



ATLANTA  
TECHNICAL  
COLLEGE

**STUDENT HANDBOOK 2025-2026**

***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.***

## WELCOME

**Dear ATC All-Stars,**

Welcome to Atlanta Technical College where your journey toward a brighter future begins! Whether you're just starting out, returning to continue your path, or transferring in for new experiences, you are now part of a proud and dynamic legacy. We're thrilled to have you here.

At ATC, you'll find a community of faculty, staff, and administrators who are deeply committed to your success. From your first day of class to the moment you cross the graduation stage, we're here to support, challenge, and celebrate you. Atlanta Technical College is more than a college-- it's a launchpad for your dreams and a place where your potential meets opportunity.

As you settle in, we encourage you to explore the **Student Handbook**. It is your essential guide to life at ATC. Inside, you'll find important information about college policies, student expectations, and resources designed to help you thrive. Think of it as your roadmap to success.

Please take the time to read it carefully. Understanding the handbook isn't just helpful. It's your responsibility. Staying informed about college policies, deadlines, and procedures ensures that you're prepared to make the most of your time here. Remember, being unaware of a policy doesn't excuse you from following it.

We're excited to see all that you'll accomplish. Here's to a successful, inspiring, and transformative experience at Atlanta Technical College!

Warm regards,

**Caroline Angelo**

Executive Vice President for Academic and Student Affairs

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## MISSION STATEMENT

*Atlanta Technical College, a unit of the Technical College System of Georgia, provides lifelong educational opportunities and experiences through academic and innovative career preparation, service learning, and multiple program delivery modalities that lead to technical certificates, diplomas, and associate degrees and make student development and success possible in a competitive global economy.*

## VISION

*The vision of Atlanta Technical College is to transform the lives of students, faculty, and staff to positively impact the institution and the community.*

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## OVERVIEW

Atlanta Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Atlanta Technical College also may offer credentials such as certificates and diplomas as approved degree levels. Questions about the accreditation of Atlanta Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org))

The strength of Atlanta rests in its citizens whose skills, values, and ethics make them a productive and competitive force. The men and women of Atlanta should be productive workers if the city and its environs are to attract new business and industry and strengthen existing companies that have enabled Atlanta to become the commercial hub of the entire Southeast.

Atlanta Technical College does not discriminate on the basis of age, race, color, national origin, sex, religion, marital status, or disability. Individuals should be provided with programs and services that will enable them to develop and improve their academic skills, technical competence, and work attitudes. These attributes are necessary for job acquisition, retention, and advancement in a career that is personally satisfying, socially useful, and economically beneficial.

Atlanta Technical College believes that opportunities in technical education must include general and technical literacy, academic skills and knowledge, technical skills, and the attitudes needed to enjoy life. To obtain employment, individuals must be competitive in today's job market, and they must possess the skills that will earn them promotions throughout their careers.

Atlanta Technical College believes that the positive results of a literate and technical competent citizenry will accelerate Atlanta's continued appeal to existing, expanding, new, and emerging businesses and industries and will in turn contribute to the economic and social growth of individuals living and working in and around Atlanta.

Atlanta Technical College shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. Tracye Paggett, Director of Student Services, has been designated to handle inquiries regarding the nondiscrimination policies. The Dean's office is located on campus in the Henry "Hank" Aaron Academic Building, Suite C1109A or [tpaggett@atlantatech.edu](mailto:tpaggett@atlantatech.edu) or via phone at 404.225.4446 for additional information.

To request reasonable accommodations upon enrollment (Section 504/ADA), please contact the Special Populations Resource Specialist, located in the Henry Louis "Hank" Aaron Academic Building, Suite C1109A. You may also email at [tpaggett@atlantatech.edu](mailto:tpaggett@atlantatech.edu) or by phone: 404.225.4446 for additional information.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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

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

Students who graduate shall have the right to retrain without cost if an employer finds them lacking in competency in the occupational field for which they were trained. Students shall have the right to academic advisement including advisement from the faculty as to standards of academic performance, criteria for grades, and other expectations related to the course. Any student who believes that the student's academic rights have been violated may seek re-dress according to the procedures outlined in the catalog.

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

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

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

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

Disabled students shall have the right to and accessibility to all college programs and activities. Please refer to all questions concerning special services for people with disabilities to the Director of Student Services, Tracye Paggett, Academic Building, Suite C1109A, 404.225.4446. Email: [tpaggett@atlantatech.edu](mailto:tpaggett@atlantatech.edu)

Any student who believes that his/ her rights have been violated in any way should immediately contact the Director of Student Services, Tracye Paggett at [tpaggett@atlantatech.edu](mailto:tpaggett@atlantatech.edu) or (404) 225-4446. This includes those violations that are the result of discrimination or harassment based on race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). The institution is committed to maintaining an atmosphere on campus which allows each individual student the unhampered freedom to study, investigate, write, speak, and debate.

### **WARRANTY STATEMENT**

The Technical College System of Georgia warrants every graduate of the technical college programs offering a certificate of credit, diploma, or associate's degree as follows:

The warranty guarantees that the graduate has demonstrated the knowledge and skills and can perform each competency as identified in the industry-validated Standard or Program Guide. Any program graduate who is determined to lack such competence shall be retrained at no cost to the employer or the graduate.

A claim against the warranty may be filed by an employer in conjunction with a graduate or by the graduate alone if the individual is unable to perform one or more of the competencies contained in the industry-validated Standard or Program Guide, including failure to pass a State of Georgia required licensing examination.

This warranty is applicable only to graduates of a technical certificate of credit, diploma, or degree program who entered the program subsequent to the mandated standards implementation date.

The warranty shall remain in effect for two years immediately following the date of graduation and shall be honored by any state-governed technical college that offers the program from which the individual graduated.

This warranty shall be issued in writing to each graduate entering a program on or after the mandated standards implementation date for the applicable program standard.

## **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 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 (SGA).

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

The Student Right to Know Act, and the Campus Security Act, require all colleges and universities participating in federal Student Aid Programs to disclose certain institution information, including graduation rates, campus security policies and campus crime statistics. Atlanta Technical College is in compliance with Title IV requirements regarding reporting graduation rates. Graduation rates are reported to the U.S. Department of Education, National Center for Education Statistics (NCES), Integrated Post-Secondary Education Data System (IPEDS) as well as other federally mandated information such as diversity and retention. The links below provide access to this information.

Student Consumer Information: <https://atlantatech.edu/student-consumer-information/>

Campus Security: <https://atlantatech.edu/campus-police/>

Graduation Rates: <https://atlantatech.edu/about/>

## **STUDENT REFUND POLICY**

Student refunds are calculated and dispersed according to the state refund policy. Atlanta Technical College delivers refunds through BankMobile Disbursements. For more information, contact BankMobile directly at <https://bankmobiledisbursements.com/refundchoices/>.

## **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.

## **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.

## **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 related to a student, as specifically outlined in the policy. The college policy for the student records is outlined in the college catalog.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA”), a federal law, requires that Atlanta Technical College, with certain exceptions, obtain a student’s written consent prior to the disclosure of personally identifiable information from that student’s education records. Find out what FERPA is and how the laws change for parents and students when they enter college at the U.S. Department of Education.

However, Atlanta Technical College may disclose appropriately designated “directory information” without written consent unless the student has advised Atlanta Technical College to the contrary. Public Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without the student’s prior written consent. The following pieces of information are considered "public directory information:"

- Full name of student
- Major and field(s) of study
- Enrollment Status (full time, part-time)
- Degrees and awards and date received
- Dates of attendance
- Participation in officially recognized activities and sports

If a student does not want Atlanta Technical College to disclose directory information from his or her student education records without prior written consent, the student must notify Enrollment Services, in writing, by the first day of the semester at the registrar’s office. A student needs to only file this notification once during his or her enrollment. However, if there is a break in enrollment or transfer to another TCSG technical college, a new notification must be filed.

Even if a student elects to prohibit the release of directory information, Atlanta Technical College may still implement policies requiring the student to wear or present a student ID badge. Non-public directory information is not available to the public but is available to any college official. If the student has indicated to restrict their data, then college officials can only access the information when it is needed for educational purposes.

Additionally, certain state and federal laws require the release of certain student information without prior notification to the student. Questions concerning the release of student information should be addressed to the Office of Enrollment Services.

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

Unless otherwise permitted by technical college officials, Atlanta Technical College prohibits use of electronic devices in classrooms, labs, and other instructional, event, or affiliated facilities on the college premises. Such devices include, but are not limited to cell phones, 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 must be approved by the Office of Communications, Marketing and Public Relations to be displayed electronically or 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. All postings regarding student functions or programs must be approved by the Office of Student Activities. Student organizations wishing to display flyers and posters must receive approval from the Office of Student Activities.

### **CAMPUS STORE**

Textbooks and general school supplies are available from the campus store 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 Early Learning Center and for those students from area schools. An adult must always accompany children on the campus. 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. Cards and cash can be used to make snack purchases. Money changing machines have been placed in some vending locations on the first floor. 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 and adjacent to the campus café. The lounges are only for the use of Atlanta Technical College students. Food and drinks other than water 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 select from those available. Lockers are obtained through the Student Life and Activities Office. Students are urged to obtain lockers at the beginning of classes each term. Students may be assigned to one locker and must supply their own lock. Students withdrawing or graduating from college must remove personal belongings from lockers and notify Student Life and Activities Office and Security. Lockers will be checked by security at the end of spring semester for serviceability and to update locker assignments.

## **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.

## **CAMPUS POLICE AND SECURITY**

The members of Atlanta Technical College Campus Police & Public Safety are committed to providing the highest level of safety and security for students, faculty, and staff. ATC has a full service, professional law enforcement agency that is committed and pro-active. The Atlanta Technical College campus is patrolled by Campus Police and Security Personnel 24 hours a day, seven days a week. Should you require assistance, call 404-225-4730. 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 <https://atlantatech.edu/campus-police/>.

## **LOST AND FOUND ITEMS**

Campus Police oversee all lost and found items. The Police Department is located at the front entrance of the Henry “Hank” Aaron Academic Complex.

## **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, the Brenda Watts-Jones Allied Health Building, EMT Office, Library and many laboratories throughout the college. Defibrillators are also situated across campus. Staff is instructed to call 911 for a potentially life-threatening emergency and then to report the incident to the Director of Student Services, Tracye Paggett at [tpaggett@atlantatech.edu](mailto:tpaggett@atlantatech.edu) or 404-225-4446.

## **EMERGENCY OPERATIONS AND SAFETY**

The ATC 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 for Academic and Student Affairs.

## **SEXUAL HARASSMENT COMPLAINTS**

Sexual harassment complaints, which involve another student or a staff member, should be addressed to the Director of Student Services, Tracye Paggett at 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**

Sexual offenses on the campus will be managed according to the guidelines of the Sexual Harassment and Misconduct 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>

## **DISABILITY-RELATED COMPLAINTS**

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

## **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 unrestricted 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 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 Director of Student Services.

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 Director of Student Services who is responsible for recommending appropriate disciplinary action.

Opinions expressed in posts not originated by Atlanta Technical College are not necessarily those of the college and its employees, and we cannot guarantee the accuracy of these posts. Representation of individual opinions as being endorsed by the college or any of its organizations is prohibited. No one is authorized to use the Atlanta Technical College name to promote any opinion, product, cause, or political candidate.

Posts are to be used only for non-commercial purposes. You may not solicit funds or promote commercial entities. All content posted by Atlanta Technical College is the property of the college and is subject to copyright laws. For more information, please email [atcommunications@atlantatech.edu](mailto:atcommunications@atlantatech.edu)

## **SOCIAL MEDIA POSTING AND CONTENT GUIDELINES**

Atlanta Technical College welcomes participation on our social media pages and encourages you to interact with us often. We hope to provide a forum for dialogue among the many diverse voices of our college and communities served, and we encourage comments about the content you find here.

Posts containing personal attacks, profanity, nudity, hate speech, or illegal material are prohibited. In addition, we will remove any posts violating FERPA or students' right to confidentiality. We reserve the right, at our discretion, to remove any post or to revoke a user's privilege to post to our page. Please be aware that we cannot immediately review every comment posted on the page.

## **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 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 the Appendix.

## **Drug and Alcohol Awareness and Prevention**

Atlanta Technical College has created a drug and alcohol awareness program to be reviewed by the Drug and Alcohol Task Force Committee to comply with the 1989 Amendments to the Drug-Free Schools and Communities Act.

## **Drug Free Schools and Communities Act**

Atlanta Technical College is a drug-free campus. The faculty and staff at Atlanta Technical College are concerned about growing patterns of drug and alcohol abuse in our society. ATC is doing its part to curb the usage and educate staff and students about these dangers associated with drugs and alcohol. Atlanta Tech will comply with all pertinent local, state, and federal laws and regulations and will partner with other educational facilities in this national effort to combat drug and alcohol abuse. National and state certifications of intent to comply with these laws in order to continue to receive funds for financial assistance have been submitted.

The Federal Drug Free Schools and Communities Act of 1990 contains Section 20, Drug Free Schools and Campuses, which was enacted to ensure that any institution of higher education that received funds under any federal program has adopted and implemented a program to prevent the use of illicit drugs and abuse of alcohol by students.

Under the terms of this act, colleges must annually distribute in writing to each student the following:

- Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the school's property or as part of any of the school's activities
- Descriptions of applicable legal sanctions under state, local, and federal law
- Description of health risks
- Description of available counseling, treatment, rehabilitation, or re-entry programs
- Clear statement that the school will impose sanctions for violation of standards of conduct and a description of sanctions

## **Standard of Conduct**

Atlanta Technical College students are guaranteed all rights, privileges, and freedoms granted to a citizen of the United States. Additionally, students are entitled to an environment that is conducive to learning and individual growth. Therefore, students enrolled at Atlanta Technical College assume a citizen's responsibility to abide by federal, state, and local laws. Violations of statutory laws or of Atlanta Technical College student conduct regulations or other Technical College System of Georgia policies, rules and regulations may lead to disciplinary actions by Atlanta Technical College. These regulations do not deny any previously guaranteed rights and privileges but ensure a pleasant educational environment for all Atlanta Tech students.

Technical College students assume an obligation to act in a manner compatible with the fulfillment of the College mission. The Technical College community recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, Atlanta Technical College establishes a comprehensive Student Code of Conduct.

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

## **Prohibited Conduct – Drugs and Alcohol**

Any student found to have committed the following drug and/or alcohol transgression is subject to disciplinary sanctions by the college if the student is found in violation of the following as per the published Student Code of Conduct. Additionally, allegations of drug and/or alcohol violations may include investigation and possible prosecution by local, state, or federal laws. The Student Code of Conduct lists the following as violations:

1. Use, possession, or distribution of alcoholic beverages (except as expressly permitted by college regulations), and/or public intoxication on College's premises or at off-campus activities sponsored by the College. Alcoholic beverages may not, in any circumstances, be used by, possessed by, or distributed to any person under twenty-one (21) years of age or any violation of the Drug-Free School and Alcohol Prevention Policy.
2. Use of Tobacco Products. Atlanta Technical College is a tobacco free environment. Use of tobacco products is limited to student and employee vehicles. Tobacco Products are defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco, such as hookahs, or simulate the use of tobacco, such as electronic cigarettes.
3. Controlled Substances. Use, possession, manufacturing, or distribution of narcotics, or other controlled substances, and/or related paraphernalia except as expressly permitted by law or any violation of the Drug-Free School and Alcohol Prevention Policy.

Also, no student shall engage in the unlawful manufacture, possession, use or distribution of illicit drugs or alcohol on the Technical College's property or as part of any of its sponsored activities.

Such unlawful activity may be considered sufficient grounds for serious punitive action, including immediate suspension and/or expulsion from the College. 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 considered for 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 semester and forfeit all academic credit for that period.

## **Possible Penalties and Sanctions**

Appropriate action will be taken in all cases in which students, faculty or staff are determined to be in violation of the Drug-Free Schools and Communities Act Amendments of 1984, as implemented by college policy.

Any alleged violation of the acts, as implemented by this policy, by a student of will be reported through appropriate administrative channels to include campus police. The circumstances surrounding the offense and the facts as determined by appropriate investigation will be fully reviewed prior by the Director of Student Services or his/her designee. Possible disciplinary sanctions for failure to comply with the provisions of this policy may include one or a combination of the following:

### Warning

- Reprimand
- Probation
- Mandatory participation in and satisfactory completion of a drug/alcohol abuse program, counseling, or rehabilitation program
- Suspension for up to one year
- Referral for prosecution
- Expulsion
- Other appropriate disciplinary action(s)

Atlanta Technical College shall notify the appropriate state/federal funding agency within 10 days after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction. Within 30 days of notification of conviction, Atlanta Technical College shall with respect to any student so convicted:

- Take additional appropriate action against such student up to and including expulsion as it deems necessary following investigation and review.
- Provide such student with a description of any local or community drug or alcohol treatment facilities, counseling, rehabilitation, or re-entry programs that are available for such purposes and may be mandated by a federal, state, or local health, law enforcement, or other appropriate agency.

Atlanta Technical College is responsible for ensuring the development and implementation of a drug free awareness program to inform students of the following:

- The dangers of drug and alcohol abuse on the campus and elsewhere.
- Any available drug and alcohol counseling, rehabilitation, and assistance programs.
- Notification that severe penalties will be imposed upon students for drug and alcohol use and/or abuse violations occurring on campus, off-campus classes or activities sponsored by the college as those violations adversely affect the Atlanta Technical College community or the pursuit of its objectives.
- Atlanta Technical College jurisdiction and discipline shall be limited to conduct which occurs on the premises, off-campus classes, activities, or functions sponsored by the college or which adversely affects the College Community and/or the pursuit of its objectives.

Concerning potential health risks, students should be aware that according to the National Institute of Drug Abuse (NIDA), the National Institute of Health (NIH), and other sources, drug and alcohol use might have a wide range of short- and long-term, direct, and indirect effects. Even after one use, short-term effects can cause alterations in appetite, the ability to sleep, slower or faster heart rate, dizziness, changes in blood pressure, behavior, and mood. Extended use over time or even an isolated incident of overindulgence can cause greater health risks to include heart attack, stroke, seizures, disorders of internal organs, and short-term psychosis. In

other cases, extreme use of drugs or alcohol can lead to unintentional overdose and possible death.

Long-term use of Drug and Alcohols may include heart and/or lung disease, certain cancers, liver disease, mental illness or mental disorders, hepatitis, and other health concerns to include an increased chance of dependency or addiction. In addition, use of drugs and alcohol can impair good decision-making skills, which could lead to the contraction of AIDS, HIV, or sexually transmitted diseases due to risk-taking behaviors.

The risk for impulsiveness, trauma, violence, injury, and risky behaviors may be enhanced due to impaired judgment. In addition, the use of drugs and alcohol may contribute to short- and long-term changes in brain activity that affects mood, impulsivity, memory, stress, and the ability to learn new material and acquire new skills. This may adversely affect a student's educational success and career opportunities. Even when drug and alcohol use is eliminated or reduced, those changes may become permanent.

Last, the use of drugs and alcohol may adversely affect babies born to women who use drugs and alcohol while pregnant or while breastfeeding.

There are several options for the treatment of Drugs and Alcohol addiction or abuse to include assessment and evaluation services, intervention services, in-patient and outpatient treatment centers, counseling, 12-step recovery programs, partial hospitalization options, group therapy, and community support groups. In addition, a variety of referrals to outside agencies are available. Students may call 404.225.4446 or email [tpaggett@alantatech.edu](mailto:tpaggett@alantatech.edu) to get assistance and/or resources.

### **Atlanta Technical College Events and Activities and Awareness Campaigns**

The Atlanta Technical College campus community runs a continuous multi-media campaign on both campus locations during the fall and spring semesters. These events inform students about the use, dangers, long-term and short-term effects of drug and alcohol use to include:

- Information in the College Catalog
- Drug and alcohol awareness electronically
- Drug and alcohol awareness information and resources (hard copy)
- Social multimedia campaign to increase student knowledge and awareness of drug and alcohol prevention.
- Lunch & Learn
- Resource Fairs

# **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 afforded 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.

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 student's presence on campus is considered a 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 its Student Code of Conduct, the college will enforce its regulations. When students violate college regulations, they are subject to disciplinary action by the college whether 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.

**I. Definitions:**

- A. **Faculty Member:** any person hired by an Atlanta Technical College to conduct teaching, service, or research activities.
- B. **Hearing Body:** as defined in the Student Disciplinary Procedure.
- C. **Member of the Technical College community:** any person who is a student, faculty member, contractor, Atlanta Technical College employee, or any other person/s involved with the Technical College System of Georgia, involved in the community, or employed by TCSG.
- D. **Policy:** the written regulations of Atlanta Technical College as found in, but not limited to, the Student Code of Conduct, Student Handbook(s), Technical College Catalog(s), the Technical College Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.
- E. **Student:** all persons taking courses at Atlanta Technical College, including full-time, part-time, dual enrollment, joint enrollment, non-credit, and credit. Persons who are not officially enrolled for a particular term but have a continuing relationship with Atlanta Technical College are also considered "students."
- F. **System:** The Technical College System of Georgia or TCSG.
- G. **Technical College official:** any person employed by Atlanta Technical College or TCSG performing assigned responsibilities on a part-time, full-time, or adjunct basis.
- H. **Premises:** all land, buildings, facilities, and other property in possession of or owned, used, or controlled by Atlanta Technical College (including adjacent streets and sidewalks).
- I. **Hazing:** Any intentional, knowing or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that (1) Is committed in the course of an initiation into, an affiliation with or the maintenance of membership in, a student organization; and (2) causes or creates a risk, above the reasonable risk encountered in the course of participation in the College or the organization (such as the physical preparation necessary for participation in an athletic team) of physical or psychological injury including:
  - A. whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body or similar activity.
  - B. causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity.
  - C. causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances.
  - D. causing, coercing or otherwise inducing another person to perform sexual acts.
  - E. any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct.
  - F. any activity against another person that includes a criminal violation of local, State, Tribal or Federal law; and
  - G. any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal or Federal law.

## Academic Misconduct

Students are expected to recognize and uphold standards of academic integrity while attending Atlanta Technical College. Lack of this knowledge is not an acceptable defense for any act of cheating or dishonesty. 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. 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.

### 1. Academic Misconduct

includes, but is not limited to, the following:

- A. Aiding and Abetting Academic Misconduct: Knowingly helping, procuring, encouraging, or assisting another person in engaging in academic misconduct.
- B. Cheating:
  - i. 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 smartphones, or other electronic devices.
  - ii. 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.
  - iii. Furnishing assistance with answers to an examination or any other written or oral work submitted for evaluation and/or a grade to another person.
  - iv. Those 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.
  - v. 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.
  - vi. Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.
  - vii. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.
  - viii. Obtaining teacher edition textbooks, test banks, or other instructional materials only intended to be accessed by Technical College officials, college administrators, or faculty members.
- C. Fabrication
  - i. The falsification of any information or citation in an examination or other written or oral work submitted for evaluation and/or a grade.
- D. Plagiarism
  - i. Submitting another's published or unpublished work as a whole, in part, or paraphrased as one's own without entirely and correctly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.

- ii. Submitting as one's original work material obtained from an individual or agency without reference to the person or agency as the source of the material.
- iii. Submitting as one's original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators, including use of Artificial Intelligence platforms (AI).

Additionally, if an online student is suspected of dishonesty, the instructor may require the student to take onsite or proctored tests, or to complete other assessments to authenticate the student's level of proficiency.

## 2. Non-Academic Misconduct

Atlanta Technical College reserves the right to maintain a safe and orderly educational environment for students and staff. If a student's behaviors, actions, or activities endanger the life, safety, or well-being of the Atlanta Technical College community, immediate steps are made to restore and protect the premises.

Includes, but is not limited to, the following:

### A. Behavior

- i. Indecent Conduct: lewd or indecent conduct; or distribution of obscene or libelous written or electronic material.
- ii. Violence: physical abuse of any person (including dating violence, domestic violence, or sexual violence) on either campus of Atlanta Technical College premises or at college-sponsored 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 Atlanta Tech, its facilities, or persons engaged in the business of the college. Note: certain physical abuse may also be considered unlawful harassment.
- iii. Harassment: Atlanta Technical College prohibits unlawful conduct based on race, color, creed, national or ethnic origin, sex, religion, disability, age, genetic information, political affiliation or belief, disabled veteran, a 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. Atlanta Technical 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.
- iv. 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 college activities, including public service functions and other duly authorized activities on campus or at college-sponsored activity sites.
- v. Failure to Comply: Failure to comply with lawful directions of college officials and/or failure to identify oneself with these persons when requested.

B. Professionalism

- vi. Personal Appearance: Refer to Atlanta Tech's Dress Code Policy.

C. Use of Technical College Property

- vii. Theft and Damage: prohibits theft of, misuse of, or harm to college property, or theft of or damage to property of a member of the college community or a campus visitor, or at a college function.
- viii. Occupation or Seizure: illegal occupation or seizure in any manner of college property, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
- ix. Presence on Technical College Premises: prohibits unauthorized entry upon Atlanta Technical College Premises; unauthorized entry into or onto the college premises or a portion thereof which has been restricted in use; unauthorized presence after closing hours; or furnishing false information to gain entry upon the premises.
- x. 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 campus 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 Atlanta Technical College.
- xi. Fire Alarms: prohibit setting off a fire alarm or using or tampering with any fire safety equipment on Atlanta Technical 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.
- xii. Obstruction: prohibits obstruction of the free flow of pedestrian or vehicular traffic on Atlanta Tech Premises or at a college-sponsored or supervised functions.

D. Drugs, Alcohol, and Other Substances

- xiii. Substances referred to under this procedure include all illegal drugs, alcoholic beverages, and misused legal drugs (both prescription and over the counter).

Alcohol: Students must comply with all state and federal laws regulating alcohol and TCSG Policy II.C.6, Alcohol on Campus. Alcoholic beverages may not be served or sold at any student-sponsored function. Students being intoxicated on Technical College

premises or at Technical College-sponsored or supervised functions (including off-campus functions), internships, externships, practicum, clinical sites, cooperative or academic sponsored programs or activities, or in a Technical College-owned vehicle is prohibited.

*Controlled substances, illegal drugs, and drug paraphernalia:*

Atlanta Technical College prohibits the 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 alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of their actions.

*Food:* Atlanta Technical College prohibits eating and/or drinking in classrooms, shops, labs, or other unauthorized areas on Technical College Premises unless otherwise permitted by Technical College officials.

*Smoking/Tobacco:* Atlanta Technical College prohibits smoking or using other electronic, alternative smoking devices or other tobacco products in classrooms, shops, labs, or any other areas located on campus. This is a smoke free campus.

E. *Use of Technology*

- xiv. *Damage and Destruction:* Destruction of or harm to equipment, software, or data belonging to Atlanta Technical College or others is considered unacceptable usage. This may include altering, downloading, or installing software on any college computers, tampering with computer hardware or software configuration, improper access to the Atlanta Technical College's network, and disconnecting Technical College computers or devices.
- xv. *Electronic Devices:* Unless otherwise permitted by Atlanta Technical College officials, the college prohibits using electronic devices in classrooms, labs, and other instructional, event, or affiliated facilities on the campus. 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.
- xvi. *Harassment:* Atlanta Technical College prohibits the use of computer technology to interfere with another person's objectively legal right to be free from harassment based on that individual's race, color, creed, genetic information, national or ethnic origin, sex, religion, disability, age, political affirmation or belief, disabled veteran, a veteran of the Vietnam Era or citizenship status.
- xvii. *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

additional violations of the Department's Acceptable Computer and Internet Use Policy.

*F. Weapons*

- xviii. The Atlanta College System of Georgia is committed to providing all employees, students, volunteers, visitors, vendors, and contractors with a safe and secure workplace and/or academic setting.
- xix. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on a college building or property shall be governed by Georgia state law.
- xx. All individuals are expected to comply with the related laws. Failure to follow laws about weapons is considered a violation of the Student Code of Conduct.
- xxi. 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

*G. Gambling:*

Atlanta Technical College System of Georgia prohibits violating federal, state, or local gambling laws on the college campus or at college-sponsored or supervised activities.

*H. Parking:* Atlanta Technical College prohibits violating regulations regarding parking of motor vehicles on and around the premises. Student Parking Passes are sold in the Business Office in the Cleveland Denard Center.

*I. Financial Irresponsibility:*

Atlanta Technical College prohibits the theft or misappropriation of any funds associated with student organizations or clubs.

*J. Violation of Technical College Policy:*

Violation of System or Technical College Policies, rules, or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program, internships, externships, practicum, clinical sites, cooperative, or any academic sponsored programs or activities, student organizations or students who reside in on-campus housing.

*K. Aiding and Abetting*

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

L. Falsification of Documentation

Disciplinary proceedings may be instituted against a student who falsifies any documentation related to Atlanta Technical College or either to the Technical College or others in the community, including, but not limited to, falsification of Atlanta Technical College transcripts; transcripts or other documentation from other institutions to obtain credit or for 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 Atlanta Technical College or records related to any clinical, internship or other academic activity associated with the college.

M. Violation of Law

- xxii. Suppose a student is convicted or pleads Nolo Contendere to an on-campus or off-campus violation of federal, state, or local law but has not been charged with any other violation of the Student Code of Conduct. In that case, disciplinary action may nevertheless be taken, and sanctions imposed if the violation of federal, state, or local law is detrimental to Atlanta Technical College or the Technical College's vital interests and stated mission and purpose.
- xxiii. Disciplinary proceedings may be instituted against a student charged with a violation of a law that violates 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 conducted prior to, simultaneously with, or following criminal proceedings.
- xxiv. When a student is charged by federal, state, or local authorities with a violation of law, Atlanta Technical College or the Technical College System of Georgia will not request or agree to special consideration for that individual because of their status as a student. Atlanta Technical College will cooperate fully with law enforcement and other agencies in enforcing criminal law on campus and the conditions imposed by criminal courts for rehabilitating student violators. Individual students, acting in their capacities, remain free to interact with government representatives as they deem appropriate.

N. Abuse of the Student Judicial Process: including but not limited to:

- xxv. Failure to obey the notification of the Director of Student Services or the College President's designee, Hearing Body, Appellate Board, or Technical College Official.
- xxvi. Falsification, distortion, or misrepresentation of information in a judicial proceeding.
- xxvii. Disruption or interference with the orderly conduct of a disciplinary proceeding.
- xxviii. Initiating a disciplinary proceeding knowingly without cause.
- xxix. Attempting to discourage an individual's proper participation in, or use of, the disciplinary process.
- xxx. Attempting to influence the impartiality of a member of a Hearing Body or Appellate Board prior to, and/or during, the disciplinary proceeding.

- xxxi. 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.
- xxxii. Failure to comply with the Student Code's sanction(s) imposed.

**II. Record Retention:**

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

**III. Dress Code:** Infractions of the dress code could include, but are not limited to the:

- 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 of interference with the orderly operations of the college.

**IV. Concealed Weapon:**

This means the gun is carried in such a fashion that does not actively solicit the attention of other students. The firearm cannot be openly or intentionally displayed. If a weapon is exposed, the weapon will be seized and collected by the campus police department for review.

**V. Childcare Space (Early Learning Center):** Any room or collection of spaces to include outdoor space must always be separated by electronic locks or human-staffed controlled. No guns are allowed in the childcare space unless it is law enforcement personnel.

## 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 when 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 Director of Student Services 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 Director of Student Services or the technical college president's designee.

2. Academic Misconduct may be handled using this or another procedure, but the Executive Vice President of Academic and Student Affairs will make a final judgment.
3. Investigation and Decision
  - a. Within 15 business days after the Student Code of Conduct Complaint Form (the "Complaint") is filed, the Director of Student Services 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. If additional time is necessary to gather all the facts, the student will be notified. After discussing the complaint with the student, the Director of Student Services 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 five (5) business days from the date contacted by the Director of Student Services to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond within 5 business days to schedule the meeting, reschedule the meeting more than once, or fails to appear at the meeting, the Director of Student Services will consider the available evidence without student input and make a determination.
  - c. If 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 it is determined 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 it is determined 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.
  - e. If during this meeting, the Respondent accepts responsibility, then the student can choose between an informal resolution meeting with sanctions or mediation between the Complainant and Respondent. Mediation only happens if both parties agree.
  - f. Mediation is never used in cases of alleged sexual misconduct. If the investigator finds evidence of sexual misconduct, the Title IX Coordinator at TCSG will begin the investigation process.

## B. Disciplinary Sanctions

Based on the severity of the incident, the student may take one of two actions

- a. After a determination that a student has violated the Student Code of Conduct, the Director of Student Services 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 in writing.
- 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, the 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. The decision of the Executive Vice President for Academic and Student Affairs is final.
1. After a determination that a student has violated the Student Code of Conduct, the Director of Student Services or the president's designee may recommend the imposition of one of the following sanctions if appropriate. The Director of Student Services' recommendation may 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 Director of Student Services 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 Director of Student Services 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 Director of Student Services 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 Director of Student Services 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.

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

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

In addition, after vacating the technical college premises, a suspended or expelled, the student may not enter upon the technical college Premises at any time, for any purpose, in the absence of written permission from the Director of Student Services or the president's designee. A suspended or expelled student must get prior permission to enter the campus from the Director of Student Services.

## **Hearing/Appeals Procedure**

1. A student who wishes to appeal a disciplinary decision by the Director of Student Services or the 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 Executive Vice President of Academic and Student Affairs 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 Director of Student Services recommended a sanction of disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the matter will automatically be referred to the Hearing Body by the Director of Student Services. 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 within fifteen (15) 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.
4. 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. Advisors are not permitted to speak or to participate directly in any hearing before a Hearing Body.
5. The Hearing Body may consist of a single person, or a group of people drawn from Atlanta Technical College faculty and staff. 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 Atlanta Tech. The standard of proof in all hearings shall be a preponderance of the evidence.
6. The chairperson of the Hearing Body shall notify the Executive Vice President in writing of the Hearing Body's decision. The Executive Vice President or his/her designee will notify the student in writing of the Hearing Body's decision.
7. If the student appeared before the Hearing Body to appeal to the Director of Student Services 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.

8. If the student appeared before the Hearing Body after the Director of Student Services 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.
9. If entitled to an appeal the Executive Vice President, the student shall have ten (10) business days after receiving written notification of the Hearing Body's decision to request in writing an appeal. The student should 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.
10. 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 of Academic and Student Affairs will deliver the decision to the student and the person who filed the original complaint within fifteen (15) business days. The decision of the technical college Executive Vice President or his/her designee shall be final and binding.

### **Document Retention**

The Director of Student Services 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 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 purpose of this procedure to ensure that all students within the Technical College System of Georgia (TCSG) shall be provided an environment free of unlawful harassment, 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 from campus for such prohibited conduct. Allegations of discrimination, harassment, or retaliation occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure.

Student complaints regarding sexual harassment, sexual assault, sexual violence, dating violence, domestic violence, sexual exploitation, or stalking will be processed in accordance with the Sexual Harassment and Misconduct Procedure.

Any student or employee 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.

Employee complaints of unlawful harassment or discrimination shall be conducted pursuant to the process outlined in the procedure governing Unlawful Harassment, Discrimination and Retaliation in Employment.

## **DEFINITIONS:**

**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.

**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.

**Unlawful Retaliation:** unfavorable action taken, unfavorable conditions 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.

**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.

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

**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.

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

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

**Human Resources Director:** the highest-ranking employee responsible for the human resources function at Atlanta Technical College or a TCSG work unit.

**Local Investigator:** the individual(s) at Atlanta Technical College who is responsible for the investigation of 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.

**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.

**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:**

### **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.

## **Reporting and Management Action**

1. All students are encouraged to report events of unlawful harassment, discrimination, and/or retaliation (“prohibited conduct”) against themselves or others.
2. 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.
3. 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.
4. 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.
5. Allegations or suspicions of unlawful discrimination, harassment, or unlawful retaliation may be reported to the technical college’s Director of Student Services, Section 504 Coordinator, the Executive Vice President of Academic and Student Affairs, the President, or the Human Resources Director (should the complaint involve employees). Complaints may also be emailed to [unlawfulharassment@tcsg.edu](mailto:unlawfulharassment@tcsg.edu).
6. 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.

7. If an allegation of unlawful harassment, discrimination, 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.
8. Students or employees may be suspended, transferred, or reassigned to prevent possible further harassment, discrimination, or retaliation; to facilitate the investigation or to implement preventive or corrective actions under this procedure.
9. Any allegation of unlawful harassment, discrimination, or retaliation against employees must be reported to the Human Resources Director who may elect to conduct the investigation in conjunction with other local investigators.

## **Investigations**

1. All complaints of prohibited conduct under this procedure shall be investigated by local investigators thoroughly and expeditiously.
2. A complaining party will be notified if the complaint does not specify sufficient facts to allege unlawful discrimination, harassment, 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 five (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. The best efforts will be made to interview all the 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 have occurred. Investigations and summary findings will be documented appropriately.

## **Corrective Actions**

1. Atlanta Technical College 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, Atlanta Technical 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 or expulsion, the matter must be referred to either the Dean of Students, as provided by the Student Code of Conduct and Disciplinary 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, or retaliation has occurred, colleges are expected to address any inappropriate conduct and take all reasonable steps to prevent any future unlawful discrimination, harassment, or retaliation.

## **Reviews and Dispositions**

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

3. The Office of Legal Services will convene a panel of at least three (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.

## **NONDISCRIMINATION POLICY**

As set forth in its student catalog, Atlanta Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs, and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

Atlanta Technical College shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Tracye Paggett, Director of Student Services at Atlanta Technical College, Academic Building, Suite C11098G (Student Success Center), 404.225.4005. Email: [tpaggett@atlantatech.edu](mailto:tpaggett@atlantatech.edu)

To request reasonable accommodations upon enrollment (Section 504/ADA), contact Director of Student Services, Atlanta Technical College, Academic Building, Suite C1109A, 404.225.4446. Email: [tpaggett@atlantatech.edu](mailto:tpaggett@atlantatech.edu) Atlanta Technical College, 1560 Metropolitan Parkway, SW, Atlanta, GA 30310.

## **Atlanta Technical College Policy and Procedure- Sexual Harassment and Misconduct**

### **Title IX Compliance**

Atlanta Technical College complies with the rules and regulations concerning sex discrimination in education as set for by the federal government under Title IX.

Procedures for reporting, investigating, and resolving all Title IX complaints can be found in the [TCSG Policy Manual](#): Procedure 6.1.2p-Sexual Harassment and Misconduct.

Any questions regarding Title IX should be directed to the Title IX Coordinator listed below.

Ms. Tracye Paggett  
Director of Student Services  
404.225.4446  
[tpaggett@atlantatech.edu](mailto:tpaggett@atlantatech.edu)

### **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 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 are always grievable. Specifically, grievable issues can be 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 when the college administrative offices are open.
- D. 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 grievance or participated in an investigation of a grievance.
- E. Grievant: the student who is making the complaint.
- F. Grievance Form: <https://atlantatech.edu/student-concerns-grievances/>

#### **PROCEDURE:**

- A. For all the timelines established herein, if a student needs additional time, an extension may be granted at the Director of Student Services discretion.
- B. Informal Grievance Procedure: Students with grievable issues should resolve those issues, if possible, on an informal basis without filing a formal grievance.
  - 1. A student has ten (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 fifteen (15) business days of the incident being grieved, the student must file a formal grievance in writing to the office of the Director of Student Services

or the technical college president's designee. The student may use the Grievance web form <https://atlantatech.edu/student-concerns-grievances/>, email, or other written document 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 Director of Student Services, the student shall file the grievance with the Executive Vice President of Academic and Student Affairs.
  3. The Director of Student Services, or the technical college president's designee, will investigate the matter and supply a written response to the student within fifteen (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 Director of Student Services shall be granted an additional fifteen (15) business days to investigate the grievance upon notice to the grieving student.
- D. Appeal: The student may appeal the decision from the Director of Student Services or Executive Vice President of Academic and Student Affairs. Only the student has the right to appeal.
1. A student shall file a written appeal to the technical college Executive Vice President of Academic and Student Affairs within five (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 Executive Vice President of Academic and Student Affairs, grievance appeals at their institution may be held in one of the following two ways:
    - a. The Executive Vice President of Academic and Student Affairs may review the information provided and make a final decision; or
    - b. The Executive Vice President of Academic and Student Affairs may appoint committee if needed before h/she makes a final decision.
    - c. A decision shall be made within ten (15) business days of receipt of the appeal.

4. A final decision of the grievance appeal is made by the Executive Vice President of Academic and Student Affairs.
- E. Retaliation against a student for filing grievance is strictly prohibited.

**RECORD RETENTION**

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

## APPENDIX A

### CAMPUS MAPS

#### **Atlanta Technical College - Main Campus**

1560 Metropolitan Parkway, SW

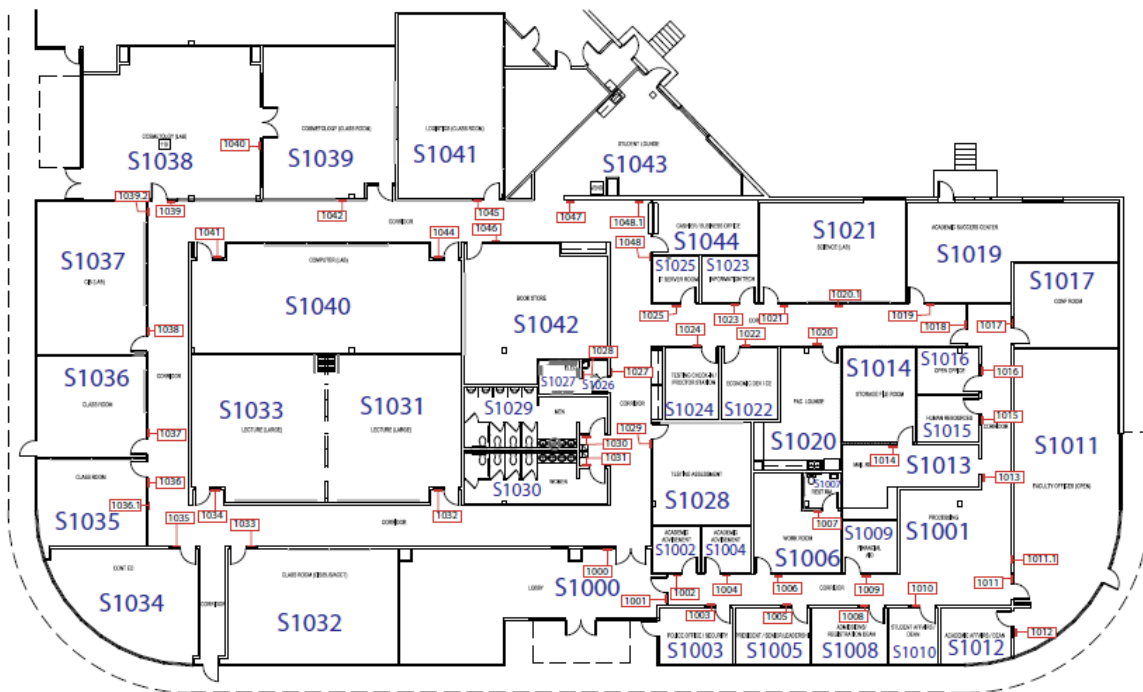
Atlanta, GA 30310

(404) 225-4400



- A – Aviation
- B – Cleveland L. Dennard Conference Center
- C – Henry Louis “Hank” Aaron Academic Complex
- D – Ferguson Annex
- E – Early Learning Center
- F – Small Business Center
- G – Library, Testing Operations
- H – Dr. Brenda Watt Jones Allied Health and Technology Complex
- I – Auxiliary Building
- M – Modular Classrooms

**Atlanta Technical College – ATC South**  
485 Atlanta South Parkway  
Forest Park, GA 30297  
(404) 225-4300



## **APPENDIX B**

### **COVID-19 and Public Health-Informed Campus Policies**

Atlanta Technical College intends to perform its educational mission while protecting the health and safety of its students, faculty, and staff, and minimizing the potential spread of the novel coronavirus, COVID-19, within the community.

#### Risks of COVID-19

In order to understand the risks that you face by returning to campus, you must understand that COVID-19 is a highly infectious, life-threatening disease declared by the World Health Organization to be a global pandemic. COVID-19's highly contagious nature means that contact with others or contact with surfaces that have been exposed to the virus, may lead to infection. Additionally, individuals who may have been infected with COVID-19 may be asymptomatic for a period of time or may never exhibit symptoms at all.

Because of its highly contagious and sometimes "hidden" nature, it is difficult to control the spread of COVID-19 on campus or to determine whether, where, or how a specific individual may have been exposed to the disease. Atlanta Technical College is taking steps recommended by public health authorities to minimize the risk of spreading this disease on our campus.

Atlanta Technical College cannot and does not guarantee a COVID-19-free environment, and there remains a risk that you may contract COVID-19 if you come onto campus to live and/or attend classes. We are providing you with the following notice as well regarding the risk of contracting COVID-19 when you enter upon our campus:

#### *Warning*

*Under Georgia law, there is no liability for an injury or death of an individual entering these premises if such injury or death results from the inherent risks of contracting COVID-19. You are assuming this risk by entering these premises.*

To minimize the risks associated with COVID-19, the policies, and guidelines below are incorporated into the Atlanta Technical College Student Code of Conduct and are applicable to all students. Your compliance with these requirements is essential to assisting the college in minimizing the risks to you and other members of the community.

#### General Principles:

You are subject to all guidelines for individuals related to the COVID-19 pandemic established by the United States Centers for Disease Control and Prevention (CDC). In addition, students must comply with all guidelines issued by the State of Georgia for personal behavior during

virus outbreaks. You understand that both sets of these guidelines may change, and it is your responsibility to ensure that you always understand and comply with these guidelines.

From time to time the College may implement additional requirements restricting your behavior and you agree to comply with such requirements.

You understand that these conditions and limitations on your personal behavior are necessary in order to reduce the risk of transmitting and/or being infected by the COVID-19 virus and that your failure to comply with these responsibilities may jeopardize your health and safety, as well as the health and safety of others in the campus community, potentially causing severe illness and death.

## **Requirements**

Students will comply with governmental, state, and campus directives concerning virus prevention.

Students may use a face covering of their choice that conforms to CDC guidelines anytime that they are on campus.

Students will engage in frequent handwashing and follow proper sneeze and cough etiquette, as recommended by the CDC.

Students, faculty, and staff who are exposed or test positive for COVID-19 are asked to report their status to the college as soon as possible after exposure or a positive test.

Students are asked to complete the Atlanta Tech COVID-19 Test / Exposure Reporting Form: <https://atlantatech.edu/coronavirus-covid%E2%80%91advisory/>.

If required by the College, students agree to remain in self-quarantine for a time determined by the College, in consultation with public health authorities, and/or move to a different room to receive medical care and/or self-quarantine.

The above conditions may change, and students agree to follow all college directives relating to COVID-19 and public health requirements.

Any failure to adhere to any of the above directives is a violation of the Code of Conduct that may result in sanctions, including but not limited to suspension or dismissal from the College.

## **APPENDIX C**

### **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**

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