

# Student Handbook



ATLANTA  
TECHNICAL  
COLLEGE

Welcome to Atlanta Technical College! The faculty, staff, and administration are here to support you in your academic journey. The Atlanta Tech Student Handbook provides you with valuable information and policies. You have rights and responsibilities as an Atlanta Tech student.

In order to take full advantage of all of the benefits that the college may offer to your academic and personal success, we encourage you to assert personal responsibility. To that end, please take the time to read carefully this handbook, as well as the catalog and other information regarding your matriculation here at the college. It is critical that you are aware of and adhere to guidelines and deadlines.

We wish you well in your academic endeavors!

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Atlanta Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, GA 30033, 404-679-4500, to award associate degrees, diplomas, and technical certificates of credit.

As set forth in its student catalog, Atlanta Technical College does not discriminate on the basis of race, color, national or ethnic origin, gender, religion, disability, age, political affiliation, belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). For further information regarding these laws (Title VI and IX) contact Mattie Goss, Director of Student Services, Atlanta Technical College, Academic Building, Suite C1111 (Student Success Center), 404.225.4446. Email: [mgoss@atlantatech.edu](mailto:mgoss@atlantatech.edu).

To request reasonable accommodations upon enrollment (Section 504/ADA), contact Mattie Goss, Director of Student Services, Atlanta Technical College, Academic Building, Suite C1111, 404.225.4446. Email: [mgoss@atlantatech.edu](mailto:mgoss@atlantatech.edu). Atlanta Technical College, 1560 Metropolitan Parkway, SW, Atlanta, GA 30310.

Faculty and staff with questions about equity or reasonable accommodations should contact Travis Salley, Director, Human Resources, Cleveland Dennard Building, suite 217, Atlanta Technical College, 1560 Metropolitan Parkway, SW, Atlanta, GA 30310. 404.225.4613. Email: [tsalley@atlantatech.edu](mailto:tsalley@atlantatech.edu).

## MISSION STATEMENT

**Atlanta Technical College, a unit of the Technical College System of Georgia, located in the city of Atlanta, is an accredited institution of higher education that recognizes the importance of global education. The college provides affordable lifelong learning opportunities, associate degrees, diplomas, technical certificates of credit, customized business and industry training, continuing education, and other learning services using state-of-the-art technology. The integration of academics and applied career preparation to enhance student learning is essential in meeting the workforce demands and economic development needs of people, businesses, and the communities we serve.**

***NOTE: All students should be familiar with the contents of Atlanta Technical College's Student Handbook, as they are responsible for compliance with all policies. The college reserves the right to change any policy at any time.***

## **DRUG-FREE SCHOOLS AND COMMUNITIES POLICY**

No student may engage in the unlawful manufacture, possession, use, or distribution of illicit drugs or alcohol on the property of Atlanta Technical College or as part of any of its sponsored activities. This policy has been developed in concert with the federal Drug-Free Schools and Communities Act and incorporates the statutory mandates required under the state Drug-Free Postsecondary Education Act of 1990.

Such unlawful activity may be considered sufficient grounds for serious punitive action, including expulsion. Disciplinary sanctions for students convicted of a felony offense involving alcohol or the manufacture, distribution, sale, possession or use of marijuana, controlled substances, or other illegal or dangerous drugs shall be immediate suspension and denial of further state and/or federal funds from the date of conviction. Specifically, in the case of a drug-related offense, the student shall minimally be suspended for the remainder of the quarter and forfeit all academic credits for that period.

Atlanta Technical College shall notify the appropriate state/federal funding agency within ten days after receiving notice of the conviction. Within thirty days of notification of conviction, Atlanta Technical College shall with respect to any student so convicted:

1. Take additional appropriate action against such student up to and including expulsion, as it deems necessary.
2. Provide such student with a description of any drug or alcohol counseling treatment, rehabilitation or re-entry programs that are available for such purposes by a federal, state or local health, law enforcement or other appropriate agency. A list of drug and alcohol treatment facilities in the area is included in Appendix.

## **EMERGENCY OPERATIONS AND SAFETY**

The college administration is committed to implementing policies and procedures designed to protect lives and to secure property. To this end, the college has adopted an Emergency Response Plan. The plan details the precautionary measures the school will follow in an emergency, including inclement weather. This plan is available from the division directors and the Executive Vice President of Academic and Student Affairs.

## **DISABILITY-RELATED COMPLAINTS**

Disability-related complaints should be addressed to the Director of Student Services, Mattie Goss, Atlanta Technical College, 1560 Metropolitan Parkway, S.W., Atlanta, Georgia, 30310, 404.225.4446. The procedures for filing a grievance are outlined in this handbook. A list of facilities and services available to handicapped and disabled students is provided in Appendix.

## **SEXUAL HARASSMENT COMPLAINTS**

Sexual harassment complaints, which involve another student or a staff member, should be addressed to the Director of Student Services, Mattie Goss, Atlanta Technical College, 1560

Metropolitan Parkway, S.W., Atlanta, Georgia, 30310, 404.225.4446. Procedures for filing a grievance are outlined in this handbook.

### **SEXUAL ASSAULT**

Sex offenses on the campus will be handled according to the guidelines of Unlawful Harassment of Students Policy and Procedure outlined in this Handbook. As required by the Campus Sex Crimes Prevention Act, students are provided the following website which lists sex offenders:

<https://gbi.georgia.gov/georgia-sex-offender-registry>

### **STUDENT REFUND POLICY**

Student refunds are calculated and dispensed according to the state refund policy.

### **CANCELLED CLASSES**

If tuition and fees are collected in advance of the start date of a class and the institution cancels the class, 100 percent of all fees paid will be refunded.

### **CAMPUS SECURITY**

Atlanta Technical College works to help you maintain your personal safety and to protect your property by providing security and safety services. Each year, Atlanta Technical College publishes its crime statistics according to the guidelines of the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act. The Campus Crime Report is available online at <http://www.atlantatech.edu>.

### **HEALTH SERVICES**

In the event of a medical emergency, Atlanta Technical College will refer a student to the nearest medical facility. As a non-residential institution, students are expected to secure medical services through a private physician. In the event of a medical emergency, it is understood that the student or parent will assume full responsibility for the cost of emergency care at the hospital including ambulance charges if such service is necessary.

First aid kits are available in the security office, in the office of the Vice President of Student Affairs, and in many laboratories throughout the building. Staff is instructed to call 911 for a potentially life-threatening emergency and then to report the incident to the Vice President of Student Affairs.

### **STUDENT REPRESENTATION IN GOVERNANCE**

Atlanta Technical College acknowledges that the input of its students is a valuable resource. The role of the student in governance is advisory and is formally accomplished through the Student Government Association.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

Atlanta Technical College (ATC) desires to make provisions for students to be as knowledgeable as possible regarding College policies and procedures and their rights and responsibilities relating to them. The information in this section is designed to clarify information pertaining to rights that are granted to students and responsibilities which students should fulfill as members of the College community.

The submission of an application for admission to ATC represents a voluntary decision on the part of the prospective student to participate in the programs offered by the institution pursuant to the policies and procedures of the College, the Technical College System of Georgia, and state and federal agencies where applicable. College approval of a student's application, in turn, represents the extension of a privilege to matriculate and to remain an educational consumer as long as he/she meets the required academic and behavioral standards. Each individual student is guaranteed the privilege of exercising his/her rights without fear or prejudice. Such rights include, but are not limited to, the following:

- Right to attend classes in an educational environment in which person and property are respected.
- Right to privacy of their educational records. The Family Education Rights and Privacy Act (FERPA) applies to all schools that receive funds under an applicable program of the U.S. Department of Education. These rights transfer to the students or former students who have reached the age of 18 or who are attending school beyond high school. Schools may disclose, without consent, "directory" type information such as student's name, address, the phone number, date and place of birth, honors and awards and dates of attendance, unless parents or students request that the school not disclose directory information about them.
- Right to maintain privacy of personal possessions unless appropriate Atlanta Technical College personnel have reasonable cause to believe a student possesses any object or material that is prohibited by law of ATC Board policy.
- Right to appeal to the President or the President's designee if the result of the hearing is suspension or expulsion.
- Right to call witnesses and to present evidence in his/her behalf.
- Right, upon request, to a list of witnesses who will appear against him/her.
- Right to confront and cross-examine witnesses and/or accusers.
- Right to request to copy of the record or the tape recording of a hearing.

Within the limits of its facilities on all campuses and sites, ATC will be open to all persons without regard to sex, race, creed, disability, or national origin. It is the responsibility of ATC to publish its educational objectives and to make available the criteria it shall use in evaluating student success in all programs. It is the responsibility of the student to acquaint himself/herself with these objective s and criteria as published and set forth by ATC. Additionally, ATC faculty and administration routinely use various methods of communication to transmit critical information to students. These include electronic monitors, mail outs, email, and posted notices. Students are responsible for reading these correspondences and governing themselves accordingly.

The facilities and services of ATC will be available to all enrolled students, provided they are used in a manner which is appropriate to an academic environment and with regard to ATC policies and operating procedures. ATC's Student Conduct Code addresses behavior and actions which adversely impact the achievement of educational goals. It is the responsibility of the student to become familiar with the regulations governing student conduct and to adhere to policies where applicable.

Lack of knowledge regarding ATC policies will not excuse any student from adherence to policies or sanctions that may be imposed for violations. ATC reserves the right to dismiss any student whose conduct and behavior poses a threat to the College environment or the health, safety, or security of others.

### **STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT**

The Student-Right-To-Know and Campus Security Act is an amendment to the Higher Education Act of 1992. The act requires colleges and universities to make graduation/completion rates, transfer-out rates, and campus crime statistics available to enrolled students and prospective students. This information is available in the office of the Executive Vice President of Academic and Student Affairs and at [www.atlantatech.edu](http://www.atlantatech.edu).

### **STUDENT PHOTO IDENTIFICATION**

For security purposes, students are required to carry their college identification card whenever on campus, or when participating in college activities. Student photo identification cards are made throughout registration and as scheduled by Student Services. Students will be required to present the college identification card when using the library and other campus facilities and should be able to present it upon the request of a college official.

### **STUDENT RECORDS**

Student educational records shall be maintained and disclosed according to the guidelines of the Family Educational Rights and Privacy Act of 1974. These guidelines protect the privacy of educational records; establish the right of students to inspect and review their non-privileged educational records; and for the correction of inaccurate or misleading data. The policy applies to students currently and formerly enrolled at Atlanta Technical College. Educational records include any records (in handwriting, print, tape, film, computer, or other medium) maintained by Atlanta Technical College that are directly related to a student, as specifically outlined in the policy. The college policy for the student records is outlined in the college catalog.

### **COMPUTER USE POLICY**

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

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

1. Using an invalid or unauthorized Atlanta Tech identification card or password.
2. Engaging in, directing, or having knowledge of unauthorized access or disruption of computer services.
3. Reading, altering, or deleting electronic files or electronic mail without authorization.
4. Copying or using software in violation of copyright laws or academic integrity.

5. Transmitting electronic messages through college computers or operating systems that contain fraudulent, harassing, unprofessional, inappropriate or obscene information and/or material.
6. Misrepresenting identity while using a college computer or college network.
7. Using a college computer/network in an attempt to disrupt computer facilities elsewhere or normal operations of the college.
8. Creating, installing or distributing a virus of any kind - whether knowingly or unintentionally.
9. Modifying or reconfiguring college software without expressed permission and under the direct supervision of the college.
10. Accessing any site deemed by the college to be disruptive or obscene.
11. Using the college's electronic resources to distribute any form of information electronically without the expressed permission and authorization of the college, including bulk spam.

Illegal use or misuse of computing, networking, or information resources may result in disciplinary action, up to, and including, loss of computing privileges and legal action. Additionally, some forms of illegal use or misuse can be prosecuted under applicable federal, state and municipal statutes. Complaints alleging misuse of college computer resources should be directed to the Director of Information Technology, who will be responsible for coordinating and recommending appropriate disciplinary action in conjunction with the Dean of Students. Knowingly reproducing or distributing copyrighted or patented works, including but not limited to images, text, software or hardware, without the expressed written permission of the owner is an infringement of federal copyright and patent law. Such action may be subject to both civil damages and criminal penalties, including possible fines and imprisonment.

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

Misuse of computing, networking, or information resources may result in disciplinary action, up to and including legal action or the loss of computing privileges. Additionally, misuses can be prosecuted under applicable statutes. Complaints alleging misuse of college computer resources are directed to the Dean of Student Affairs who is responsible for recommending appropriate disciplinary action.

Knowing reproduction or distribution of copyrighted works, including, but not limited to images, text, or software, without permission of the owner is an infringement of federal copyright law. Such action is subject to civil damages and criminal penalties including fines and imprisonment.

Computer hardware, software, and other equipment are the property of Atlanta Technical College and are intended for academic-related purposes only. College computer resources shall not be used for personal gain or profit or to initiate or access offensive or obscene material.

## **PERSONAL CHECKS**

Atlanta Technical College accepts personal checks with proper identification for fees, tuition, services, books, or class supplies. When a bank refuses to honor such a personal check, the college will charge a service fee equal to \$30 plus the amount of any fee charged to the college by the bank.

### **ELECTRONIC DEVICES IN CLASSROOMS AND LABS**

Unless otherwise permitted by technical college officials, the technical college prohibits use of electronic devices in classrooms, labs, and other instructional, event, or affiliated facilities on technical college Premises. Such devices include, but are not limited to cell phones, beepers, walkie talkies, cameras, gaming devices, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. The technical college also prohibits attaching personal electronic devices to college computers under any circumstances.

### **PARKING DECALS**

Parking decals are required for all vehicles parked on campus. These decals may be obtained from the Business Office, which is located on the first floor of the Dennard Center.

### **PRINTED HANDOUTS**

#### ***Display and Posting of Notices***

Posters, flyers, pictures, and lettering of any kind may be displayed only on designated bulletin boards. They may not be affixed to walls, windows, or doors. Posters and flyers must be neat, legible, and in good taste. The name of the sponsor(s) must appear on the poster. Posters or flyers that are considered inappropriate will not be approved for display on college property and will be removed if they are posted. Posters and flyers promoting an event must be removed within twenty- four hours after the event.

#### ***Approval***

All postings regarding student functions or programs must be approved by the Office of Student Activities and stamped. The Office of Communications and Marketing must approve other postings by external organizations. Student organizations wishing to display flyers and posters must receive approval by the Office of Student Activities. Off-campus organizations and vendors requesting to display posters and flyers on college property must seek approval from the Office of Communications & Marketing.

#### ***Job Announcements***

Announcements regarding internal job postings will be posted by the Office of Human Resources on the Atlanta Technical College website at [www.atlantatech.edu](http://www.atlantatech.edu). Work- study postings will be posted by the Office of Financial Aid. Announcements regarding external job opportunities for students must be approved by the Office of Career Services.

#### ***Handouts in Other Buildings***

The department responsible for the bulletin board(s) in a particular building is the approving office for announcements relative to the programs housed in that building.

### **COLLECTION OF MONEY BY STUDENTS**



The only money solicitations allowed are for the drives approved by the President. The practice of a group or class buying gifts for students or instructors is prohibited.

### **STUDENT MEETINGS**

Student meetings or assemblies on campus must be approved by the President of Atlanta Technical College, the Office of Student Activities, or a designee.

### **BOOKSTORE**

Textbooks and general school supplies are available from the bookstore located on the second floor of the Academic Complex. Please check with the bookstore for hours of operation.

### **CHILDREN ON CAMPUS**

Because of safety and liability issues, Atlanta Technical College does not allow children in classrooms or laboratory areas at any time. There are exceptions made for approved field trips for children in the Atlanta Technical College Childcare Center and for those students from area schools.

An adult must accompany children on the campus at all times. Atlanta Technical College reserves the right to have violators of this policy removed from the ATC campus.

### **VENDING MACHINES**

Vending machines are located throughout the college. Money changing machines have been placed in some vending locations on the first floor, and a representative of the vending company is at the school daily to service the machines. Reimbursement for lost funds should be registered at the business office cashier window.

### **STUDENT LOUNGES**

Student lounges are located on opposite ends of the building adjacent to the courtyards. The lounges are only for the use of Atlanta Technical College students. Food and drinks are not permitted in the library, classrooms, and laboratories.

### **LOCKERS**

Locker fees are included in registration fees for all students enrolled in credit courses. Students should determine the area of the building where they would like to obtain a locker and then make a selection from those available. Lockers are obtained through the Student Life Office. Students are urged to obtain lockers at the beginning of classes each term. Students may have only one locker. Students must supply their own lock.

Students withdrawing or graduating from the college should clean out their lockers and notify security that they are available. Lockers will be checked once a year by security between the spring and summer quarters for serviceability and to update locker assignments

### **LOST AND FOUND ITEMS**

Campus Police handles all lost and found items. This office is located on the second floor of the Academic Complex.

## **VOTER REGISTRATION**

Atlanta Technical College makes a good-faith effort to distribute voter registration forms to each student. Voter registration tables are set up during registration, and forms are made available. Students are encouraged to complete the forms and to exercise their right to vote in local, state, and federal elections.

# Atlanta Technical College Student Code of Conduct

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

Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus, other college sites, and in the community. Students are expected to exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of the community. Nothing in this Code of Conduct shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the United States of America.

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

It is the policy of the Technical College System of Georgia (TCSG) to provide technical and adult education programs for the people of Georgia. Atlanta Technical College must provide opportunities for intellectual, emotional, social, and physical growth. Atlanta Technical College students assume an obligation to act in a manner compatible with the fulfillment of the mission. The college community recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, Atlanta Technical College establishes this Student Code of Conduct.

Generally, college jurisdiction and discipline shall be limited to conduct which occurs on college Premises, off-campus classes, activities or functions sponsored by the college, an examination or any other written or oral work submitted for evaluation and/or a grade, or which otherwise adversely affects members of the college community and/or the pursuit of the college's objectives.

## **DEFINITIONS:**

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

2. *Hearing Body*: as defined in the Student Disciplinary Procedure.
3. *Member of the technical college community*: any person who is a student, faculty member, contractor, technical college official or any other person/s involved with the college, involved in the community or employed by the college.
4. *Policy*: the written regulations of the college as found in, but not limited to, the Student Code of Conduct, Student Handbook(s), Residence Hall Handbook(s), technical college Catalog(s), the Atlanta Technical College Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.
5. *Student*: all persons taking courses at the college, including full-time, part-time, dual enrollment, joint enrollment, non-credit, and credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the technical college are also considered "students".
6. *System*: The Technical College System of Georgia or TCSG.
7. *Technical college official*: any person employed by the college performing assigned responsibilities on a part-time, full-time or adjunct basis.
8. *Premises*: all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the technical college (including adjacent streets and sidewalks).
9. *College*: Atlanta Technical College or ATC

## **PROCEDURE: PROSCRIBED CONDUCT**

Any student found to have committed any of the following types of misconduct is subject to the disciplinary sanctions outlined in the Student Disciplinary Policy and Procedure.

### **A. ACADEMIC**

#### Academic Misconduct Definitions

Academic Misconduct includes, but is not limited to, the following:

1. **Aiding and Abetting Academic Misconduct**: Knowingly helping, procuring, encouraging or otherwise assisting another person to engage in academic misconduct.
2. **Cheating**
  - a. Use and/or possession of unauthorized material or technology during an examination, or any other written or oral work submitted for evaluation and/or a grade, such as tape cassettes, notes, tests, calculators, computer programs, cell phones and/or smart phones, or other electronic devices.
  - b. Obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person's knowledge.
  - c. Furnishing assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade to another person.
  - d. Possessing, using, distributing or selling unauthorized copies of an examination, computer program, or any other written or oral work submitted for evaluation and/or a grade.
  - e. Representing as one's own an examination or any other written or oral work submitted for evaluation and/or a grade created by another person.
  - f. Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.

- g. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.
  - h. Obtaining teacher edition text books, test banks, or other instructional materials that are only intended to be accessed by technical college officials, college administrator or faculty member.
3. **Fabrication:** The falsification of any information or citation in an examination or any other written or oral work submitted for evaluation and/or a grade.
4. **Plagiarism**
- a. Submitting another's published or unpublished work in whole, in part or in paraphrase, as one's own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.
  - b. Submitting as one's own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.
  - c. Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

## **B. NON-ACADEMIC MISCONDUCT**

Non-Academic Misconduct includes, but is not limited to, the following:

### **1. Behavior**

- a. **Indecent Conduct:** lewd or indecent conduct; or distribution of obscene or libelous written or electronic material.
- b. **Violence:** physical abuse of any person (including dating violence, domestic violence or sexual violence) on college Premises or at college-sponsored or college-supervised functions, including physical actions which threaten or endanger the health or safety of any such persons. This includes fighting and/or other disruptive behavior, which includes any action or threat of violence which endangers the peace, safety, or orderly function of the college, its facilities, or persons engaged in the business of the college. Note: certain physical abuse may also be considered unlawful harassment.
- c. **Harassment:** The college prohibits unlawful conduct based on race, color, creed, national or ethnic origin, gender, religion, disability, age, genetic information, political affirmation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status addressed directly to any individual or group that has the purpose or effect of unreasonably and objectively interfering with that individual or group's: (1) performance, (2) work or educational environment or (3) ability to participate in an educational program or activity. The college also prohibits stalking, or other behavior which objectively and unreasonably interferes with another's legal rights or creates an objectively intimidating, hostile, or offensive environment. (This also includes the display of or navigation to pornography and other inappropriate websites and materials and inappropriate behavior on social media and/or networking applications.) Impermissible harassment may include verbal, non-verbal and/or physical conduct.
- d. **Disruption:** prohibits activities not otherwise protected by law including the First Amendment to the Constitution of the United States of America, which

intentionally obstructs or interrupts teaching, research, administration, disciplinary proceedings or other technical college activities, including public service functions and other duly authorized activities on college Premises or at technical college-sponsored activity sites.

- e. **Failure to Comply:** Failure to comply with lawful directions of technical college officials and/or failure to identify oneself to these persons when requested to do so.
2. **Professionalism:** Infractions of the dress code include, but are not limited to, the following:
- a. Failure to wear attire appropriate for a mature learning environment: inappropriate attire includes, but is not limited to, the following: excessive skin exposure and display of undergarments.
  - b. Failure to have on footwear.
  - c. When instructed, failure to wear attire designated for classrooms, laboratories, shop areas, internships, and clinical courses, according to the requirements of the work for which the student is being trained.
  - d. Failure to maintain personal hygiene: cleanliness of body and clothing, etc.
  - e. Failure to refrain from wearing emblems, insignia, badges, symbols or attire that contain inappropriate, lewd, vulgar messages, displays illegal substances or that connote gang affiliation, where the effect thereof may be construed as offensive to a reasonable person or might otherwise cause disruption or interference with the orderly operations of the college.
3. **Use of College Property**
- a. **Theft and Damage:** prohibits theft of, misuse of, or harm to technical college property, or theft of or damage to property of a member of the college community or a campus visitor on college Premises or at a college function.
  - b. **Occupation or Seizure:** illegal occupation or seizure in any manner of technical college property, a college Premises, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
  - c. **Presence on college Premises:** prohibits unauthorized entry upon college Premises; unauthorized entry into college Premises or a portion thereof which has been restricted in use; unauthorized presence in college Premises after closing hours; or furnishing false information to gain entry upon college Premises.
  - d. **Assembly:** prohibits participation in or conducting an unauthorized gathering that objectively threatens or causes injury to person or property or that interferes with free access to college facilities or that is unprotected by the First Amendment to the Constitution of the United States of America and objectively harmful, obstructive, or disruptive to the educational process or functions of the college.
  - e. **Fire Alarms:** prohibits setting off a fire alarm or using or tampering with any fire safety equipment on college Premises or at college-sponsored activity sites, except with reasonable belief in the need for such alarm or equipment. In the event of a fire alarm sounding, students must evacuate the building unless otherwise directed by a college official.
  - f. **Obstruction:** prohibits obstruction of the free flow of pedestrian or vehicular traffic on college Premises or at college sponsored or supervised functions. Refer to the Atlanta Technical College Parking Policy and Regulations.

4. **Drugs, Alcohol and Other Substances:** Substances referred to under this policy include all illegal drugs, alcoholic beverages, and misused legal drugs (both prescription and over-the-counter).
  - a. **Alcohol:** Students must comply with all state and federal laws regulating alcohol as well as TCSG Policy II.C.6, Alcohol on Campus. Alcoholic beverages may not be served or sold at any student sponsored function. Students being in a state of intoxication on college Premises or at college-sponsored or supervised functions (including off-campus functions), internships, externships, practicum, clinical sites, co-operative or academic sponsored programs or activities or in a college-owned vehicle is prohibited.
  - b. **Controlled substances, illegal drugs and drug paraphernalia:** The college prohibits possession, use, sale, or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.
  - c. **Food:** The college prohibits eating and/or drinking in classrooms, shops, and labs or other unauthorized areas on college Premises, unless otherwise permitted by college officials.
  - d. **Smoking/Tobacco:** The technical college prohibits smoking, or using other forms of electronic, alternative smoking devices or other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on college Premises. Refer to the Atlanta Technical College Tobacco Policy.
5. **Use of Technology**
  - a. **Damage and Destruction:** Destruction of or harm to equipment, software, or data belonging to the technical college or to others is considered unacceptable usage. This may include altering, downloading, or installing software on college computers, tampering with computer hardware or software configuration, improper access to the technical college's network, and disconnection of technical college computers or devices.
  - b. **Electronic Devices:** Unless otherwise permitted by college officials, the college prohibits use of electronic devices in classrooms, labs, and other instructional, event, or affiliated facilities on college Premises. Such devices include, but are not limited to cell phones, beepers, walkie-talkies, cameras, gaming devices, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. The college also prohibits attaching personal electronic devices to college computers under any circumstances.
  - c. **Harassment:** The technical college prohibits the use of computer technology to harass another student or technical college official with obscene, harassing or intimidating messages, communications, jokes, or material.
  - d. **Unacceptable Use:** Use of computing facilities to interfere with the work of another student, faculty member or technical college official. This includes the unauthorized use of another individual's identification and password. Atlanta Technical College prohibits any additional violation to the Department's Acceptable Computer and Internet Use Policy.

6. **Weapons:** The Technical College System of Georgia is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on college building or property shall be governed by Georgia state law. All individuals are expected to comply with the related laws. Failure to follow laws pertaining to weapons is considered a violation of the Atlanta Technical College Student Code of Conduct. Relevant Georgia laws to be aware of and compliant with include but may not be limited to:

O.C.G.A. § 16-8-12(a)(6)(A)(iii) O.C.G.A. § 16-7-80

O.C.G.A. § 16-7-81

O.C.G.A. § 16-7-85

O.C.G.A. § 16-11-121

O.C.G.A. § 16-11-125.1

O.C.G.A. § 16-11-126

O.C.G.A. § 16-11-127

O.C.G.A. § 16-11-127.1

O.C.G.A. § 16-11-129

O.C.G.A. § 16-11-130

O.C.G.A. § 16-11-133

O.C.G.A. § 16-11-135

O.C.G.A. § 16-11-137

O.C.G.A. § 43-38-10

7. **Gambling:** The Technical College System of Georgia prohibits the violation of federal, state or local gambling laws on technical college premises or at technical college sponsored or supervised activities.
8. **Parking:** The college prohibits violation of Atlanta Technical College regulations regarding the operation and parking of motor vehicles on or around Atlanta Technical College premises.
9. **Financial Irresponsibility:** The college prohibits the theft or misappropriation of any college, student organization or other assets.
10. **Violation of Technical College Policy:** Violation of System or Atlanta Technical College Policies, rules or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program, internships, externships, practicum, clinical sites, co-operative, or any academic sponsored programs or activities, student organizations or students who reside in on-campus housing.
11. **Aiding and Abetting:** Aiding, abetting, or procuring another person to do an activity which otherwise violates this Code of Conduct is prohibited.
12. **Falsification of Documentation:** Disciplinary proceedings may be instituted against a student who falsifies any documentation related to the technical college either to the technical college or to others in the community, including, but not limited to falsification of: college transcripts; transcripts or other documentation from other institutions to obtain credit from or admission to the college; college report cards or other grade reports; documentation related to a student's citizenship status; tests, homework, attendance records; signature of any college employee in his or her official capacity; signatures of



any employee of a clinical or internship site where the student is participating in an educational program associated with the college or records related to any clinical, internship or other academic activity associated with the college.

**13. Violation of Law**

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

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

- a. Failure to obey the notification of the Dean of Students or the college president's designee, Hearing Body, Appellate Board or Technical College Official.
- b. Falsification, distortion, or misrepresentation of information in a judicial proceeding.
- c. Disruption or interference with the orderly conduct of a disciplinary proceeding.
- d. Initiating a disciplinary proceeding knowingly without cause.
- e. Attempting to discourage an individual's proper participation in, or use of, the disciplinary process.
- f. Attempting to influence the impartiality of a member of a Hearing Body, or Appellate Board prior to, and/or during the course of, the disciplinary proceeding.
- g. Harassment (verbal or physical) and/or intimidation of a member of a Hearing Body, or Appellate Board prior to, during, and/or after a disciplinary proceeding.
- h. Failure to comply with the sanction(s) imposed under the Student Code.

**RECORD RETENTION:**

Documents shall be held for no less than three (3) years after the graduation of the student or the date of the student's last attendance.

## **Atlanta Technical College Student Disciplinary Procedure**

The administration reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of technical college officials, a student's conduct disrupts or threatens to disrupt the technical college community, appropriate disciplinary action will be taken to restore and protect the atmosphere of collegiality and mutual respect on campus. This procedure is intended to provide an orderly protocol for handling student disciplinary cases in accordance with the principles of due process and justice.

### **DEFINITIONS:**

1. *Academic Misconduct*: includes, but is not limited to, the definition found in the Atlanta Technical College Student Code of Conduct.
2. *Business days*: weekdays that the college administrative offices are open.
3. *Hearing Body*: any person or persons authorized by the president of the college to provide a hearing as provided in this procedure.
4. *Member of the college community*: any person who is a student, faculty member, college official or any other person/s involved with the college community or employed by the technical college.
5. *Policy*: the written regulations of the college as found in, but not limited to, the Student Code of Conduct, Students Handbook(s), Atlanta Technical College Catalog(s), the Atlanta Technical College Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.
6. *Student*: all persons taking courses at the technical college full-time, part-time, dual enrollment, joint enrollment, non-credit and credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the technical college are considered "students."
7. *Student Organization*: any number of persons who have complied with the formal requirements for technical college recognition.
8. *Technical college*: any college within the Technical College System of Georgia.
9. *Technical college official*: any person employed by the technical college, performing assigned administrative responsibilities on a part-time, full-time, or adjunct basis.
10. *Premises*: all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the technical college (including adjacent streets and sidewalks).

### **PROCEDURE:**

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

1. Any person may file a complaint with the Dean of Students or the technical college president's designee against any student for an alleged violation of the Student Code of Conduct. The individual(s) initiating the action should complete a Student Code of Conduct Complaint Form and provide it to the Dean of Students or the technical college president's designee.
2. Academic Misconduct may be handled using this procedure or a separate Academic
3. Misconduct Procedure via the Executive Vice President of Academic and Student Affairs at the discretion of the technical college president.

#### 4. Investigation and Decision

- a. Within 15 business days after the Student Code of Conduct Complaint Form (the "Complaint") is filed, the Dean of Students or the technical college president's designee shall complete a preliminary investigation of the incident and schedule a meeting with the student against whom the complaint was filed in order to discuss the incident and the allegations. In the event that additional time is necessary, the Student will be notified. After discussing the complaint with the student, the Dean of Students or the technical college president's designee shall determine whether the student committed the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct.
- b. The student shall have 5 business days from the date contacted by the Dean of Students or the technical college president's designee to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond to the Dean of Students or the technical college president's designee within 5 business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the Dean of Students or the technical college president's designee will consider the available evidence without student input and make a determination
- c. In the event that a Complaint alleges violations of the Student Code of Conduct by more than one student, each student's disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.
- d. If the Dean of Students or the technical college president's designee determines that the student has violated the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described below. If the Dean of Students or the technical college president's designee determines that the alleged conduct did not occur, or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

#### B. Disciplinary Sanctions

1. Based on the severity of the incident, the Dean of Students may take one of two actions:
  - i. After a determination that a student has violated the Student Code of Conduct, the Dean of Students or the technical college president's designee may impose, without referral to the Hearing Body, one or more of the following sanctions. Notification shall be sent to the student and the person(s) who initially filed the complaint.
  - b. **Restitution** – A student who has committed an offense against property may be required to reimburse the technical college or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.
  - c. **Reprimand** – A written reprimand may be given to any student. Such a reprimand does not restrict the student in any way, but it signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the technical college community, and that any further violation may result in more serious sanctions.

- d. **Restriction** – A restriction upon a student's privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent the technical college in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.
  - e. **Disciplinary Probation** – Continued enrollment of a student on probation may be conditioned upon adherence to specified terms. Any student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to be in violation of these terms while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.
  - f. **Failing or lowered grade** – In cases of Academic Misconduct, Academic Dean or the technical college president's designee will make a recommendation to the Executive Vice President for Academic and Student Affairs or his/her designee who may authorize the instructor to award a failing or lowered grade in the course, or a loss of credit on the assignment or examination.
2. After a determination that a student has violated the Student Code of conduct, the Dean of Students or the technical college president's designee may recommend the imposition of one of the following sanctions if appropriate. The Dean of Students' recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions, as well as those described in the section above, following a hearing. A copy of the written recommendation shall be provided to the student and the person filing the complaint
- a. **Disciplinary Suspension** – If a student is suspended, he/she is separated from the technical college for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.
  - b. **Disciplinary Expulsion** –Removal and exclusion from the technical college, Technical College controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by Dean of Students or the technical college president's designee. Students who have been dismissed from the technical college for any reason may apply in writing to the Dean of Students for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, the student will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Dean of Students or the technical college president's designee.
  - c. **System-Wide Expulsion** – Where a student has been expelled or suspended three times from the same or different colleges in the Technical College System of Georgia in the past seven years, the student will not be permitted to register at any college in the Technical College System of Georgia for a period of ten years after the most recent expulsion/suspension.

### **Violation of Federal, State, or Local Law**

If a student is convicted or pleads nolo contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the technical college's vital interests and stated mission and purpose.

Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.

When a student is charged by federal, state, or local authorities with a violation of law, the technical college will not request or agree to special consideration for that individual because of his/her status as a student. The technical college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

### **Interim Disciplinary Suspension**

As a general rule, the status of a student accused of violations of the Student Code of Conduct should not be altered until a final determination is made regarding the allegations against him/her. However, interim suspension may be imposed upon a finding by the Dean of Students or his/her designee that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and well-being of the accused student or any other member of the technical college community or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other technical college-related activities. If an interim disciplinary suspension is imposed, the matter must be referred as soon as possible to the Hearing Body. The student need not request an appeal.

### **Conditions of Disciplinary Suspension and Expulsion**

A student who has been suspended or expelled from the technical college shall be denied all privileges afforded a student and shall be required to vacate technical college Premises at a time determined by the Dean of Students or the technical college president's designee.

In addition, after vacating the technical college Premises, a suspended or expelled Student may not enter upon the technical college Premises at any time, for any purpose, in the absence of written permission from the Dean of Students or the technical college president's designee. A suspended or expelled student must contact the Vice President for Student Affairs or the technical college president's designee for permission to enter the technical college Premises for a limited, specified purpose.

A scheduled appeal hearing before the Hearing Body shall be understood as expressed permission from the Dean of Students or the technical college president's designee for a student to enter the technical college Premises for the duration of that hearing.

## **Mediation**

At the discretion of the technical college president the technical college may adopt a mediation procedure to be utilized prior to the appeals set forth herein. Mediation may never be used in cases of alleged sexual misconduct.

## **Hearing/Appeals Procedure**

1. A student who wishes to appeal a disciplinary decision by the Dean of Students or the technical college president's designee regarding an assigned sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade must file a written notice of appeal through the technical college Executive Vice President's office for review by the Hearing Body within five business days of notification of the decision. The person filing the initial complaint against the student must be notified of the hearing date.
2. If the Dean of Students or the technical college president's designee recommended a sanction of disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the matter will be referred to the Hearing Body by the Dean of Students. The student need not file a written notice of his or her desire to appear before the Hearing Body. The person filing the initial complaint shall also be given notification of the hearing.
3. The student will then have the right to appear in a hearing before a Hearing Body assigned by the technical college president or his/her designee within 10 business days to present evidence and/or testimony. If the student has been placed on an interim disciplinary suspension, the hearing must be held as soon as possible, preferably within five days. The student has the right to be assisted by any single advisor he/she chooses, at his/her own expense. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Hearing Body. The Hearing Body may consist of a single person or a group of people drawn from the technical college community. There shall be a single official record, such as a tape recording, of all hearings before the Hearing Body. The official record shall be the property of the technical college. The standard of proof in all hearings shall be a preponderance of the evidence. The chairperson of the Hearing Body shall notify the technical college president and the Executive Vice President for Dean of Students in writing of the Hearing Body's decision. The technical college president or his/her designee will notify the student in writing of the Hearing Body's decision.
4. If the student appeared before the Hearing Body to appeal the Dean of Students or the technical college president's designee's sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade, the Hearing Body's decision regarding the appeal is final. A copy of the Hearing Body's written decision will be provided to both the student and the person who filed the original complaint.
5. If the student appeared before the Hearing Body after the Dean of Students or the technical college president's designee recommended disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the student shall have the opportunity to appeal directly to the technical college Executive Vice President.

6. If entitled to an appeal to the technical college Executive Vice President, the student shall have 5 business days after receiving written notification of the Hearing Body's decision to request in writing an appeal. The student shall ensure that all relevant information is included with this request. The person who filed the original complaint shall be notified of the student's appeal.
7. The Executive Vice President of the technical college or his/her designee's review shall be in writing and shall only consider evidence currently in the record, new facts not brought up in earlier stages of the appeal shall not be considered. The technical college Executive Vice President or his/her designee shall deliver the decision to the student and the person who filed the original complaint within 10 business days. The decision of the technical college Executive Vice President or his/her designee shall be final and binding.

### **Document Retention**

The Dean of Students or the technical college president's designee shall retain a copy of all documents concerning complaints, investigations, administrative actions, and communications in relation to any incident that resulted in a disciplinary investigation of any kind against a student. The Dean of Students the technical college president's designee will also retain records of any disciplinary appeals filed by the affected student, as well as the resulting record of appeal and decision submitted by the Hearing Body and the technical college president or his/her designee. A record of the final decision must also be retained. All records specified in this section shall be retained for a period of five years.

## **Atlanta Technical College Policy and Procedure- Unlawful Harassment and Discrimination of Students**

### **PURPOSE:**

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

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

Any individual who has engaged in prohibited conduct will be subject to disciplinary action up to and including expulsion or dismissal. Nothing in this procedure shall be interpreted to interfere with any person’s right to free speech as provided by the First Amendment to the Constitution of the United States of America.

All students are encouraged to report any prohibited conduct. Reports will be treated in an expeditious and confidential manner.

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

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

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

### **APPLICABILITY:**

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

### **RELATED AUTHORITY:**

Title IX of the Educational Amendments of 1972  
20 U.S.C. §§ 1681 et seq.  
Violence Against Women Reauthorization Act of 2013



Campus Sexual Violence Elimination Act (Campus SaVE) O.C.G.A. § 19-7-5  
Titles VI and VII of the Civil Rights Act of 1964  
Age Discrimination Act of 1975  
Rehabilitation Act of 1973, as amended  
Americans with Disabilities Act of 1990  
Americans with Disabilities Amendments Act (ADAAA) of 2008  
Genetic Information Nondiscrimination Act (GINA) of 2008  
Procedure: Student Grievances

## **DEFINITIONS:**

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

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

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

Conduct which threatens, coerces, harasses or intimidates another person or identifiable group of persons, in a manner that is considered unlawful under state and federal laws pertaining to stalking or dating/domestic violence while on college premises or at college sponsored activities may also be considered unlawful harassment under this procedure.

**B. Sexual Harassment (a form of unlawful harassment):** unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal, written, electronic or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for education decisions affecting such individual; or,
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment.

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

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

C. Sexual Violence (a form of unlawful harassment): physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent, including but not limited to sexual assault, rape, sexual battery, and sexual coercion. All acts of sexual violence are considered unlawful sexual harassment, regardless of gender, for purposes of this procedure.

D. Unlawful Discrimination: the denial of benefits or admission to the college or to any of its programs or activities, either academic or nonacademic, curricular or extracurricular, because of race, color, religion, age, gender, national origin, genetic information or disability.

E. Unlawful Retaliation: unfavorable action taken, unfavorable condition created, or other action taken by a student or employee for the purpose of intimidation that is directed toward a student because the student initiated an allegation of unlawful harassment/retaliation or participated in an investigation of an allegation.

F. Technical College System of Georgia: all work units and technical colleges under the governance of the State Board of the Technical College System of Georgia.

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

H. Visitor: any third party (e.g. volunteer, vendor, contractor, member of the general public etc.) who conducts business or regularly interacts with a work unit or technical college.

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

J. President: the chief executive officer responsible for the management and operation of the technical college where the accused violator is currently enrolled or employed.

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

L. Local Investigator: the individual(s) at the technical college who is responsible for the investigation of an unlawful harassment, discrimination and/or, retaliation complaint. Local investigators may be assigned based upon the subject matter of the complaint or their function within the organization.

M. Compliance Officer: the individual designated by the Commissioner to coordinate TCSG compliance with Title IX of the Educational Amendments of 1972 and other state and federal laws governing unlawful discrimination and harassment.

N. Title IX Coordinator: an individual designated by the president of the college to ensure compliance with Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681 et seq., and related federal regulations. The Title IX Coordinator may also be assigned the responsibility for compliance with other state and federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the Department of Education.

O. Section 504 Coordinator: an individual designated by the president of the college to ensure compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as Amended, and any other state and federal regulations governing disabilities; the responsibilities of the 504 Coordinator will include, but may not be limited to evaluating students requesting accommodations for a disability and ensuring equal access to facilities, services and programs.

## **PROCEDURE:**

### **A. Administration and Implementation**

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

### **B. Reporting and Management Action**

1. All students are encouraged to report events of unlawful harassment, discrimination, sexual violence and/or retaliation (“prohibited conduct”) against themselves or others, regardless of where the incident occurred.

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

11. Any allegation of unlawful harassment, discrimination, sexual harassment, sexual violence or retaliation against employees must be reported to the Human Resources Director who may elect to conduct the investigation in conjunction with other local investigators.

### C. Investigations

1. All complaints of prohibited conduct under this procedure shall be investigated by local investigators thoroughly and should be completed within 45 business days of the receipt of the complaint. The parties will be notified if extraordinary circumstances exist requiring additional time.

2. A complaining party will be notified within 5 business days of receipt of the complaint if the complaint does not specify facts sufficient to allege unlawful discrimination, harassment, sexual violence or retaliation and that a formal investigation will not be conducted pursuant to this procedure. The complaining party may appeal the decision in writing to the president within 5 business days of receiving the notice. The president's decision will be final.

3. Individuals designated to investigate, review or recommend corrective actions in response to allegations will be trained to conduct investigations in a manner that protects the safety of victims and promotes accountability. Individuals assigned as the investigator for a particular incident shall disclose to the president any relationship with the parties that could call into question their ability to be objective prior to taking any action with respect to the investigation. The president will reassign alternate individuals if necessary.

4. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. Both the complaining party and the respondent (the parties) will be given equal opportunity to identify witnesses and offer evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties. Both the complaining party and the respondent may be accompanied by an advisor of his or her choice. However, the advisor may not speak on behalf of the party.

5. The college will evaluate the information collected during the investigation and determine whether a preponderance of the evidence substantiates that unlawful discrimination, unlawful harassment sexual violence and/or unlawful retaliation has occurred.

6. Investigations and summary findings will be documented appropriately.

7. No later than 10 business days after completion of an investigation, both of the parties will be simultaneously provided a summary of the results of the investigation in writing.

8. Any information prohibited from disclosure by law or policy will be redacted from any documents prior to distribution.

### D. Corrective Actions

1. Colleges will take all reasonable steps to prevent unlawful retaliation against complainants and any other individuals participating in investigations under this procedure.

2. If prohibited conduct is determined to have occurred following the investigation, the college, through the appropriate officials, shall implement steps to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate. Steps may include, but are not limited to, mandating training or evaluation, disciplinary sanctions, policy implementation or reassignment of students or employees.

3. Should recommended disciplinary sanctions involve academic suspension, expulsion or dismissal from employment, the matter must be referred to either the Dean of Students for students or the Human Resources Director for employees. Allegations regarding students shall be considered and sanctions assigned as provided by the college's Student Code of Conduct and Disciplinary Procedure. Sanctions for employees shall be considered as provided by the Positive Discipline Procedure.

4. Individuals who are responsible for conducting or reviewing investigations or proposing sanctions under this procedure should not also serve as reviewing officials or hearing officers in the appeal of sanctions arising from an investigation.

5. Even in the absence of sufficient evidence to substantiate a finding that unlawful discrimination, unlawful harassment, sexual violence or retaliation has occurred, colleges are expected to address any inappropriate conduct and take all reasonable steps to prevent any future unlawful discrimination, harassment, sexual violence or retaliation.

#### E. Reviews and Dispositions

1. Any of the parties to a complaint under this procedure may request a review of the investigative findings within 5 business days of receiving notice of the investigative results by submitting a written request to the president.

2. The president shall review all investigations conducted under this procedure and ensure that the appropriate corrective actions have been implemented.

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

Technical College System of Georgia  
Office of Legal Services  
1800 Century Place, N.E. Suite 400  
Atlanta, Georgia 30345  
OR [Unlawfulharassment@tcsg.edu](mailto:Unlawfulharassment@tcsg.edu)

4. The Office of Legal Services will convene a panel of at least 3 individuals not employed by the requestor's college to review the investigative findings. The panel's decision is final and will conclude the processing of the complaint. Both parties will be notified in writing simultaneously of the results of the review and any changes in the results of the investigative findings under appeal.

### **RECORD RETENTION**

Documents relating to formal complaints including investigations, dispositions and the complaint itself shall be held for 5 years after the graduation of the student or the date of the student's last attendance. Confidential Documents shall be held in a secure location under the custody and control of the Dean of Students or the President's designee. Documents pertaining to employees that are maintained by the Office of Human Resources shall be maintained in a secure location and in accordance with the Georgia Secretary of State's records retention schedule.

### **NONDISCRIMINATION POLICY**

As set forth in its student catalog, Atlanta Technical College does not discriminate on the basis of race, color, national or ethnic origin, gender, religion, disability, age, political affiliation, belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). For further information regarding these laws (Title VI and IX) contact Mattie Goss, Director of Student Services, Atlanta Technical College, Academic Building, Suite C1111 (Student Success Center), 404.225.4446. Email: [mgoss@atlantatech.edu](mailto:mgoss@atlantatech.edu).

To request reasonable accommodations upon enrollment (Section 504/ADA), contact Mattie Goss, Director of Student Services, Atlanta Technical College, Academic Building, Suite C1111, 404.225.4446. Email: [mgoss@atlantatech.edu](mailto:mgoss@atlantatech.edu). Atlanta Technical College, 1560 Metropolitan Parkway, SW, Atlanta, GA 30310.

## **Atlanta Technical College Student Grievances Procedure**

It is the policy of the Technical College System of Georgia to maintain a grievance process available to all students that provides an open and meaningful forum for their grievances, the resolution of these grievances, and is subject to clear guidelines. This procedure does not address grievances related to the unlawful harassment, discrimination and/or retaliation for reporting harassment/discrimination against students. Those complaints are handled by the Unlawful Harassment and Discrimination of Students Procedure.

### **DEFINITIONS:**

- A. Grievance issues: Issues arising from the application of a policy/procedure to the student's specific case is always grievable. Specifically, grievable are issues related to student advisement, improper disclosure of grades, unfair testing procedures and poor treatment of students; this is a representative list and is not meant to be exhaustive.
- B. Non-grievable issues: Issues which have a separate process for resolution (i.e. disciplinary sanctions, FERPA, financial aid, academic grades, discrimination, harassment etc.) are not grievable and a student must take advantage of the process in place.
- C. Business days: Weekdays that the college administrative offices are open.
- D. Dean of Students: The staff member in charge of the student services division at the college.
- E. Retaliation: Unfavorable action taken, condition created, or other action taken by a student/employee for the purpose of intimidation directed toward a student because the student initiated a grievance or participated in an investigation of a grievance.
- F. Grievant: the student who is making the complaint.

### **PROCEDURE:**

- A. For all timelines established herein, if a student will need additional time, an extension may be granted at the Dean of Students' discretion.
- B. Informal Grievance Procedure: Students with grievable issues should resolve those issues, if possible, on an informal basis without the filing of a formal grievance.
  - 1. A student has 10 business days from the date of the incident being grieved to resolve the matter informally by approaching their instructor, department chair or any other staff or faculty member directly involved in the grieved incident.
  - 2. Where this process does not result in a resolution of the grievable issue, the student may proceed to the formal grievance procedure below.
- C. Formal Grievance Procedure: where a student cannot resolve their grievance informally, he or she may use this formal grievance procedure.
  - 1. Within 15 business days of the incident being grieved, the student must file a formal grievance in the office of the Dean of Students or the technical college president's designee with the following information:
    - a.Name,
    - b.Date,



- c. Brief description of incident being grieved,
  - d. Remedy requested
  - e. Signed, and
  - f. Informal remedy attempted by student and outcome
2. If the grievance is against the Dean of Students, the student shall file the grievance with the Executive Vice President of Academic and Student Affairs.
  3. The Dean of Students, or the technical college president's designee, will investigate the matter and supply a written response to the student within 15 business days.
  4. If the grieved incident involves possible unlawful harassment, discrimination or retaliation for reporting unlawful harassment/discrimination, the investigation will be handled pursuant to the Procedure: Unlawful Harassment and Discrimination of Students.
  5. If the grieved incident is closely related to an incident being processed through the harassment/discrimination or disciplinary procedures, the proceedings under the Unlawful Harassment and Discrimination of Student's procedure will take precedence, then the disciplinary procedure and then the student's grievance will be addressed. The grievance will not be processed until after the other procedures have run their course.
  6. The Dean of Students, or the technical college president's designee, shall be granted an additional 15 business days to investigate the grievance upon notice to the grieving student.
- D. Appeal: The student may appeal the decision from the Dean of Students or the technical college president's designee to the technical college Executive Vice President. Only the student has the right to appeal.
1. A student shall file a written appeal to the technical college Executive Vice President within 5 business days of receiving the response referenced above.
  2. The appeal will be decided based entirely on documents provided by the student and the administration; therefore, the student must ensure that he or she has provided all relevant documents with his or her appeal.
  3. At the sole discretion of the technical college president, grievance appeals at their institution may be held in one of the following two ways:
    - a. The technical college president or designee may review the information provided by the student and administration and make the final decision; or
    - b. The technical college president or designee may appoint a cross-functional committee to make the final decision.
    - c. The decision of the technical college president or designee shall be made within 10 business days of receipt of the appeal.
  4. The decision of the grievance appeal is final.
- E. Retaliation against a student for filing a grievance is strictly prohibited.

**Appendix  
Drug and Alcohol Counseling and treatment Centers**

**Al-Anon Family Groups**

828 West Peachtree Street NW  
Decatur, Georgia 30030-1512  
404.687.0466  
404.687.0467 LCD  
[www.ga-al-anon.org](http://www.ga-al-anon.org)

**CARE**

2312 Peachford Road Suite D  
Atlanta, Georgia 30338  
800.559.9503

**ALCOHOL AA TREATMENT CENTER**

3130 Peachtree Park Drive NE  
Atlanta, Georgia 30309  
24-HOUR HELP LINE  
404.239.0581

**CHARTER TREATMENT CENTER (DeKalb Rape Crisis Center)**

204 Church Street  
Decatur, Georgia 30030  
404.377.5644

**DEKALB COMMUNITY SERVICE BOARD**

24-Hour Hotline  
404.892.4646

**ALCOHOLICS ANONYMOUS**

Central Office Information and Calls for Help  
127 Peachtree Street NE  
Atlanta, Georgia 30303  
404.525.3178

**DEKALB MEDICAL CENTER (Devereux Treatment Network)**

2701 N Decatur Road  
Decatur, Georgia 30033-5995  
404.501-1000

**ALPHA RECOVERY CENTER**

P O Box 501608  
Atlanta, Georgia 30342  
404.329.9991

**EMORY-PARKWAY MEDICAL CENTER**

1000 Thornton Road  
Lithia Springs, Georgia 30122  
770.732.7777  
770.732.7778

**ANXIETY CONTROL CENTER (Family Behavioral Health)**

800 Kennesaw Avenue  
Building 100, Suite 130  
Marietta, Georgia 30060  
770-420-2048 (not set up for incoming calls)

**FAMILY RECOVERY COUNSELING CENTER**

2470 Windy Hill Road  
Marietta, Georgia 30067  
770.509.3307

**APOLLO ADDICTION RECOVERY CENTER**

275 Carpenter Drive, Suite 101  
Atlanta, Georgia 30328  
404.252.467 [www.whereorg.com](http://www.whereorg.com)

**GEORGIA RECOVERY CENTERS**

**MARIETTA**  
1449 Field Park Circle  
Marietta, Georgia 30066  
770.988.8333

**DECATUR**

2459 N Decatur Road  
Decatur, Georgia 30033

**BREAKTHRU HOUSE, INC**

1866 Eastfield Street  
Decatur, Georgia 30032  
404.289.5099

**RIDGEVIEW INSTITUTE**

3995 S. Cobb Drive SE  
Smyrna, Georgia 30080  
770.434.4567

**CETA ALCOHOL AND DRUG TREATMENT**

640 Spring Street SE  
Gainesville, Georgia 30501  
770.539.9329

## **FACILITIES AND SERVICES FOR HANDICAPPED AND DISABLED STUDENTS**

### **ROOSEVELT WARM SPRINGS INSTITUTE FOR REHABILITATION**

Post Office Box 1000  
Warm Springs, Georgia 31830  
706.655.5255

### **ASHTON WOODS REHABILITATION CENTER**

3535 Ashton Woods Drive  
Atlanta, Georgia 30319  
770.451.0236 [www.wellness.com](http://www.wellness.com)

### **ST. JOSEPH'S SPECIALTY CENTER FOR WELLNESS AND REHABILITATIVE CARE**

1155 Mt. Vernon Highway  
Suite 900  
Atlanta, Georgia  
(no number listed)

### **VISION REHABILITATION SERVICES**

3830 S Cobb Drive Suite 125  
Smyrna, Georgia 30080  
770.432.7280

### **SHEPHERD CENTER**

202 Peachtree Road  
Atlanta, Georgia 30309  
404.352.2020

### **BOBBY DODD INDUSTRIES**

1440 Dutch Valley Place NE  
Suite A  
Atlanta, Georgia 30324

### **SATELLITE OFFICE**

1500 Farmers Road  
Conyers, Georgia 30207  
770.922.8645

### **SHEPHERD PATHWAYS**

1942 Clairmont Road  
Decatur, Georgia 30033  
404.248.1667

## SOURCES OF COUNSELING, ADVOCACY AND SUPPORT

Grady Rape Crisis Center.....404.616.4861  
(City of Atlanta & Fulton Counties)

Southern Crescent Sexual Assault Center.....770.477.2177  
(Clayton County)

National Sexual Assault Hotline.....1.800.656.HOPE (4673) National Teen  
Dating Abuse Helpline.....1.866.331.9474  
National Domestic Violence Hotline.....1.800.799.SAFE (7233)

1.800.787.3224 [TTY]

### **Domestic Violence Centers**

Promise Place.....770.460.1604  
Jennifer Ann’s Group.....404.555.1212  
Women’s Resource Center to End Domestic Violence.....404.688.9436  
Men Stopping Violence.....404.270.9894

### **Protective Orders: Police/Sheriff Departments**

Fulton County Sheriff’s Department.....404.612.5100  
Clayton County Sheriff’s Department.....770.471.1122  
Atlanta Police Department.....404.614.6544

### **Legal Services**

Atlanta Legal Aid Society.....404.524.5811  
Atlanta Bar Association.....404.521.0777  
Clayton County Pro Bono Project.....404.669.0233

### **Adult Behavioral Health Services**

(City of Atlanta, Fulton County)..... 404.762.4042  
Clayton County Mental Health Services.....770.471.4617

### **Unlawful Harassment and Sexual Prevention Training**

Cameron and Associates, Inc.  
Brent Keeney.....404.843.3399  
<https://everfi.com/higher-education/haven/>-“**Understanding Sexual Assault**”

## **Hospitals**

Atlanta Medical Center (South Campus)  
777 Cleveland Avenue, S.W. #406  
East Point, GA 30315  
404.761.0332

Grady Health Systems  
80 Jesse Hill Jr. Atlanta, GA 30303  
404.616.1000

Southern Regional Hospital  
11 Upper Riverdale Road  
Riverdale, GA 30274  
770.991.8000

## CAMPUS MAP



A – Aviation Building

B – Dennard Conference Center

C – Academic Complex

D – Bio-science, EMT and Continuing Education Wing

E – Childcare Center

F – New Connections Building

G – Library and Testing Center

H – Brenda Watt Jones Allied Health and Technology Complex

I – Atlanta Technical College Institute for Males Building

M – Mobile complex