside the classrooms, laboratories, libraries, auditoriums, testing facilities, and training rooms, cell phones should be left on vibration mode so that Rave Alert emails/voicemails/text messages can alert you when emergency situations arise that may affect campus safety and security.

Without the explicit permission of instructors, students may not activate the built-in speaker of any computer in any campus facility.

Faculty should model the behavior they expect from students by not using cell phones and other electronic devices in the classroom. Instructors should not allow students to operate portable radios, CD or MP3 players, hand-held electronic games, or other similar devices inside the classroom environment unless its use is a part of the scheduled lesson or you grant permission for a student to record classroom lectures.
Maintenance or Repair Procedures
Please assist us in maintaining our facilities. If you notice something that needs attention, please report it immediately to the program chair, coordinator, division administrative assistant, or the evening support services coordinator. Maintenance requests will then be forwarded to the facilities director via the ATC Intranet.

Vending Machines
Vending machines are located in the vending area in the K Building, the vending area in H building, in Building M, and the in the upstairs break room in Building A. Drink machines only are located in A-252 in Building A, in the first floor back stairwell of Building B, and in the vending area in Building D.
General Areas of Responsibility

Accessibility to Students
Although adjunct faculty are not required to maintain a schedule of office hours, it is expected that they will accommodate reasonable requests from students for access to the instructor before or after class as stated in the adjunct memo of agreement. These are times during which faculty members make themselves available to students for additional assistance.

Professional Appearance
All faculty members should conduct themselves and should treat students in a professional manner. A neat, well groomed, appropriate, professional appearance is always expected.

Class Schedule
No instructor is authorized to change the hour or day on which a class is scheduled. Classes must meet at the times published for the class. While we recognize that classes will, on occasion, be dismissed early, classes are to meet for the full time indicated in the printed schedule. Classes should also meet on campus unless an official field trip has been approved by the division dean.

Instructor Absences
When a faculty member assumes the responsibility of teaching a class, he or she accepts the obligation to meet that class as scheduled. If for some reason – illness or any other cause – the instructor is unable to do so, it is his/her responsibility to notify the program chair, program coordinator, dean, division administrative assistant, or the evening support services coordinator (706-340-2765).
Instructional Areas of Responsibility

Master Course Syllabus/Addendum to Syllabus
All instructors must adhere to an approved master course syllabus which includes a course description, the textbook used, student learning outcomes, the grading scale, the grading policy and criteria, and other relevant policies. All master course syllabi are stored as PDF files on the ATC Web site and may be accessed by selecting Current Students from the homepage and then selecting Course Syllabi.

The master course syllabus may not be changed for an individual section of a course. Rather, faculty should prepare an addendum to the master course syllabus to inform students of office hours, contact information, additional course resources, and a calendar which specifies assignment dates and the weights to be used in grading.

Students should be given a master course syllabus with an addendum for every class in which they are enrolled and should have it explained to them on the first day of class. It is especially important to cover the core skills listed on the course syllabus in order to be in compliance with Technical College System of Georgia standards.

We welcome your input in revising and improving course syllabi. Any changes in the syllabus must go through the program chair and the division dean for approval by the vice president for academic affairs.

Textbooks
A desk copy of the textbook, along with any supplementary materials (instructor’s manual, test bank, software), and a grade book will be issued at the beginning of each semester. These items must be returned to the program chair or coordinator after final exams unless the instructor is scheduled to teach the course again the next semester.

Class Rosters
You are expected to print your own class roster for each class that you teach. Computers are located in the adjunct workrooms in J-302, K-515, B-1134, and B-2230 for your convenience. (Faculty must purchase a WEPA card to use printers in the library and in the computer lab in building K.) Because students may amend their class schedules during Drop/Add on the first five days of the semester, it is important that you print a new roster at the end of each day the first five days of the semester. Please note that instructors should never tell students that they can be added to a class that is full. If a student comes to your class but is not on the most current roster, ask to see his or her drop/add form from the office of registration and records. If the student does not have proof that he or she has added your class, send the student to the office of registration and records to obtain proof. After each payment deadline, students may be rolled out of your class for non-payment; never allow a student who is not on your roster to remain in the class.

Directions for Printing Class Rosters:
2. Select RESOURCES and then Faculty & Staff.
3. Select Banner Web near the bottom on the left hand side.
4. Select Enter Secure Area.
5. Enter your User ID (faculty ID# or social security number) and Password (date of birth mmddyy or last six digits of social security number) and click Login.
6. Select Faculty Services.
7. Select Term Selection.
8. Select the correct term and click Submit Term– (Example: Fall Semester 2012).
9. Click CRN Selection – (Course Reference Number).
10. Select course and click Submit -- (Example: Anatomy and Physiology I -- 24414).
11. Select Summary Class List.
12. Print roster.
13. Repeat steps 9 through 12 until you have printed rosters for all courses you are teaching.

NOTE: You will need to use Internet Explorer and on some computers you may have to use the print button instead of File, Print. If you have problems printing your class rosters, please see your program chair or coordinator.

No Show Reporting
All instructors are required to report whether they have any students who are no shows at the end of the first full week of class. A **no show** is a student who does not attend class or make any attempt to contact you during the first full week of the semester.

Students taking online classes must log onto Angel within the first five days of the start of the academic term and complete the specified academic assignment as directed by the instructor. Otherwise, instructors of online classes will report these students as no shows.

The office of registration and records will remove from your class any student you submit as a no show. Students removed from classes for being no shows will receive a full refund of their tuition and fees. Instructors are not to allow students to begin attending classes during the second or subsequent weeks of the academic term.

Directions for Submitting No Shows:
1. Print a class roster after drop/add has ended.
2. Take attendance every day.
3. At the end of the first week (you will receive an email from the office of registration and records with specific submission deadlines each term), go to the No Show Reporting webpage www.athenstech.edu/computer_services/noshow/ to submit attendance information.
4. For each class that you are teaching, list the names of your no shows or that all students have attended at least one class session, and click the submit button.
5. Print the confirmation page(s) for your records.

**All no shows must be submitted through the website.** The office of registration and records cannot accept handwritten, printed, or emailed no show rosters.

If you submit a student as a no show in error, send an email to registration@athenstech.edu indicating that student's name, id number, and class crn. If the student has already cashed his or her no show refund check, he or she will be required to repay the money before being allowed to re-enter your class.

Final Examination Schedule
The last six days of fall and spring semesters and the last one to two days of each session in the summer semester are devoted to final examinations. The examination schedule is published on the ATC website. All exams must be given as scheduled. An alternative schedule may be approved for students with extenuating circumstances or exam conflicts. This change must be approved by the division dean or Vice President for Academic Affairs.

Grading
The grading scale is detailed in the Academic Information portion of the catalog and listed below for reference. All faculty members are obligated to follow this scale when assigning grades to reflect a given student's performance in the classroom.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Equivalent</th>
<th>Grade Point</th>
</tr>
</thead>
</table>

23
The director of registration and records uses an asterisk (A*, B*, C*, D*, F*, W*, WF*, WP*) to designate learning support course grades on transcripts and grade reports because these grades are not components of the semestery grade point average.

The college also uses the following:

I – Incomplete. This symbol indicates that students had valid excuses (circumstances beyond their control) for incomplete course work, and their instructors considered the work completed to date as passing. There must be a plan agreed upon by both instructor and student for the completion of the work. (Refer to the Request for a Grade of Incomplete [I] or In Progress [IP] Form in the Appendix). Students must complete the work as agreed to as soon as possible during the following term. Instructors will file a change of grade form in the office of registration and records to update the student’s record with the final grade after the incomplete work is completed. If no change of grade form is submitted, the director of registration and records will convert incomplete grades to grades of F after one term. Grades of incomplete must be approved in advance by the division dean. The Division dean will submit to the director of registration and records a list of students who have received approval for a grade of incomplete each term.

IP – In Progress. This symbol indicates that students are making satisfactory progress in courses, but need an extension into the next term to complete the course work. This grade is only assigned when requirements for the course are scheduled beyond the semester deadline for reporting grades. Grades of in progress must be approved in advance by the division dean. The division dean will submit to the director of registration and records a list of students who have received approval for a grade of In Progress each semester.

W – Withdrawal. This symbol indicates that students officially withdrew from classes by the 61% point of the semester as noted in the Academic Calendar. Instructors are not required to sign withdrawal forms for grades of W. Students may withdraw from classes until the 61% point of the semester via their student Banner Web accounts.

WP – Withdrawal Passing. This symbol indicates that students were passing when they officially withdrew from classes after the 61% point of the semester. Instructors must assign this grade and sign the student’s withdrawal form. Students may withdraw from classes up until the last regular class session. The director of registration and records will not accept withdrawal forms once final exams begin.

WF – Withdrawal Failing. This symbol indicates that students were failing when they officially withdrew from classes after the 61% point of the semester. Instructors must assign this grade and sign the student’s withdrawal form. Students may withdraw from classes up until the last regular class session. The director of registration and records will not accept withdrawal forms once final exams begin.

Please Note: Instructors are NOT to assign grades of W, WP, or WF during final grade submission. If students have officially withdrawn from the class, the director of registration and records will have entered the appropriate withdrawal grade in Banner and a W, WP, or WF will appear on the final grade roster.

Notification of grades via email is in violation of the Family Educational Rights and Privacy Act of 1974 (FERPA). The public posting of grades by the student’s name, student number, or social security number without the student’s written permission is a violation of
FERPA. This includes the posting of grades to a class/institutional website and applies to any public posting of grades in hallways and in departmental offices for all students including those taking distance education courses.

Grade Books
Each faculty member must maintain a grade book or other record on all classes taught. The grade book should be maintained electronically using ANGEL Gradebook or, for certain math classes, the grade book in Thinkwell. The grade book should reflect a record of the student's course progress as set out in the course syllabus, including the final grade achieved.

All hard copy gradebooks and/or Excel gradebook files on CD must be surrendered to the director of registration and records upon termination of employment.

Final Grade Reporting
Banner Web Grade Book is used to enter the final grades.

Directions for Submitting Final Grades:
2. Select RESOURCES then Faculty & Staff.
4. Select Enter Secure Area.
5. Enter your User ID (faculty ID# or social security number) and Password (date of birth mmdyyyy or last six digits of social security number) and click Login.
6. Select Faculty Services.
7. Select Final Grades.
8. Select Term.
9. Select Course.
10. Enter final grades.
11. Print a copy for your records after you click the submit button.

The deadline for submitting grades is listed on the Student Affairs calendar and on the Calendar of Events, and the deadline will be emailed to you by the office of registration and records. It is imperative that final grades be submitted via Banner Web by the deadline.

If a grade of F is entered, you must also enter the last date of attendance. It is fine to estimate this date based on the last grade you have for the student.

Grades of W, WP, and WF must be initiated by the student through the office of registration and records. These grades cannot be entered into Banner Gradebook at the end of the term. It is the student’s responsibility to return all signed withdrawal forms to the office of registration and records. Grades of W, WP, and WF will appear on the final grade roster if students have followed proper procedures for withdrawals. Students who stop attending classes without formally withdrawing from the course are to be assigned “0” for all of the work missed and the final average calculated as stated on the course syllabus.

Change of Grade
If it becomes necessary to change a grade after it has been submitted via Banner Web Gradebook, (removal of an incomplete or correction of a factual error, for example) instructors must obtain copies of the Change of Grade Form from the ATC Intranet (Departmental Intranet Sites/Registration and Records). Please provide your program chair or coordinator with a copy of the completed form submitted to the office of registration and records.

Appeal of Final Course Grade (Academic Grievances)
A student who receives a final course grade that he or she believes is incorrect must first address the matter with the instructor; the instructor will review course grades and calculations and determine if a grade change is warranted. Absent extraordinary
circumstances, an appeal should be made to the instructor within two weeks of when the student learned or should have reasonably learned of the grade.

If the student is not satisfied with the instructor’s decision, he or she may submit a written request that the vice president for academic affairs review the matter. The vice president will examine the facts to ensure that the grade was determined fairly and according to the criteria stated in the course syllabus and will communicate the results of the review to the student and the instructor. The decision of the vice president for academic affairs shall be final. Absent extraordinary circumstances, students must file written appeals within four weeks from the date they learned, or reasonably should have learned, of the grades or other actions with which they disagree.

Your role in this process is to follow the master course syllabus, keep detailed coursework records, keep students apprised of grades throughout the term so that there are no surprises, maintain your class gradebook, and treat all students equally and fairly. If you are teaching a hybrid or online class, you should make sure that all information on your class website is accurate and up to date.

Center for Teaching and Learning
The Center for Teaching and Learning is located on the Athens campus, building F next to the library. The hours of operation are Monday through Friday, 8:00 a.m. – 4:30 p.m. To contact the Center for Teaching and Learning please send an email to CTL@athenstech.edu or call 706-583-2760.

The Center for Teaching and Learning provides leadership and support in the pursuit of innovation and academic excellence. The CTL is a fully staffed space providing individualized training and workshops exploring pedagogy and the integration of instructional technology into courses. ATC faculty have access to many instructional technology resources available through the CTL.

Instructional Technology and Distance Learning
ATC offers online, hybrid, and web-enhanced classes. Online classes are held 100% online; however, at least one proctored activity is required. Hybrid classes are split between traditional face-to-face class time and online, asynchronous class time. (Example: Monday/Wednesday on campus, all other course-work online.) Web-enhanced classes are taught on-campus and online resources are used to supplement the class. ATC uses ANGEL as its learning management system college-wide. Math faculty use Thinkwell or MyMathLab as their learning management system. All faculty are required to use the electronic gradebook in the learning management system they utilize for instruction. Professional development and support are provided to faculty through the Center for Teaching and Learning. Interactive audio-video classes are offered each term broadcasting to and from ATC’s multiple campuses. Professional development and support using this technology are provided to faculty through the Center for Teaching and Learning and the Office of Information Technology.

ATC faculty have access to many software and hardware resources. Faculty and staff development courses are available each term with instruction on the use of these resources.

Faculty/Staff Support: The Center for Teaching and Learning provides faculty and staff support for instructional technology and distance learning at ATC. To request technical assistance, faculty should log into their ATC Intranet account, submit a help request ticket to ANGEL/Instructional Technology (Online Learning), and their request will automatically send an email to technical support for timely assistance. If faculty do not have an intranet account, an account can be requested here. To contact the Center for Online Teaching please call 706-583-2760 or send an email to mcdigiacomo@athenstech.edu.

Student Support: ATC provides student support for distance learning. The E-Learning website, found on ATC’s homepage, provides students with comprehensive and up-to-date
information regarding distance learning and instructional technology at ATC. For additional technical support, students may submit a ticket to http://www.athenstech.edu/eLearning/TechnicalSupport/SupportForm.cfm or contact elearning@athenstech.edu, with their questions and concerns.

Auditing
Students have the option of auditing classes each semester. Auditing students must attend classes during the same periods as students who will receive grades and credit for the courses. You should provide auditing students with all course materials except tests. A grade of “AU” should be recorded at the end of the semester for auditing students.

Field Trips
Instructors should never plan to meet with students off campus unless on an official field trip. Planned field trips, if appropriate, must be approved through the division dean. Participation in field trip activities is optional. Students who cannot or choose not to participate in a field trip must be given the option of completing an alternative, supervised activity in lieu of the field trip. Students are responsible for informing instructors whose classes they may miss due to their participation in a field trip. Students are to schedule makeup work at the discretion of, and at the convenience of, the affected instructor.

College transportation for field trips must be provided and must depart from and return to the college campus. Only employees of the college may drive college vehicles. Instructors should not provide transportation for students in their personal vehicles. A student may provide transportation for him or herself, but should not provide transportation to other students.

Student field trip participants must be accompanied by an instructor or other official representative of the college during any field trip activities. All field trips conducted as a complement to classroom instruction require completion of activities related to the curriculum and prior approval by individuals as designated below.

- Complete a "Field Trip Request" form available from the office of academic affairs.
- Secure the approval and signature of the appropriate academic dean.
- Contact the director of student activities to reserve transportation.
- Require participating students to complete the Student Travel Authorization form available on the ATC website (Current Students—Student Activities--Forms). The college official leading the field trip should take along copies of the completed forms. A second copy of the forms must be on file in the office of the appropriate academic dean.

Professional Development/Training
The college schedules periodic on-campus workshops and seminars and online offerings to provide training and professional growth opportunities for faculty and staff. The Faculty Development site on the Intranet lists scheduled on-campus workshops and seminars.

In addition to professional development available at the college, TCSG is now offering eighteen (18) select course studies as administered by Pearson Instructor Education (PIE). Courses include the following: Anger Management, Appropriate Assessments, Collaborative Learning, Conflict Management, Effective Lessons, Dealing with Inappropriate Behavior, Time Management, and Types of Assessments. More information is available on the TCSG website.
Responsibility for Students

Student Code of Conduct

Instructors are to ensure student compliance with the conduct code and to be familiar with the section on "Student Rights and Responsibilities" stated in the catalog. Rules and policies are to be enforced at all times in a friendly, fair, yet firm manner. Instructors should resolve their own discipline problems whenever possible, realizing that the inability to do so will affect adversely their position of leadership in the classroom and lab. Any serious disciplinary problems should be brought to the attention of the vice president for student affairs.

Only in cases where the student’s presence represents a disruption to the learning process or immediate danger to others will an instructor order a student out of class; however, no instructor is to use physical force in removing a student from a classroom or lab. If a student refuses to leave the class or lab when ordered, the president, vice president for student affairs, the vice president for academic affairs, or the dean is to be notified immediately. Any student ordered out should not be allowed back into the class until a conference has been held with the vice president for student affairs and/or the president.

Academic Support Center

Each ATC campus has an Academic Support Center to assist students in achieving their maximum level of performance in all subjects offered by the college. Peer tutors are available at the centers during various hours to assist students individually or in a small group setting. In addition, the centers offer computer-assisted tutorials, CD's, workbooks, and other reference materials. Walk-ins are welcomed; appointments are not necessary. Study groups and review sessions are held on various subjects.

It is the Academic Support Center’s goal not only to assist students but also to make instructors’ jobs easier by working together for student success. When it becomes evident that a student could benefit from assistance outside the classroom, faculty should encourage students to visit the center’s support services. Instructors are also encouraged to volunteer at the center to tutor all students or to arrange private sessions to tutor their own students.

You are welcome to go to the Athens center at any time to speak with Jessica Felts, Assistant Director of Student Support Services, (706-583-2839 jfelts@athenstech.edu) or David Reynolds, the evening coordinator (706-583-2520 dreynolds@athenstech.edu) on the main campus.

The Academic Support Center is located in K-600 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) 213-2129. Academic support services on the Greene County Campus are located in the Administrative Offices or by contacting (706-453-0536). Students on the Walton County Campus are able to receive assistance through the Student Support Services Coordinator, located in room 503 of the Walton Campus. Please contact the appropriate center location for hours of operation.

Student Email Accounts and FERPA

The college issues official college email accounts to all enrolled students. When communicating with students via email, faculty should only use the official @student.athenstech.edu email addresses to do so. Please remind students to check their student email accounts on a regular basis.

The Office of Student Affairs does not mail to currently enrolled students through the U.S. Postal Service; students receive all official communications through the students’ official @student.athenstech.edu account. Examples of the types of information being sent to
students via email include program change approvals, information about the status of their financial aid (by directing them to the secure login for BannerWeb), registration/advisement reminders, and notifications that grades have been posted (but not the actual grades themselves). The student email accounts are also used to post required annual notifications such as the availability of campus crime reports and Family Educational Rights and Privacy Act (FERPA) annual notifications.

FERPA addresses the use of email to communicate with students. 1) FERPA states that the college must be able to authenticate identity of senders. The only possible way to satisfy this requirement is to ensure that the college only communicates with students via official college-provided email addresses. This applies to both faculty and students. 2) Notification of grades via email is in violation of FERPA. There is no guarantee of confidentiality on the Internet. The college would be held responsible if an unauthorized third party gained access, in any manner, to a student's education record through any electronic transmission method. The public posting of grades by the student's name, student number, or social security number without the student's written permission is a violation of FERPA. This includes the posting of grades to a class/institutional website and applies to any public posting of grades in hallways and in departmental offices for all students including those taking distance education courses. 3) A student’s social security number should never be included in an email sent to a student or a third party.

Student Support Services

The mission of the office of Student Support Services and Career Development is the following:

- to offer assistance to any Athens Technical College students who might be at risk of not reaching their educational goals because of factors beyond the classroom which may negatively impact their academic progress, and
- to conduct a broad range of testing for the College which includes general testing for admission to the College, pre-admission testing for students seeking entry into competitive allied health programs, and CLEP testing.

Through our various support services we are available to work with students who are uncertain about their career choices, are seeking job search assistance, have documented disabilities, are single parents or displaced homemakers, have limited English proficiency, are enrolled in programs where they are in the under-represented gender, are economically disadvantaged, are dislocated workers, are experiencing emotional difficulties, and/or are facing major stressors with family, work, and/or school.

CAREER SERVICES

Assistant Director of Student Support – 706-583-2893 – Room K-600, Athens

- Individual and group career counseling sessions
- Career discovery and development resources such as (such as Virtual Job Shadow) are available online for use by students and staff
- Career workshops are offered each term in the following areas: career explorations, resume development, cover letter writing, and polishing interview skills
- Job announcements from local and regional employers online under Career Services at www.athenstech.edu → Current Students → Career Services → Athens Technical College Job Referral Listings

CRISIS INTERVENTION COUNSELING

Counseling Coordinator – 706-227-7174 – Suite K-614B, Athens
Director of Student Support Services – 706-355-5081 – Suite K-614A, Athens

- Crisis intervention for students experiencing immediate emotional difficulties
- Referral to community resources for follow up care
- Consultation with faculty and staff on as-needed basis regarding student issues

**DISABILITY SERVICES**
Coordinator – 706-355-5006 – Room K-614C, Athens

Disability Documentation
- Students must identify as a person with a disability to request assistance from Disability Services in order to receive academic accommodations
- Students will provide documentation for review by Disability Services prior to requesting accommodations
- Evaluation of disability must have been completed within last 3-5 years during adulthood
- Assessment must be conducted by a diagnosing professional
- Once the student has been approved for accommodations, they will present an electronic or hard copy of the Accommodation Request Form to instructors for review and confirmation

Typical Accommodations
- Extended time on testing and on in-class assignments
- Separate testing room with minimal distractions
- Note-taker; use of a recorder and/or calculator and/or electronic spell-checker
- Sign language interpreter
- Large print or Braille documents

Assistive Technology
- Audio on CD, electronic files, reader software, magnification programs

Referrals for Disability Screening
- Georgia Department of Vocational Rehabilitation

**SPECIAL POPULATIONS PROGRAM**
Coordinator – 706-355-5010 – Room K-614E, Athens

Populations Served
- Single parents and displaced homemakers
- Students with limited English proficiency
- Nontraditional students (based on gender)
- Economically disadvantaged students (Pell Eligible)

Services Offered
- Seminars on money management, assertiveness training, goal setting, and time management
- Career guidance and exploration
- Lending Library assistance for qualified applicants when possible (limited resources available)
- Referral to community agencies for assistance with non-academic issues

**SUPPORT SERVICES – WALTON CAMPUS**
Coordinator of Support Services for Walton – 770-207-4120 – Walton Campus

- Career guidance and career exploration services
- Library resources and services for students and faculty
- Academic support center materials and services
- Referral to community agencies for counseling, if needed
- Delivery of services to students with documented disabilities
WIA PROGRAM – Workforce Investment Act
Coordinator – 706-355-5017 – Suite J102, Athens

Assistance Provided to Qualified Participants
- Tuition if no other funding is available
- Required books, testing fees, and tools
- Uniforms and physical exams for medical programs
- Transportation and/or childcare assistance for eligible students
- Must meet eligibility requirements

TESTING SERVICES – ATHENS CAMPUS
Testing Coordinator – 706-227-5435 – Suite H-769, Athens

- Administration of COMPASS Placement Exams on all Campuses of ATC
- Administration of Selective Health Exams (NLN, HOBET-V and institutional SAT)
- Administration of CLEP Exams
- Assessment skills workshops

Students with Disabilities

Instructors are asked to note that each master syllabus for any course taught at Athens Technical College contains a statement on the Americans with Disabilities Act (ADA). It specifically addresses our intent to provide equal opportunities for education to all students. To ensure that our students are fully aware of the assistance available to them through the Office of Disability Services, we respectfully request that instructors read the ADA section of their syllabus aloud to each class so that students with disabilities will know how to apply for help.

Any student with a documented disability is eligible to receive reasonable academic adjustments and auxiliary aids in the classroom and/or for testing at Athens Technical College, as long as appropriate documentation of the disability has been submitted to the Disability Services Office in a timely manner. Students can access the application packet on our website through Disability Services.

By definition, a disability that qualifies a student for accommodations in college is a physical, psychological, or cognitive impairment that substantially limits one or more of the major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. As a post-secondary institution, Athens Technical College cannot use IEPs or 504 Plans from high school to support the provision of academic adjustments.

Some illnesses may meet the definition of a disability, however only if the illness is determined to be a disability should accommodations be made. As an instructor, you are not expected to determine and should not try to determine whether an illness is a disability. If a student is requesting accommodations (alternate assignments, make-up work, etc.) due to an illness, refer the student to Disability Services to determine whether accommodations should be allowed and if so, what those accommodations should be.

Once a student has presented documentation to the Disability Services Office in Student Support Services and requested assistance with academic adjustments and/or auxiliary aids, the Coordinator of Disability Services will review that documentation to confirm that it meets the required guidelines. The Coordinator will then furnish that student with an electronic or hard copy of an Accommodations Request Form which the student should present to each instructor immediately after requesting services for the current academic term.

The Accommodations Request will outline specific academic adjustments or auxiliary aids
which the student is eligible to receive. Each instructor is required to sign and return to the Coordinator of Disability Services an attached statement, indicating that the Accommodations Request has been received and understood. This will confirm that the instructor will be providing to the student the services described in the request.

The Office of Disability Services will gladly assist any faculty member in providing reasonable accommodations for students with disabilities. However, it is ultimately the responsibility of each instructor to ensure that the requested academic adjustments and auxiliary aids are being offered in an appropriate manner to any student presenting a formal Accommodations Request. If a student does not provide a formal request but instead discloses information about a disability to you, please instruct that student to contact the Disability Services Coordinator at 706-355-5006 for assistance. Please do not offer academic adjustments to a student without confirmation from the office of disability services that those adjustments are warranted.

The Student Support Services office does not expect you to change course guidelines or standards for any student, regardless of their disability status. The purpose of academic adjustments and auxiliary aids is to ensure equal educational opportunity. It is the student's responsibility to meet with you as soon as possible to discuss specific needs and the provision of listed accommodations in a manner appropriate to your classroom setting.

Students approved for testing accommodations may utilize the testing center in Disability Services. However, due to an increase in the number of students served and limited resources available, we strongly encourage students and instructors to arrange testing accommodations within the classroom whenever possible. If you choose to have an eligible student test with the Disability Services office, the student must notify Disability Services 48 hours in advance to schedule the test and the Coordinator of Disability Services must receive the test from you at least 24 hours in advance of your scheduled test date. Detailed instructions are included in the Accommodations Request form that will be presented to you by your student.

If you would like further assistance or have any questions or concerns, please feel free to contact the Coordinator of Disability Services at 706-355-5006 or the Director of Student Support Services at 706-355-5081. Both are located in K-614 on the Athens Campus.
Helping a Student in Crisis

The following information is taken from a Faculty-Staff Guide titled Helping a Student in Crisis. The guidelines below are based on a Memorandum of Understanding (MOU) that Athens Technical College has arranged with UGA’s Center for Counseling to provide ongoing counseling services to our students as needed, regardless of which campus they attend. The text of the guide is as follows:

HOW TO RESPOND TO A STUDENT IN CRISIS...

From time to time you may come in contact with students who are struggling with issues that extend well beyond the classroom. Some of these students may have psychological or psychiatric conditions for which they are being treated, while other students in crisis may simply be dealing with overwhelming events that are part of life, such as divorce, death of a loved one, legal issues, loss of a job, etc.

Since students may have nowhere else to turn, they often confide in their teachers or other college staff members. In doing so, they may reveal suicidal thoughts and plans about harming themselves. Students may even disclose feelings of anger or revenge against others that they need help in controlling.

When you are faced with a situation like the ones described above, help is available to Athens Technical College faculty and staff from two sources. The procedure outlined in this intervention process is to help you in assisting any student who is experiencing a mental health crisis and who needs guidance from a trained mental health professional. If at any time you believe anyone to be in imminent physical danger, call 911 for immediate assistance.

CRISIS INTERVENTION PROCEDURE

STEP #1

If available, the Counseling Coordinator or Director of Student Support Services on the Athens Campus can assist you with crisis intervention, should the need arise. Contact the Director by phone at 706-355-5081 or in person in Room H-749 (Athens), and immediately identify the emergency situation so that a decision can be made as to how it should be handled.

STEP #2

If the Counseling Coordinator or Director of Student Support Services is not readily available or if the situation occurs after normal business hours, you may contact the Advantage Behavioral Health Systems Information Line for assistance. The phone number listed is for Athens Technical College faculty-staff use ONLY and for internal agency use by Advantage Behavioral staff members. It is not to be given out to students. The toll-free number is 1-800-976-7031, and it can be accessed at any time from all ATC campuses.

STEP #3

Any Advantage Behavioral Health staff member who answers their Information Line can help you. Identify yourself as an Athens Technical College employee. Then explain clearly and concisely the situation with the student and wait for instructions about how to best respond to it.

STEP #4

If the Advantage Behavioral Health staff member determines that the student needs to be referred to the community for further care, the following contact information for Advantage Behavioral Health System clinics can be used to assist the student in contacting a therapist. The clinic information below can be shared with students.

STEP #5

Immediately or as soon as possible, report the incident to the Director of Student Support Services on the Athens Campus in K-614, or at 706-355-5081. The Counseling Coordinator and the
Director of Student Support Services have a list of additional agencies available, where students could possibly receive assistance as needed.

<table>
<thead>
<tr>
<th>Department / Unit</th>
<th>Contact Information</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Support Services &amp;</td>
<td><a href="mailto:kfewox@athenstech.edu">kfewox@athenstech.edu</a></td>
<td>Athens Campus</td>
</tr>
<tr>
<td>Career Development</td>
<td>706-355-5081</td>
<td>Suite K-614A</td>
</tr>
<tr>
<td>Keli Fewox, Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Support &amp; Career Services</td>
<td><a href="mailto:jfelts@athenstech.edu">jfelts@athenstech.edu</a></td>
<td>Athens Campus</td>
</tr>
<tr>
<td>Jessica Felts, Assistant Director</td>
<td>706-583-2893</td>
<td>Room K-600</td>
</tr>
<tr>
<td>Student Support Services</td>
<td><a href="mailto:ybeatty@athenstech.edu">ybeatty@athenstech.edu</a></td>
<td>Athens Campus</td>
</tr>
<tr>
<td>Yvonne Beatty, Admin. Assistant</td>
<td>706-583-2728</td>
<td>Suite H-749</td>
</tr>
<tr>
<td>Counseling Services</td>
<td><a href="mailto:ccase@athenstech.edu">ccase@athenstech.edu</a></td>
<td>Athens Campus</td>
</tr>
<tr>
<td>Cindy Case, LMSW, Coordinator</td>
<td>706-227-7174</td>
<td>Room H-715</td>
</tr>
<tr>
<td>Disability Services</td>
<td><a href="mailto:amills@athenstech.edu">amills@athenstech.edu</a></td>
<td>Athens Campus</td>
</tr>
<tr>
<td>Amelia Mills</td>
<td>706-355-5006</td>
<td>Room H-716</td>
</tr>
<tr>
<td>Special Populations Program</td>
<td><a href="mailto:lwilliams@athenstech.edu">lwilliams@athenstech.edu</a></td>
<td>Athens Campus</td>
</tr>
<tr>
<td>Lauren Williams, Coordinator</td>
<td>706-355-5010</td>
<td>Room H-713</td>
</tr>
<tr>
<td>Testing Services</td>
<td><a href="mailto:ssapera@athenstech.edu">ssapera@athenstech.edu</a></td>
<td>Athens Campus</td>
</tr>
<tr>
<td>Scott Sapera, Testing Specialist</td>
<td>706-227-5435</td>
<td>Room H-769</td>
</tr>
<tr>
<td>Walton Support Services</td>
<td><a href="mailto:mheimer@athenstech.edu">mheimer@athenstech.edu</a></td>
<td>Walton Campus</td>
</tr>
<tr>
<td>Marjorie Heimer, Coordinator</td>
<td>770-207-4120</td>
<td></td>
</tr>
<tr>
<td>WIA Program</td>
<td><a href="mailto:mpetee@athenstech.edu">mpetee@athenstech.edu</a></td>
<td>Athens Campus</td>
</tr>
<tr>
<td>Katy Arrowood, WIA Coordinator</td>
<td>706-355-5017</td>
<td>Suite J-102</td>
</tr>
<tr>
<td>WIA Program</td>
<td><a href="mailto:karrowood@athenstech.edu">karrowood@athenstech.edu</a></td>
<td>Walton Campus</td>
</tr>
<tr>
<td>Michal Collier, WIA Counselor</td>
<td>706-207-4150</td>
<td></td>
</tr>
<tr>
<td>WIA Program</td>
<td><a href="mailto:smaxwell@athenstech.edu">smaxwell@athenstech.edu</a></td>
<td>Athens Campus</td>
</tr>
<tr>
<td>Shelby Maxwell, WIA Counselor</td>
<td>706-355-5011</td>
<td>Suite J-102</td>
</tr>
<tr>
<td>WIA Program</td>
<td><a href="mailto:sperdue@athenstech.edu">sperdue@athenstech.edu</a></td>
<td>Athens Campus</td>
</tr>
<tr>
<td>Susan Perdue, WIA Counselor</td>
<td>706-355-5016</td>
<td>Suite J-102</td>
</tr>
<tr>
<td>WIA Program</td>
<td><a href="mailto:kmoore@athenstech.edu">kmoore@athenstech.edu</a></td>
<td>Athens Campus</td>
</tr>
<tr>
<td>Kim Moore, Admin</td>
<td>706-355-5015</td>
<td>Suite J-102</td>
</tr>
</tbody>
</table>
APPENDIX
ELBERT COUNTY CAMPUS
1317 Athens Highway
Elberton, GA 30635
706-213-2100

Campus Hours:
Monday – Thursday 7:30 a.m. – 10:00 p.m.
Friday 7:30 a.m. – 4:00 p.m.

Important Numbers:
706 213-2103 Tina Bone, Student Affairs Coordinator
706 213-2119 Nathan Loyd, Evening Administrator
706 213-2139 Amanda Kiriakos, Administrative Assistant to VP of Off-Campus Operations
706 213-2100 Deborah Evans, Day Receptionist – Student Affairs
706 213-2100 Tracey Hood, Evening Receptionist – Student Affairs
706 213-2104 Barbara Davis, Business Office Clerk
706-213-2106 Linda Downer, Financial Aid Specialist
706 213-2116 Beth Thornton, Distance/Outreach Librarian
706 213-2149 Administration Fax Number (go through Room 110)
706 213-2196 Adjunct Faculty Office – Room 312
706 213-2126 Jerry Spinks, Maintenance Supervisor
706-213-2105 Tommy Lyon, Manager, Corporate Customer Relations

Rooms:
<table>
<thead>
<tr>
<th>Room</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>Administrative Suite</td>
</tr>
<tr>
<td>109</td>
<td>Business Office Clerk</td>
</tr>
<tr>
<td>110</td>
<td>Copy Machine/Fax</td>
</tr>
<tr>
<td>111</td>
<td>Admissions Suite</td>
</tr>
<tr>
<td>112</td>
<td>Financial Aid Specialist</td>
</tr>
<tr>
<td>114</td>
<td>Evening Administrator</td>
</tr>
<tr>
<td>115</td>
<td>Student Affairs Coordinator</td>
</tr>
<tr>
<td>117</td>
<td>Faculty/Staff Break Room</td>
</tr>
<tr>
<td>120</td>
<td>Career Center</td>
</tr>
<tr>
<td>121</td>
<td>Library</td>
</tr>
<tr>
<td>122</td>
<td>Bookstore</td>
</tr>
<tr>
<td>123</td>
<td>Student Center</td>
</tr>
<tr>
<td>137</td>
<td>Cosmetology Lab</td>
</tr>
<tr>
<td>140</td>
<td>Lecture Hall</td>
</tr>
<tr>
<td>142</td>
<td>Practical Nursing Lab</td>
</tr>
<tr>
<td>401</td>
<td>EMT Lab</td>
</tr>
<tr>
<td>312</td>
<td>Adjunct Faculty Office</td>
</tr>
<tr>
<td>314</td>
<td>Academic Support Center</td>
</tr>
<tr>
<td>316</td>
<td>Adult Education Center</td>
</tr>
<tr>
<td>502</td>
<td>Welding Technology Lab #2</td>
</tr>
<tr>
<td>506</td>
<td>Welding Technology Lab</td>
</tr>
<tr>
<td>508</td>
<td>Diesel Equipment Technology Lab</td>
</tr>
<tr>
<td>516</td>
<td>Diesel Equipment Technology Lab #2</td>
</tr>
<tr>
<td>520</td>
<td>Industrial Systems Technology Lab</td>
</tr>
<tr>
<td>600</td>
<td>Maintenance/Custodians</td>
</tr>
<tr>
<td>127</td>
<td>Computer Labs</td>
</tr>
<tr>
<td>129</td>
<td></td>
</tr>
<tr>
<td>131</td>
<td></td>
</tr>
<tr>
<td>501</td>
<td></td>
</tr>
<tr>
<td>507</td>
<td></td>
</tr>
</tbody>
</table>

Academic Support Center
Bldg. 300, Room 314
706-213-2129

Tuesday & Thursday 9:00 a.m. – 1:00 p.m.
**Adjunct Faculty Workrooms**
There are many locations available for adjunct faculty to work and to have private meetings with students.

Room 110  
Faculty workspace with tables/chairs, copier, Scantron machine, mailboxes.

Room 312  
Private office space with desk, chairs, computer, printer, telephone; available for private meetings.

**Adult Education Center**
Bldg. 300, Room 316  
706-213-2141

Monday–Wednesday  8:30 a.m. – 1:30 p.m.  
Thursday  9:00 a.m. – 1:00 p.m.

**Bookstore**
Bldg. 100, Room 122  
706-213-2144

8:00 am – 4:00 pm  Monday & Tuesday

First Two Weeks of the Semester:  
Monday – Thursday  8:00 am – 6:00 pm  
Friday  8:00 am – 12:00 pm

Students may also order online from Follett via the bookstore site on the college’s website.

Although students are expected to secure the textbooks required for a course, they are not required to purchase textbooks and supplies from Follett on the Athens, Elbert, or Walton campus.

**Career Development Room**
Bldg. 100, Room 120  
Campus Hours

**Library**
Bldg. 100, Room 121  
706-213-2116

Monday - Thursday  7:30 a.m. - 10:00 p.m.  
Friday  7:30 a.m. - 4:00 p.m.

Between Semesters:  
Monday – Friday  8:00 a.m. – 4:00 p.m.

**Student Center**
Bldg. 100, Room 122 – Campus Hours
The Elbert County Campus

The Charles W. Yeargin Center (100)
Administrative Office
Admission and Registration
Bookstore
Business Office/Cashier
Computer Labs
Cosmetology Lab
Executive Conference Room
Health Lab
Lecture Hall
Library
Student Center

The Williford Center (200)
Economic Development Training Center

The General Classroom Building (300)
Academic Support Center
Elbert County Adult Education Center
Emergency Medical Technician Lab

The Public Safety Training Center (400)

The B. Frank Coggins, Jr. Center (500)
Auditorium
Computer Labs
Diesel Equipment Technology Lab
Industrial Systems Technology Lab
Welding Lab

The Maintenance Building (600)
GREENE COUNTY CAMPUS
1051 Athens Tech Drive
Greensboro, GA 30642
706-453-7435

Important Numbers
706 453-0378    Sibley Bryan III, Campus Director
706-453-7435    Evening Desk (staff)
706 453-7435    Tonya Coile, Administrative Assistant to the Campus Director
706 453-2583    Administration Fax Number (Room 102)
706 453-0536    Library (staff)
706-454-1262    Staff, Adult Education Instructor (M-Th)
706-454-1525    Cosmetology Lab
706-347-3752    Security Officer, Jerome Martin

Rooms
101 Reception Desk    106 Classroom with Tandberg and 10 computers
101A Office of the Director
103 Library
104 Computer Lab with 20 computers
105 Classroom
106 Classroom with Tandberg and 10 computers
107 Adult Education
109 Cosmetology Lab
110 Classroom with Medical Lab and Lecture Room

Hours of Operation
Campus Hours
Monday - Thursday
7:30 am - 8:00 pm (subject to change each semester as class schedules change)
Friday
7:30 am - 4:00 pm
During Semester Breaks
7:30 am – 4:00 pm Monday – Friday

Library Hours
(with Academic Support/Personnel)
12:00 pm - 5:00 pm Mon/Wed
5:00 pm – 8:00 pm Tues/Thur
8:00 am - 12:00 pm (or by appointment) Friday

*Library is always open, regardless of staff, from 7:30 am – 4:00 pm when the college is open.

Adult Education Center
9:00 am – 6:00 pm
Monday & Wednesday
9:00 am – 3:00 pm
Tuesday & Thursday
Orientation on Tuesdays from 4-6PM
TABE testing on Thursdays 4-6PM
*Closed on Friday
WALTON COUNTY CAMPUS

215 Bryant Road
Monroe, GA 30655
770-207-4080

Important Numbers
770 207-4058  Lenzy Reid, Director of Walton County Campus
770-207-4130  Dominic Malcom, Student Services Coordinator
770 207-4120  Marjorie Heimer, Student Support Services Coordinator
770-207-4098  Chris Lockhart, Facilities Director
770 -207-4080  Shirley Moon, Receptionist
770-207-4080  Rodneisha Brown, Evening Support Specialist

Rooms
104  Patient Care Assisting
105  Commercial Truck Driving
106  Fire Science Technology
107  Biotechnology Lab
108  Emergency Medical Technician
109  Chemistry
600  Adult Education
505  Library
508  Industrial Systems Technology Lab
510  Heating & Air Conditioning Lab
513  Cosmetology Lab
700  Administrative Offices
702  Culinary Arts

Hours of Operation

Administrative Office Hours
8:00 am – 7:00 pm  Monday - Thursday
8:00 am - 4:00 pm  Friday
8:00 am – 5:00 pm  When classes are not in session

Faculty and staff will have access to the administrative area to make copies, check mail boxes, etc. via the side entrance on the 600 hall once the administrative office has closed. Also, the Evening Support Specialist will be on campus to assist instructors until 30 minutes after the last class begins each evening. Security will remain on campus until the last class has been dismissed. Faculty, staff, and/or students needing assistance may contact security personnel at 706-612-5962.

Adult Education Center – Room 600
8:30 am – 3:00 pm  Monday - Thursday
5:00 pm – 8:00 pm  Monday & Tuesday
Adult Education Center has down-time schedules when college classes are not in session. Call 770-207-4091 for schedules.

Library – Room 505
(during academic sessions)  (during semester breaks)
8:00 am - 8:00 pm  Monday - Thursday  8:00 am - 4:00 pm  Monday - Friday
Semesterly To-Do Tasks – ATC faculty

Faculty – Beginning-of-the-Semester Tasks

1. Print out class roster for your classes on the first five days of the semester so that you can keep track of
who has added and dropped your course (available through http://www.athenstech.edu ➔ Quick Links ➔ Banner Web).

2. _____ Take attendance daily. If a student shows up who is not on your roster, send them to the office of registration and records in the 700 building.

3. _____ Distribute official ATC course syllabus (available through http://www.athenstech.edu ➔ Current Students > Course Syllabi; make sure to print out up-to-date syllabus)

4. _____ Distribute instructor-specific course information/outline sheet for your classes. Include instructor contact information and class policies. Make sure to specify policies on late work and missed tests.

5. _____ Print out a final class roster after drop-add is over (see ATC calendar; drop/add is the first three days of the semester – (_______ [date]___). Students may drop classes without academic or financial penalty the first three days of the semester. Do not let students stay in your classes if they are not on the roster. Send them to the office of registration and records. Very Important!

6. _____ Submit NO SHOWS for each class by the announced due date. A no show is a student who does not attend at least one class meeting of a face-to-face class or complete the designated assignment for an online class during the first full week of the academic term. Go to the following website and follow directions: http://www.athenstech.edu/computer_services/noshow/ Print out a copy for your own file.

Faculty – During-the-Semester Tasks

1. _____ After the 61% point of the semester, assign students who officially withdraw a WP or WF depending on their class average; students who withdraw before the 61% point of the semester receive a W and do not need an instructor’s signature.

Faculty – End-of-the-Semester Tasks

1. _____ Give final exams during the official final exam period (see ATC semester calendar and final exam schedule). Exception: ENGL 0099 students take the final exam during the last days of the semester in order to allow time for holistic group grading of the finals.

2. _____ Use departmental final exams when applicable.

3. _____ Enter final grades through BannerWeb by the announced date for filing final grades each term. Print out paper copy of final grades from BannerWeb. (Important: Only deans can approve grades of incomplete (I) or in-progress (IP). Instructors who need to assign an I or IP to one student in a class should EMAIL their deans the name of the student, the student’s ID#, and the CRN for the course. The dean will then forward that email to the director of registration and records along with his or her approval. Instructors who need to assign grades of IP to an entire class should EMAIL their deans the CRN for the course. The dean will then forward that email to the director of registration and records along with his or her approval.)

4. _____ File final exams in adjunct work room. Attach a copy of BannerWeb final grades to your final exams.
ACCESSING BANNERWEB

Accessing BannerWeb

1. Go to www.athenstech.edu
2. Go to Quick Links → BannerWeb
3. Enter Secure Area
   o Login ________________________ social security number or faculty ID#
   o PIN ________________________ last six digits of ss# or DOB mmddyy
4. Go to Faculty Services
5. Go to Summary Class List (ROSTER)
   o Select Term
   o Select Course
6. Enter Final Grades
   o Select Term
   o Select Course
   o Verify a grade was submitted for each student
   o Print AFTER submitting grades
   o Exit
REQUEST FOR GRADE OF INCOMPLETE ("I") or IN PROGRESS ("IP")

REQUEST FOR A GRADE OF INCOMPLETE ("I")

Semester: ________________________________ Date: ______________

Student Name: ____________________ SS# __________

Course Name: ________________________ CRN # __________

Reason for request for “I” (Incomplete) or “IP” (IN PROGRESS):

Grades earned to date in the course:

Work that will be missed:

Work necessary to remove the grade of “I” or “IP”:

Time frame for completion of missed work (the student must complete the work during the next semester AND the faculty member must complete and submit a Change of Grade form to the Office of Records and Registration; otherwise, the grade of “I” or “IP” will be converted to an “F”):

Method to calculate final average:

Student’s Signature: ________________________________

Instructor’s Signature: ____________________ Printed Name: ____________________

Program Chair/Coordinator’s Signature: ____________ Printed Name: ____________

Date Change of Grade Form Submitted to Office of Records and Registration: ______

(ATTACH COPY OF CHANGE OF GRADE FORM)
REQUEST TO AUDIT FORM

Request to Audit
Please return to the Office of Registration & Records
Athens Technical College
800 US Hwy 29 N
Athens, GA 30601-1500
FAX: 706.369.5756

Please use a separate form for each course

Name: ___________________________ Student ID #: ___________________________

Please print SSN if you can’t recall your ID

Name of Course to be audited: ___________________________ CRN: ____________

• Students who audit courses attend classes without receiving grades or credit. Students must meet all prerequisites for the courses they audit. Students who audit courses must pay the regular tuition, admission, and registration fees. They must attend classes during the same periods as students who will receive grades and credit for the courses. Students who audit courses receive all course materials (except tests) available to credit students. Instructors may provide practice tests for audit students if they deem it appropriate.

• Students may register to audit courses only during the transient student or late student registration periods. Students may not change from credit status to audit status or vice versa once the term starts, including during the official Drop/Add period. The Office of Registration & Records will not change audit grades to credit grades after students complete the course.

• Students who wish to audit classes must receive approval from the appropriate Dean prior to registration. Students must complete and sign this audit form and obtain the Dean’s signature before submitting the form to the Office of Registration & Records.

• Students may not use financial aid to pay tuition and fees for courses they audit. Because auditing courses may affect financial aid status, students receiving financial aid must obtain an official’s signature before submitting the form to the Office of Registration & Records.

Signatures

Student: ___________________________ Date: ________________

Financial Aid: ___________________________ Date: ________________

Dean: ___________________________ Date: ________________

060807

47
Academic Honesty Policy

Possible Three Step Process

1. Instructor meeting with student
   a. Present the evidence of the violations of the academic honesty policy and inform the student that he/she will receive zero points for all or part of the assignment.
   b. Have student sign a completed copy of Violation of Academic Honesty Policy notification form.
   c. Provide copy of signed form to student.
   d. Inform student of right to rescind signed notification form by submitting a written statement to the vice president of student affairs within five business days of the meeting with the instructor.
   e. Send copy of signed form to the vice president of student affairs.

2. Mediated discussion
   (Offered when alleged violations are submitted directly to vice president or when student disputes the charges or punishment)
   a. The vice president for student affairs will schedule mediated discussion no less than five nor more than fifteen days after the student reasonably should have received notification by certified mail.
   b. The mediation will include only the faculty member, student who was believed to have violated the policy, and the mediator.
   c. The process will include items c through e in Step 1: Instructor meeting with student.

3. Student judiciary committee hearing
   (Offered when mediation does not resolve issue or when student disputes the charges or punishment)

Why the forms?

- To formalize academic honesty process
- To track students who violate the provisions of the Academic Honesty Policy
  o First Offense – Grade reduction plus notification of being placed on disciplinary probation for remainder of tenure at Athens Technical College
  o Second Offense – Permanent expulsion with notation on academic transcript

---

1 May submit directly to vice president of student affairs for a mediated discussion
2 Students with previously documented disabilities may be eligible to have an interpreter, note taker, or other assistance provider in the meeting.
## Athens Technical College
### Violation of Academic Honesty Policy

<table>
<thead>
<tr>
<th align="center">Student Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td align="center"></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term:</th>
<th>Course:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
<th>Instructor:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Summary of Violation
(Attach copies of supporting evidence to this form.)

## Terms of Agreement

| I admit that I violated the Academic Honesty Policy of Athens Technical College and do not need to participate in a mediated discussion concerning my act of academic dishonesty. |
| I acknowledge that my instructor is charging me with violating the Academic Honesty Policy of Athens Technical College; however, I request a mediated discussion through the Office of Student Affairs. I am not admitting guilt. |

<table>
<thead>
<tr>
<th>Student Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Instructor Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A student has the right to rescind this agreement by submitting a written statement to this effect to the vice president for student affairs. The student must submit this statement within five business days of receiving this form from his or her instructor. Business days are defined as days in which classes meet. Upon receiving the recondition notice, the vice president will appoint a mediator to schedule and conduct a mediated discussion. The instructor should make copies of the signed for the student. The instructor must also submit a copy of this form to the vice president for student affairs within three days of the meeting with the student to discuss this issue.
FERPA for FACULTY

In accordance with the Family Educational Rights and Privacy Act of 1974 – also known as the Buckley Amendment – Athens Technical College accords all rights under the law to students who are declared independent. **FERPA grants four specific rights** to a postsecondary student:

1. The right to access educational records kept by the college.
2. The right to amend educational records.
3. The right to demand educational records be disclosed only with student consent.
4. The right to file complaints against the college for disclosing educational records in violation of FERPA with the FERPA Office in Washington.

Students have a right to know about the purpose, content, and location of information kept as part of their educational records. Student information stored in electronic format must be secure and available only to those entitled to access that information. **Students also have a right to expect that information in their educational records will be kept confidential unless they give permission to the college to disclose such information.**

**Directory Information** is information that **may be disclosed without the written consent of the student – UNLESS the student has placed a hold on his or her educational records thus preventing the release of this information.** At Athens Technical College the following is defined as directory information:

- Student name
- Student address (local, permanent, and email)
- Student telephone listings (local, cell, and permanent)
- Student dates of registered attendance
- Student major program(s) of study
- Dates of diplomas, degrees, and awards received
- Student 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. However, student directory or public information may **NOT** always be released.

**Prior to giving out student information VERIFY that the student does not have a hold on his or her directory information.**

**Non-directory Information** is any information not considered directory information and **must not be released to anyone**, including parents of the student, without the prior written consent of the student. Furthermore, faculty and staff can access non-directory information ONLY if they have a legitimate academic need to do so. Non-directory information may include:

- Social security numbers
- Student identification number
- Race, ethnicity, and/or nationality;
- Gender
- Transcripts and grade reports
Regarding Instructional Situations

1. **Do not** use a student social security number or college ID number in a public posting of grades or any other information.

2. **Do not** link the name of a student with that student’s college ID number in any public manner.

3. **Do not** leave graded tests, papers, or other student materials for students to pick up in a stack that requires sorting through the papers of all students.

4. **Do not** circulate a printed class list with student name and college ID number, photo, or grades as an attendance roster.

5. **Do not** discuss the progress of any student with anyone other than the student (including parents, spouses, and other family members) without the written consent of the student even if the student is present.

6. **Do not** provide anyone with lists or files of students enrolled in your classes for any commercial purpose.

7. **Do not** provide anyone with student schedules or assist anyone other than college employees in finding a student on campus.

8. **Do not** access the records of any student for personal reasons.

9. **Do not** store confidential student information on any computer unless that information is required and secure from intrusion.

10. **DO USE ONLY student ATC EMAIL for correspondence** – all other email accounts are NOT considered official for college business.

Remember that even though faculty members are considered “school officials,” a faculty member will have to demonstrate “legitimate educational interest” (e.g. advising students, retention study, etc.) to receive access to student records beyond their class and grade rosters. Faculty do not have access to student academic records unless their normal job duties specifically require access.

**Athens Technical College POLICY:** “When communicating with students via email, faculty should ONLY use the official @student.athenstech.edu email addresses to do so. FERPA addresses the use of email to communicate with students. (1) FERPA states that the college must be able to authenticate identity of senders. The only possible way to satisfy this requirement is to ensure that the college only communicates with students via official college-provided email addresses. This applies to both faculty and students. (2) Notification of grades via email is in violation of FERPA. There is no guarantee of confidentiality on the Internet. The college would be held responsible if an unauthorized third party gained access, in any manner, to a student’s education record through any electronic transmission method.

**Good Rule of Thumb:** If anyone requests any information about a student from you as a faculty member, it is best to contact the Vice President of Student Affairs or the Director of Registration and Records to determine if you can/should release information.

Faculty signature: __________________________________________

Date: __________________________________________

51