Orientation
The web-based orientation is required for all new students prior to receiving a registration code from their advisor. It may be viewed at any time for reference or review from the college’s website. Orientation includes information about school regulations and requirements, information about student recreation and activities, and an overview of the facilities of the college.

Visitors
Visitors are welcome at North Georgia Technical College. Individuals or groups (high school classes, clubs and organizations) wishing to visit a NGTC campus location may contact the receptionist at the campus location of interest to schedule a visit.

All visitors are required to report to the receptionist when they arrive on campus. A visitor’s presence in a classroom or lab area is allowed in a very limited timeframe, generally in conjunction with a scheduled tour.

Students are not permitted to have friends, children or relatives as their guest in a classroom, lab or practicum/internship setting.

GOAL (Georgia Occupational Award of Leadership)
The Georgia Occupational Award of Leadership (GOAL) program began in 1971 to recognize excellence in technical education and the Student of the Year for Georgia’s technical colleges. Outstanding students attending North Georgia Technical College are nominated by their instructors based on academic excellence and personal leadership. As these promising students move through the process, they compete through interviews and presentations. The college’s GOAL winner is selected to represent his/her fellow students along with winners from all of the technical colleges across the state at the State GOAL competition. At the state level, judges select one student, the State GOAL winner, to serve as an ambassador for technical education in Georgia.

Health Awareness Programs
The purpose of student health awareness programs is to provide information to the students to enable them to maintain a healthy lifestyle. Health and wellness information is provided throughout the year by the Campus Life staff on topics such as smoking cessation, proper nutrition, fitness weight loss, alcohol and drug awareness, and others.

Career Planning Services
A professional staff works together to provide career planning services that meet the needs, desires, and abilities of students. These services include:

- Pre-enrollment advisement to discuss programs of study, including associate degree, diploma, and technical certificate programs.
- Assistance in helping students develop career plans and personal goals.
- Planning with students who need assistance with college-related problems.
- Academic advisement including review of placement test scores and assistance in course scheduling.
- Identifying appropriate community agencies and services for student needs such as personal and/or mental health counseling.
Services for Students with Disabilities
Support services are offered to students with disabilities including, but not limited to, classroom and testing accommodations, adaptive equipment, assistance with the admission process, career guidance and planning, and referral to community service agencies. To request accommodations and/or modifications, contact the Special Populations and Retention Coordinator, who provides services to all campuses, at 706-754-7828. Appropriate documentation of disability is required.

Assessment Services
Assessment services provide career guidance and planning by means of individual and group testing at various locations using computerized testing instruments. Services that are available include Pearson VUE, pest control, career exploration, interest inventories, aptitude testing, and basic skills testing. The fee varies for each test. All testing is by appointment. For more information or to schedule a test, call 706-754-7700 for the Clarkesville and Currahee Campuses, and 706-439-6300 for the Blairsville Campus.

Assessment services are also available to high school students. There is no charge for assessment services provided to high school students. High school counselors, teachers, or administrators should contact the Director of Retention and Navigation Services at 706-754-7892 for additional information and/or to schedule high school testing.

Career Placement Services
Career placement services are available to assist students as they complete training. The primary purpose of these services is to assist in the placement of graduates in jobs for which they have been trained. Continuous communication is maintained with employers and with the Georgia Department of Labor to provide a wide range of employment opportunities for students. Employers may send representatives to the college for personal interviews with graduating students. Local job postings may be viewed at https://northgatech.edu/students/career-services/jobs. Lifelong job placement services are available to all North Georgia Technical College graduates.

Career Center
For students nearing the completion of their program, these resources are available in the Career Center:

- Job search resources
- Workshops
- Resume building software
- The Georgia Department of Labor website
- Links to newspapers and career sites

Schedules for workshops and services may vary. Please check the website for current schedules and hours of operation – https://northgatech.edu/students/career-services.

Appointments may be made. For more information about the Career Center, contact the Career Advisor at 706-754-7837.
Non-Traditional Programs
Students enrolled in a program in which their gender represents less than 25% of those employed in the workforce are considered to be enrolled in non-traditional programs. North Georgia Technical College encourages and promotes open enrollment in all programs. Students are encouraged to participate in their program of choice regardless of traditional patterns of enrollment. Students graduating from a non-traditional program will receive the EDGE (Educationally Distinct Graduate of Excellence) Award and will be presented with a medallion to be worn at commencement.

Support services are available to special population students. Special populations are persons who meet at least one of the following criteria:

- Student is 27 years of age or older
- Student is a single parent
- Student is a single pregnant woman
- Student is a displaced homemaker
- Student is a dislocated worker
- Student has a disability
- Student has a language other than English as their primary language
- Student is enrolled in a program in which they are of a minority gender

For additional information, call 706-754-7828.

Welfare-to-Work Partnerships
North Georgia Technical College is a major partner with the Department of Human Resources and the Department of Labor in assisting customers to make the transition from welfare to work and to obtain meaningful employment. For more information, call 706-754-7855.

Student Email
All North Georgia Technical College students receive an email account upon acceptance to the college. It is very important that all students check this email account on a regular basis, minimally once per day, to receive school announcements and student requirements for meetings, registration, financial aid, activities and more. Student email is the primary form of notifications between the college and the student. Look on the website (www.northgatech.edu) for the Student Account Login instructions for specific details on how to log in to student email, BannerWeb, and Blackboard (online course platform).

Residence Life – Clarkesville Campus
North Georgia Technical College offers residential living on the Clarkesville Campus to (1) provide an environment in which the learning experience may be enhanced and developed in accordance with traditional values and objectives of the college, and (2) meet the demand for physical living accommodations.

Each resident student is subject to the terms of any and all stated regulations in this course catalog/student handbook and regulations issued by the Vice President for Student Affairs. Any new regulation that affects the student body and/or the residents of the residence halls becomes effective 24 hours after it is posted. Legal action may be taken against persons violating local, state, and federal laws, including destroying, stealing, or defacing college property.

Students at the Blairsville and Currahee campuses may contact the Student Affairs Department for information on boarding opportunities.
Residence Hall Application Requirements & Guidelines

The following documents should be completed and submitted to the Office of Student Affairs once the student has been accepted as a credit student by North Georgia Technical College:

- Bryant Residence Hall Application
- Residence Hall Contract
- Residence Hall Meningococcal Statement

The $150 residence hall deposit must be submitted to the North Georgia Technical College Cashier’s Office via mail, phone or online.

Once all required documentation and the deposit are received, a room will be reserved based on availability. North Georgia Technical College cannot make a housing assignment until the student has been officially accepted by Admissions. A letter will be emailed to the student (using North Georgia Technical College student email) confirming the reservation and notifying the student of check-in dates for the appropriate term. Upon arrival a student must provide a receipt showing all residence hall fees paid prior to being issued keys for his/her assigned dorm room.

In order to qualify for and maintain residence in Bryant Hall, the student must:

- Be currently enrolled at any North Georgia Technical College campus with an occupational major in a diploma, degree, or certificate program. High school students enrolled in Dual, Joint or MOWR programs are not eligible to reside in Bryant Hall.
- Have an acceptable attendance record as determined by the North Georgia Technical College attendance procedure.
- Be in acceptable standing with North Georgia Technical College in the area of discipline. Probationary status may cause residence privileges to be revoked. Eviction from Bryant Hall is mandatory upon disciplinary suspension from the college.
- Continue to make satisfactory progress toward completion of a diploma, degree, or certificate program.
- Be in good standing with the North Georgia Technical College Cashier’s Office with regard to payment of all required fees.

Failure to maintain any of the above guidelines during the semester may result in the loss of residence privileges.

Any variation from these guidelines must be requested in writing to the Office of the Vice President for Student Affairs for consideration on a semester-by-semester basis.

Residence Hall Operations

North Georgia Technical College maintains campus housing for men and women on the Clarkesville Campus. The residence hall, Bryant Hall, is a co-ed facility. Students are selected through a hiring process to serve as Resident Assistants (RAs) to assist students. The primary responsibilities of the Resident Assistants are to assist residents and act as liaison to the residents and the Campus Life Director. Resident Assistants also ensure that the rules and regulations of North Georgia Technical College are followed by the residents and report any violations to the Dean for Student Affairs. They check residents in and out of the residence hall and report any residence hall maintenance needs to the Office of Student Affairs.

Washers and dryers, a kitchen, cable TV, and vending machines are located in the common areas of the residence hall. Cable television service is provided to each resident’s room, and telephones are permitted in rooms through a contract agreement between the student and the telephone company. North Georgia Technical College does not accept responsibility for a student’s private telephone contracts. Please refer to the residence hall contract for additional information concerning the residence hall.
Residents’ belongings are their personal responsibility. North Georgia Technical College is not responsible for any damage or theft of personal belongings.

All residents should bring single sheets (twin long), pillowcases, blankets, spreads, pillows, towels, alarm clock, toiletries, dishes, and cleaning supplies. A television and a small refrigerator are optional. Wireless Internet access is available at the residence hall.

The North Georgia Technical College dining hall on the Clarkesville Campus provides well-balanced meals Monday through Thursday, and the student center is equipped with vending machines. The dining hall may prepare special diets (as prescribed by a physician) for resident students. The resident must obtain a written description of the diet from the physician and provide it to the Dining Hall Manager.

Residence Hall Rules and Regulations
Please refer to the “Residence Life Handbook” located on the NGTC Website for the Residence Hall Rules and Regulations.

Mail Services
Resident students are to pick up mail at the receptionist’s desk located in the Clegg Building on the Clarkesville Campus.

Student Organizations and Events
Participation in student organizations plays an important role in the North Georgia Technical College experience at all campuses. Student organizations and clubs offer individuals another opportunity within the educational process to broaden their environment. All students may participate in on-campus activities unless specified directly in a disciplinary action. Off-campus activities are limited to those students who are in good disciplinary standing with the College and who are not currently on any type of legal system probation or parole. North Georgia Technical College recognizes the following student organizations:

HEROES
HEROES (Having Equity, Resources, and Opportunities Equal Success) is an organization for special population students. The purpose of the HEROES club is to develop leadership, foster teamwork, provide peer support, and to assist students in reaching their educational goals.

National Technical Honor Society (NTHS)
NTHS is a non-profit, honor organization established to recognize excellence in workforce education programs and majors. Candidates are students who have demonstrated scholastic achievement, skill development, good character, leadership, honesty, and responsibility. Members must be faculty nominated, must be approved by the local college administration and must meet local and national standards.

Phi Beta Lambda (PBL)
PBL is a non-profit national educational association of student members preparing for careers in business. The association has three divisions: FBLA (grades 7-12), PBL (postsecondary), and a professional division for individuals who continue to support the goals after graduation. PBL was originally chartered at North Georgia Technical College in 1983 and was re-chartered in 1993. North Georgia Technical College’s PBL club has an active, highly-competitive membership with state and national winners.

PLANET
Student Career Days is an annual three-day competitive event among students enrolled in horticulture programs from colleges and universities across the country and internationally. The event is sponsored by the Professional Landcare Network. North Georgia Technical College has sent student competitors to this event since 2010.
Rotaract
Rotaract is a non-profit, international organization centered on community service, professional development, and leadership development. Rotaract is the college version of the professional organization, Rotary, and is sponsored by a local Rotary Club. North Georgia Technical College Rotaract is sponsored by the Habersham Sunrise Rotary Club and supported by the Habersham Rotary Club. Working in cooperation with their sponsoring Rotary Club, North Georgia Technical College Rotaract members develop rewarding contacts with professionals in their area and become part of a global effort to bring peace and international understanding to the world.

SkillsUSA
SkillsUSA is a national organization for students in trade, industrial, technical, and health occupations programs. SkillsUSA clubs are found in public high schools, technical colleges, junior colleges, and universities. SkillsUSA was chartered at North Georgia Technical College in the 1991-92 academic year. Since its first year of existence, the club has won numerous awards at sub-region, region, state, and national competitions.

Society of Manufacturing Engineers (SME)
SME is a student organization that seeks to provide engineering students with exposure to manufacturers, processes and practices. This exposure will enhance the relationship and understanding of knowledge attained in the classroom and lab experiences applicable to the engineer in the workplace. Students have the opportunity to interact with engineers and review manufacturing processes and expand their exposure to workplace challenges requiring problem solving and application of engineering principles.

Student Photographic Society
Students interested in photography meet together with to enhance the relationship and understanding of photography practices, careers and opportunities.

Student Government Association (SGA)
The North Georgia Technical College Student Government Association represents the student body. Any NGTC student enrolled in a certificate, diploma, or associate degree program at any campus is eligible for membership.

Two members, to serve as active members, and one alternate are recommended by their instructors and nominated by the department chair to represent their respective departments on each NGTC campus during fall semester of each academic year.

SGA meetings will be held at each campus at least one time each semester. All college-wide agenda items will be voted on at a convened meeting. This meeting may meet via Distance Learning.

Each year the Student Government Association members elect to sponsor various events. Any student interested in holding office should contact his/her program advisor or department head.

The recognition of an organization/group grants to that organization/group the right to use facilities and to identify themselves with the college. The organization/group agrees to accept regulations and administrative procedures that may be necessary to protect the essential functions of teaching and learning, to allow equitable sharing of time and space, to ensure the reasonable health and safety of the community, and to uphold the statutes and regulations of North Georgia Technical College and the governing board of the College. Recognition shall be denied if there is a substantial likelihood that the proposed organization will interfere with the educational process.
Recognition of an organization results from the following procedure:

- Once interest among students has been established for a student organization that enhances the educational experience, a faculty/staff advisor must be secured.
- With assistance from the advisor, complete the Application for New Student Organization and submit the application and supporting documentation to the office of the Vice President for Student Affairs. The Application will be provided to the advisor from the Office of Student Affairs.
- The Vice President for Student Affairs will review the application and the proposed by-laws and will make recommendations for changes/adjustments, if necessary.
- Complete application packets that show purpose and proposed activities that are clearly related to the educational goals and mission of the College will be submitted to the SGA for review and recommendation.
- The voting members of the SGA will make a recommendation to the President as to whether the application should be approved and the student organization recognized by North Georgia Technical College.
- The President shall review the application documents and tender a decision to accept or deny the recommendation from the SGA. The decision of the President shall be final.

The purposes and proposed activities of all groups or student organizations shall be clearly related to the educational goals and mission of the College. Fund-raising projects are under the ultimate control of the President and must follow NGTC, State Board of the Technical College System of Georgia, and State of Georgia guidelines and procedures. All student organization applications for fund raising are submitted to the Vice President for Student Affairs for approval as the President’s designee.

**Campus Life/Student Activities**

**Social Activities**
The Campus Life Office sponsors student activities throughout the academic year on the Clarkesville, Currahee, and Blairsville campuses. These activities may include a wellness fair, fall festival, health seminars, Lunch & Learn, Snacks & Facts, campus cup competitions, and intramural sports. Field trips may include rafting, professional sports events, Six Flags, etc. A game room, weight room, swimming pool, and tennis courts are also available for students at the Clarkesville Campus. Activity rooms are available on the Currahee and Blairsville campuses.

**Intramural Activities**
Athletic facilities on the Clarkesville Campus include a gymnasium with indoor courts for basketball and other games. Outdoor facilities include a swimming pool, softball field, basketball goals, tennis courts, sand volleyball court, multi-purpose field, and a walking/running/biking trail (Ben Purcell Trail). A program of intramural sports is provided for all students wishing to participate. Students may join a team for flag football, softball, basketball, soccer, volleyball and disc golf making competition keen as each team seeks to capture the institution championship.

**Rec-Check**
All NGTC students have access to “Rec-Check” located on the Clarkesville Campus. Rec-Check has activity equipment for check-out. Included are items such as tennis rackets and balls, tents, sleeping bags, bicycles, gaming systems, and much more.
Student Centers
The Carlton Center on the Clarkesville Campus offers a meeting room for students, a television room, movies, and vending machines for food and drinks. Many activities are available such as video games, pool tables, ping pong, darts, foosball, air hockey, and a weight room. The Student Center at the Blairsville and Currahee campuses offer a leisurely setting for the enjoyment of students and staff.

Mountain Recreation Opportunities
Because the North Georgia Technical College campuses are located in the mountains, students have ample opportunity to enjoy the benefits of the area recreation facilities, including rivers, lakes, the Chattahoochee National Forest, the Appalachian Trail, and more.

Student Rights and Responsibilities

Student Right to Know
Every postsecondary education institution is required by law to disclose its graduation rate annually. The 2016 graduation rate, based on the TCSG System Scorecard, is 62.3%.

Privacy of Student Records – Family Educational Rights and Privacy Act (FERPA) and Applicant Records
The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day the college receives a request for access. A student should submit to the FERPA Coordinator a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

3. The right to provide written consent before the college discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees or board of directors; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the college who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities for the college.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202.

For more information, contact:
Dr. Michele Shirley, FERPA Coordinator
North Georgia Technical College
P.O. Box 65
Clarkesville, GA 30523
Phone: (706) 754-7724
E-mail: mshirley@northgatech.edu

North Georgia Technical College has placed overall responsibility for administration of all student records with the Vice President for Student Affairs or his/her designee, who is designated the FERPA Coordinator. Separate records/files may be maintained by the following categories: admissions, academic, medical, psychiatric and counseling, financial aid, disciplinary, and financial. Only faculty and staff with a legitimate educational interest in the student’s records will be permitted access. Certain third-party governmental agencies have access to a student’s records without prior consent. These records are located in the Clegg Building on the Clarkesville Campus and in the Student Affairs Office on the Blairsville and Currahee campuses.

Directory Information
North Georgia Technical College and TCSG define "directory information" as follows:

• Full name of student
• Address
• County of residence
• Email address
• Major and field(s) of study
• Degrees and awards including nature and date received
• Dates of attendance
• Enrollment status (i.e., full or part-time, undergraduate, graduate)
• Participation in official sports and activities
• Photograph(s)

Additionally, certain state and federal laws require the release of certain student information without prior notification to the student.

Practice of Nondisclosure
All North Georgia Technical College officials will follow strict federal and state policies that information contained in a student’s record is confidential and may not be disclosed to a third party without the student’s prior written consent except as otherwise provided in the Technical College System of Georgia’s policy manual found online at the college’s website.
Fees for Copies
Transcripts will be issued at a fee of $5 each. (See the “Tuition and Fees” section for further information.) The fee for copying any other records is the actual copying cost of 25 cents per page. The institution reserves the right to deny transcripts or copies of records not required by the FERPA in any of the following situations:
- The student has unpaid financial obligations to the institution.
- There is an unresolved disciplinary action against the student.
- There is an unresolved litigation between the student and the institution.

Sexual Harassment
NOTICE: Important update to this procedure is found in the addendum and on the college main webpage at: https://northgatech.edu/about-the-college/sexual-harassment-and-title-ix
The procedures of North Georgia Technical College are established for all employees and students to be able to enjoy a work and educational environment that is free from all forms of discrimination, including sexual harassment. North Georgia Technical College follows TCSG procedure regarding student conduct codes and unlawful harassment and discrimination of students.

The U.S. Department of Education defines sexual harassment as verbal or physical conduct of a sexual nature imposed on the basis of sex, by an employee or student that denies limits, provides different, or conditions the provision of aid, benefits, services, or treatment protected under Title IX. Prohibited conduct is that which:
- Is sexually motivated or of a sexual nature when that conduct creates an intimidating, hostile, or offensive environment.
- Is used as a factor in employment or academic decision.
- Unreasonably interferes with an individual’s work or academic performance.

Sexual harassment is an unlawful practice under federal law and is a form of discrimination that is specifically prohibited at North Georgia Technical College. Any student or employee who violates this procedure will be subject to disciplinary action.

Anyone believing they have been harassed sexually should report it immediately to the Equity Coordinator at (706) 754-7855. Any complaint of sexual harassment will be reviewed under the college’s grievance procedure for handling complaints of discrimination. Information regarding the grievance procedure may be obtained from the Vice President for Student Affairs’ Office.

Personal Belongings
When a student graduates or terminates training at North Georgia Technical College, all personal belongings must be removed from campus at time of checkout. If a student cannot remove his/her belongings at that time, he/she will be given two weeks or the last date of the semester (whichever comes first) to remove all of his/her belongings from campus. College personnel will not be responsible for any personal items left in the classroom, the residence hall, or any other campus location. Any unclaimed items, including motor vehicles or major appliances, will be removed from the campus after two weeks; and the student will be charged for the removal.

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 college officials, a student’s conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the atmosphere of collegiality and mutual respect on campus. This procedure is
intended to provide an orderly protocol for handling student disciplinary cases in accordance with the principles of due process and justice.

Students admitted to North Georgia Technical College are expected to be mature, to be law-abiding, and to have acceptable personal standards of conduct and ethics. Also, students are expected to have a responsible attitude toward regulations and standards of the college and the laws of the community, state, and nation, and to respect their fellow students. These regulations state clearly some things which students must do and some specific things which they must not do if they wish to remain associated with the institution. North Georgia Technical College, however, does not attempt to define by formal rules every action that is forbidden.

Reinstatement
Any student who is dismissed from the college for either academic or disciplinary reasons, who voluntarily withdraws while not in good standing, or who is on any type of probationary status and desires reinstatement must make a request for reinstatement in writing to the Vice President for Student Affairs. All decisions regarding reinstatement are made by the NGTC Admissions Committee. *

*The North Georgia Technical College Admissions Committee consists of the North Georgia Technical College Vice President for Student Affairs, Financial Aid Director, Director of Career Services, Dean for Student Affairs, Admissions Director, and anyone appointed by the Vice President for Student Affairs.

Definitions
**Business Days:** Weekdays that North Georgia Technical College’s administrative offices are open.

**Hearing Body:** Any person or persons authorized by the president of North Georgia Technical College to provide a hearing as provided in this procedure.

**Member of North Georgia Technical College:** Any person who is a Faculty Member, Staff Member or any other person(s) employed by North Georgia Technical College.

**Policy:** The written regulations of North Georgia Technical College as found in, but not limited to, the Student Code of Conduct, North Georgia Technical College Course Catalog/Student Handbook, Students Handbook(s), Technical College Catalog(s), North Georgia Technical College Policy and Procedure Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.

**Student:** All persons taking courses at North Georgia Technical College, both full-time and 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 North Georgia Technical College are considered “students.”

**Student Organization:** Any number of persons who have complied with the formal requirements for North Georgia Technical College recognition.

**Technical College:** North Georgia Technical College, a college within the Technical College System of Georgia.

**Technical College Official:** Any person employed by North Georgia Technical College, performing assigned administrative responsibilities on a part-time, full-time, or adjunct basis.

**Technical College Premises:** All land, buildings, facilities, and other property in the possession of or owned, used, or controlled by North Georgia Technical College (including adjacent streets and sidewalks).

**Academic Misconduct:** Includes, but is not limited to, the definition found in the North Georgia Technical College Course Catalog/Student Handbook.
Procedure for Filing a Student Code of Conduct Complaint

Any person may file a complaint with the Vice President for Student Affairs or the President’s designee against any student for an alleged violation of the Student Code of Conduct. The individual(s) initiating the action should provide a written description of the incident to the Vice President for Student Affairs or the President’s designee.

Academic Misconduct is handled through the Office of the Vice President for Student Affairs and the Office of the Vice President of Academic Affairs. An incident of Academic Misconduct may result in academic and disciplinary consequences.

A. Investigation and Decision

1. Within five business days after the Student Code of Conduct Complaint Form (the “Complaint”) is filed, the Vice President for Student Affairs or the President’s designee shall complete a preliminary investigation of the incident, and schedule a meeting with the student against whom the complaint was filed in order to discuss the incident and the allegations. In the event that additional time is necessary, the student will be notified. After discussing the complaint with the student, the Vice President for Student Affairs or the President’s designee shall determine whether the student committed the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct.

2. The student shall have five (5) business days from the date contacted by the Vice President for Student Affairs or the technical college president’s designee to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond to the Vice President for Student Affairs or the President’s designee within five (5) business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the Vice President for Student Affairs or the President’s designee will consider the available evidence without student input and make a determination.

3. In the event that a complaint alleges violations of the Student Code of Conduct by more than one student, each student’s disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.

4. If the Vice President for Student Affairs or the President’s designee determines that the student has violated the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described below. If the Vice President for Student Affairs or the President’s designee determines that the alleged conduct did not occur, or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

B. Disciplinary Sanctions

Based on the severity of the incident, the Vice President for Student Affairs may take one of two actions:

1. After a determination that a student has violated the Student Code of Conduct, the Vice President for Student Affairs or the President’s designee may impose, without referral to the Hearing Body, one or more of the following sanctions. Notification shall be sent to the student and the person(s) who initially filed the complaint.

   a) 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.
b) 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, and that any further violation may result in more serious sanctions.

c) Restriction – A restriction upon a student’s privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent the technical college in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.

d) 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.

e) Failing or lowered grade – In cases of Academic Misconduct, the Vice President for Student Affairs or the technical college president’s designee will make a recommendation to the Vice President for Academic 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.

f) Monetary Fine – A fine may be imposed on a student to emphasize the seriousness of the violation. The student will have a minimum of 10 days to pay the fine and a hold will be placed on their account until such a time as the fine is paid.

2. After a determination that a student has violated the Student Code of conduct, the Vice President for Student Affairs or the President’s designee may recommend the imposition of one of the following sanctions if appropriate. The Vice President for Student Affairs’ recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions, as well as those described 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, North Georgia Technical College controlled facilities, programs, events, and activities. A record of the reason for the student’s dismissal is maintained by Vice President for Student Affairs or the President’s designee. Students who have been dismissed from the technical college for any reason may apply in writing to the Vice President for Student Affairs 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 Vice President for Student Affairs or the technical college president’s designee.
c) **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 Vice President for Student Affairs or the President’s 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 or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other technical college-related activities. If an interim disciplinary suspension is imposed, the matter must be referred as soon as possible to the Hearing Body. The student need not request an appeal.

d) **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.

C. **Violation of Federal, State, or Local Law**

1. 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.

2. 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.

3. 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.

D. **Conditions of Disciplinary Suspension and Expulsion**

1. A student who has been suspended or expelled from the technical college shall be denied all privileges afforded a student and shall be required to vacate technical college premises at a time determined by the Vice President for Student Affairs or the President’s designee.

2. In addition, after vacating the technical college premises, a suspended or expelled student may not enter upon the technical college premises at any time, for any purpose, in the absence of written permission from the Vice President for Student Affairs or the President’s designee. A suspended or expelled student must contact the Vice President for Student Affairs or the President’s designee for permission to enter the technical college premises for a limited, specified purpose.
3. If the student seeks to submit a signed Disciplinary Sanction Appeal Form, the Vice President for Student Affairs or the President’s designee must accept the form by mail or fax if he/she refuses the student’s request to enter the North Georgia Technical College premises for that specified purpose.

4. A scheduled appeal hearing before the Hearing Body shall be understood as expressed permission from the Vice President for Student Affairs or the President’s designee for a student to enter the technical college premises for the duration of that hearing.

E. Mediation

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

F. Hearing/Appeals Procedure

1. A student who wishes to appeal a disciplinary decision by the Vice President for Student Affairs or the President’s designee regarding an assigned sanction of restitution, reprimand, restriction, disciplinary probation, monetary fine, or failing or lowered grade must file a written notice of appeal through the President's office for review by the Hearing Body within five (5) 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 Vice President for Student Affairs or the President’s designee recommended a sanction of disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the matter will be referred to the Hearing Body by the Vice President for Student Affairs. The student need not file a written notice of his or her desire to appear before the Hearing Body. The person filing the initial complaint shall also be given notification of the hearing.

3. The student will then have the right to appear in a hearing before a Hearing Body assigned by the technical college president or his/her designee within ten (10) business days to present evidence and/or testimony. If the student has been placed on an interim disciplinary suspension, the hearing must be held as soon as possible, preferably within five (5) days. The student has the right to be assisted by any single advisor he/she chooses, at his/her own expense. The student is responsible for presenting his/her own information and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Hearing Body. The Hearing Body may consist of a single person or a group of people drawn from the Technical College. There shall be a single official record, such as a tape recording, of all hearings before the Hearing Body. The official record shall be the property of the technical college. The standard of proof in all hearings shall be a preponderance of the evidence. The chairperson of the Hearing Body shall notify the President and the Vice President for Student Affairs in writing of the Hearing Body’s decision. The President or the President’s designee will notify the student in writing of the Hearing Body’s decision.

4. If the student appeared before the Hearing Body to appeal the Vice President for Student Affairs or the President’s designee’s sanction of restitution, reprimand, restriction, disciplinary probation, monetary fine, or failing or lowered grade, the Hearing Body’s decision regarding the appeal is final. The President or the President’s designee will notify the student and the person who filed the original complaint in writing of the Hearing Body’s decision.
5. If the student appeared before the Hearing Body after the Vice President for Student Affairs or the President’s designee recommended disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the student shall have the opportunity to appeal directly to the President.

6. If entitled to an appeal to the President, the student shall have five (5) business days after receiving written notification of the Hearing Body’s decision to request in writing an appeal. The student shall ensure that all relevant information is included with this request. The person who filed the original complaint shall be notified of the student’s appeal.

7. The 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 President or his/her designee shall deliver the decision to the student and the person who filed the original complaint within ten (10) business days. The decision of the President or his/her designee shall be final and binding.

G. Document Retention

The Vice President for Student Affairs or the 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 Vice President for Student Affairs or the President’s designee will also retain records of any disciplinary appeals filed by the affected student, as well as the resulting record of appeal and decision submitted by the Hearing Body and the technical college president or his/her designee. A record of the final decision must also be retained. All records specified in this section shall be retained for a period of five years.

Grievance Procedure

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

DEFINITIONS

**Grievable issues:** Issues arising from the application of a policy/procedure to the student’s specific case is always grievable. Specifically grievable are issues related to student advisement, improper disclosure of grades, unfair testing procedures and poor treatment of students; this is a representative list and is not meant to be exhaustive.

**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.

**Business days:** Weekdays that the college administrative offices are open.

**Vice President for Student Affairs (VPSA):** The staff member in charge of the student affairs division at the college.

**Retaliation:** Unfavorable action taken, condition created, or other action taken by a student/employee for the purpose of intimidation directed toward a student because the student initiated a grievance or participated in an investigation of a grievance.

**Grievant:** The student who is making the complaint.
Procedure for Filing a Grievance

For all timelines established herein, if a student will need additional time, an extension may be granted at the Vice President for Student Affairs’ discretion.

A. Informal Grievance Procedure: Students with grievable issues should resolve those issues, if possible, on an informal basis without the filing of a formal grievance.
   a. A student has ten (10) business days from the date of the incident being grieved to resolve the matter informally by approaching his/her instructor, department chair or any other staff or faculty member directly involved in the grieved incident.
   b. If this process does not result in a resolution of the grievable issue, the student may proceed to the formal grievance procedure below.

B. Formal Grievance Procedure: If a student cannot resolve their grievance informally, he or she may use this formal grievance procedure.
   a. Within fifteen (15) business days of the incident being grieved, the student must file a formal grievance in the office of the Vice President for Student Affairs (VPSA) or the President’s designee with the following information:
      1) Name
      2) Date
      3) Brief description of incident being grieved
      4) Remedy requested
      5) Signature
      6) Informal remedy attempted by student and outcome
   b. If the grievance is against the VPSA, the student shall file the grievance with the President’s office.
   c. The VPSA, or the President’s designee, will investigate the matter and supply a written response to the student within fifteen (15) business days.
   d. 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.
   e. 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.
   f. The VPSA, or the President’s designee, shall be granted an additional fifteen (15) business days to investigate the grievance upon notice to the grieving student.

C. Appeal: The student may appeal the decision rendered by the VPSA or the President’s designee to the President. Only the student has the right to appeal.
   a. A student shall file a written appeal to the President within five (5) business days of receiving the response of the investigation of the formal grievance.
   b. 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.
   c. At the sole discretion of the President, grievance appeals at the institution may be held in one of the following two ways:
      1) The President may review the information provided by the student and administration and make the final decision; or
2. The President may appoint a cross-functional committee to make the final decision. The decision of either the President or the cross-functional committee shall be made within ten (10) business days of receipt of the appeal.

d. Whichever process is chosen by the President the decision of the grievance appeal is final.

D. Retaliation: Retaliation against a student for filing a grievance is strictly prohibited.

E. Student Complaints: All student complaints are recorded in the student complaint log, which is maintained by the Office of the Vice President for Student Affairs. The complaint log is reviewed annually by the Vice President for Student Affairs in order to identify trends and address recurring problems.

F. Document Retention: Documents relating to formal grievances including investigations, dispositions and the grievance itself shall be held for five (5) years after the graduation of the student or the date of the student’s last attendance.

Student Code of Conduct

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

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

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

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

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

Business Days: Weekdays that North Georgia Technical College’s administrative offices are open.

Faculty Member: Any person hired by North Georgia Technical College to conduct teaching, service, or research activities.

Hearing Body: Any person or persons authorized by the president of a technical college to provide a hearing as defined in the Student Disciplinary Procedure.

Member of North Georgia Technical College: Any person who is a student, faculty member, contractor, technical college official or any other person/s involved with North Georgia Technical College, involved in the community or employed by North Georgia Technical College.


Student: All persons taking courses at North Georgia 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 who have a continuing relationship with North Georgia Technical College are considered “students.”

Student Organization: Any number of persons who have complied with the formal requirements for North Georgia Technical College recognition.

System: The Technical College System of Georgia or TCSG.

Technical College: North Georgia Technical College, a college within the Technical College System of Georgia.

Technical College Official: Any person employed by North Georgia Technical College, performing assigned responsibilities on a part-time, full-time, or adjunct basis.

Technical College Premises: All land, buildings, facilities, and other property in the possession of or owned, used, or controlled by North Georgia Technical College (including adjacent streets and sidewalks).

Proscribed Conduct

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

A. ACADEMIC

Academic Misconduct Definitions

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

1. Aiding and Abetting Academic Misconduct

   Knowingly helping, procuring, encouraging or otherwise assisting another person to engage in academic misconduct.

2. Cheating

   a. Use and/or possession of unauthorized material or technology during an examination, or any other written or oral work submitted for evaluation and/or a grade, such as tape cassettes, notes, tests, calculators, computer programs, cell phones and/or smart phones, or other electronic devices.

   b. Obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person’s knowledge.

   c. Furnishing assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade to another person.

   d. Possessing, using, distributing or selling unauthorized copies of an examination, computer program, or any other written or oral work submitted for evaluation and/or a grade.
e. Representing as one’s own an examination or any other written or oral work submitted for evaluation and/or a grade created by another person.

f. Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.

g. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.

h. Obtaining teacher edition text books, test banks, or other instructional materials that are only intended to be accessed by technical college officials, college administrator or faculty member.

3. Fabrication
The falsification of any information or citation in an examination or any other written or oral work submitted for evaluation and/or a grade.

4. Plagiarism
a. Submitting another’s published or unpublished work in whole, in part or in paraphrase, as one’s own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.

b. Submitting as one's own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.

c. Submitting as one’s own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

B. NON-ACADEMIC MISCONDUCT
Non-Academic Misconduct includes, but is not limited to, the following:

1. Behavior
a. Indecent Conduct: lewd or indecent conduct; or distribution of obscene or libelous written or electronic material.

b. Violence: physical abuse of any person (including dating violence, domestic violence or sexual violence) on technical college premises or at technical college-sponsored or technical college-supervised functions, including physical actions which threaten or endanger the health or safety of any such persons. This includes fighting and/or other disruptive behavior, which includes any action or threat of violence which endangers the peace, safety, or orderly function of North Georgia Technical College, its facilities, or persons engaged in the business of North Georgia Technical College. Note: certain physical abuse may also be considered unlawful harassment.

c. Harassment: North Georgia Technical College prohibits unlawful conduct based on race, color, creed, national or ethnic origin, gender, religion, disability, age, genetic information, political affiliation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status addressed directly to any individual or group that has the purpose or effect of unreasonably and objectively interfering with that individual or group’s: (1) performance, (2) work or educational environment or (3) ability to participate in an educational program or activity. North Georgia 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.
**STUDENT AFFAIRS**

d. Disruption: prohibits activities not otherwise protected by law including the First Amendment to the Constitution of the United States of America, which intentionally obstructs or interrupts teaching, research, administration, disciplinary proceedings or other technical college activities, including public service functions and other duly authorized activities on technical college premises or at technical college-sponsored activity sites.

e. Failure to Comply: Failure to comply with lawful directions of technical college officials and/or failure to identify oneself to these persons when requested to do so.

2. **Professionalism**

   a. Personal Appearance: Refer to North Georgia Technical College Dress Code.

3. **Use of Technical College Property**

   a. Theft and Damage: prohibits theft of, misuse of, or harm to technical college property, or theft of or damage to property of a member of North Georgia Technical College community or a campus visitor on technical college premises or at a technical college function.

   b. Occupation or Seizure: illegal occupation or seizure in any manner of technical college property, a technical college premises, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.

   c. Presence on technical college premises: prohibits unauthorized entry upon technical college premises; unauthorized entry into technical college premises or a portion thereof which has been restricted in use; unauthorized presence in technical college premises after closing hours; or furnishing false information to gain entry upon technical college premises.

   d. Assembly: prohibits participation in or conducting an unauthorized gathering that objectively threatens or causes injury to person or property or that interferes with free access to technical college facilities or that is unprotected by the First Amendment to the Constitution of the United States of America and objectively harmful, obstructive, or disruptive to the educational process or functions of North Georgia Technical College.

   e. Fire Alarms: prohibits setting off a fire alarm or using or tampering with any fire safety equipment on technical college premises or at technical 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 technical college official.

   f. Obstruction: prohibits obstruction of the free flow of pedestrian or vehicular traffic on technical college premises or at technical college sponsored or supervised functions. Refer to North Georgia Technical College Parking Rules and Regulations.

4. **Drugs, Alcohol and Other Substances**

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

   a. Alcohol: Students must comply with all state and federal laws regulating alcohol as well as TCSG Policy II.C.6, Alcohol on Campus. Alcoholic beverages may not be served or sold at any student sponsored function. Students being in a state of intoxication on technical college premises or at technical college-sponsored or supervised functions (including off-campus functions), internships, externships, practicum, clinical sites, co-operative or academic sponsored programs or activities or in a technical college-owned vehicle is prohibited.
S T U D E N T  A F F A I R S

b. Controlled substances, illegal drugs and drug paraphernalia: North Georgia Technical College prohibits possession, use, sale, or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.

c. Food: North Georgia Technical College prohibits eating and/or drinking in classrooms, shops, and labs or other unauthorized areas on technical college premises, unless otherwise permitted by technical college officials.

d. Smoking/Tobacco: North Georgia Technical College prohibits smoking, or using other forms of electronic (e.g. VAPE) alternative smoking devices or other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on technical college premises regardless of tobacco content. Refer to the Technical College System of Georgia Tobacco Procedure.

5. Use of Technology

a. Damage and Destruction: Destruction of or harm to equipment, software, or data belonging to North Georgia Technical College or to others is considered unacceptable usage. This may include altering, downloading, or installing software on technical college computers, tampering with computer hardware or software configuration, improper access to North Georgia Technical College's network, and disconnection of technical college computers or devices.

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

c. Harassment: North Georgia Technical College prohibits the use of computer technology to objectively interfere with another’s legal right to be free from harassment based on that individual's race, color, creed, genetic information, national or ethnic origin, gender, religion, disability, age, political affirmation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status.

d. Unacceptable Use: Use of computing facilities to interfere with the work of another student, faculty member or technical college official. This includes the unauthorized use of another individual's identification and password. North Georgia Technical College prohibits any additional violation to the Technical College System of Georgia's Acceptable Computer and Internet Use procedure.
6. Weapons
The Technical College System of Georgia is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on college building or property shall be governed by Georgia state law. All individuals are expected to comply with the related laws. Failure to follow laws pertaining to weapons is considered a violation of the Student Code of Conduct. Relevant Georgia laws to be aware of and compliant with include but may not be limited to:
O.C.G.A.§ 16-8-12(a)(6)(A)(iii)
O.C.G.A.§ 16-7-80
O.C.G.A.§ 16-7-81
O.C.G.A.§ 16-7-85
O.C.G.A.§ 16-11-121
O.C.G.A.§ 16-11-125.1
O.C.G.A.§ 16-11-126
O.C.G.A.§ 16-11-127
O.C.G.A.§ 16-11-127.1
O.C.G.A.§ 16-11-129
O.C.G.A.§ 16-11-130
O.C.G.A.§ 16-11-133
O.C.G.A.§ 16-11-135
O.C.G.A.§ 16-11-137
O.C.G.A.§ 43-38-10

7. Gambling
The Technical College System of Georgia prohibits the violation of federal, state or local gambling laws on technical college premises or at technical college sponsored or supervised activities.

8. Parking
North Georgia Technical College prohibits violation of the College’s regulations regarding the operation and parking of motor vehicles on or around North Georgia Technical College premises.

9. Financial Irresponsibility
North Georgia Technical College prohibits the theft or misappropriation of any technical college, student organization or other assets.

10. 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, co-operative, or any academic sponsored programs or activities, student organizations or students who reside in on-campus housing.

11. Aiding and Abetting
Aiding, abetting, or procuring another person to do an activity which otherwise violates this Code of Conduct is prohibited.
12. Falsification of Documentation

Disciplinary proceedings may be instituted against a student who falsifies any documentation related to North Georgia Technical College either to the technical college or to others in the community, including, but not limited to falsification of: technical college transcripts; transcripts or other documentation from other institutions to obtain credit from or admission to the technical college; technical college report cards or other grade reports; documentation related to a student’s citizenship status; tests, homework, attendance records; signature of any technical college employee in his or her official capacity; signatures of any employee of a clinical or internship site where the student is participating in an educational program associated with the technical college or records related to any clinical, internship or other academic activity associated with the technical college.

13. Violation of Law

a. If a Student is convicted or pleads Nolo Contendere to an on-campus or off-campus violation of federal, state, or local law, but not has not been charged with any other violation of the Student Code of Conduct, disciplinary action may nevertheless be taken and sanctions imposed if the violation of federal, state or local law is detrimental to North Georgia Technical College's vital interests and stated mission and purpose.

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

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

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

a. Failure to obey the notification of the Vice President for Student Affairs or North Georgia Technical College president's designee, Hearing Body, Appellate Board or Technical College Official.

b. Falsification, distortion, or misrepresentation of information in a judicial proceeding.

c. Disruption or interference with the orderly conduct of a disciplinary proceeding.

d. Initiating a disciplinary proceeding knowingly without cause.

e. Attempting to discourage an individual's proper participation in, or use of, the disciplinary process.

f. Attempting to influence the impartiality of a member of a Hearing Body, or Appellate Board prior to, and/or during the course of, the disciplinary proceeding.

g. Harassment (verbal or physical) and/or intimidation of a member of a Hearing Body, or Appellate Board prior to, during, and/or after a disciplinary proceeding.

h. Failure to comply with the sanction(s) imposed under the Student Code.
Expressly Prohibited Are:

- Behavior that jeopardizes the safety or well-being of other members of the college community or persons coming onto college property.
- Harassment of, or interference with, security officers, law officers, fire fighters or other persons engaged in the performance of their official duties.
- Small children present on the training site or in the residence hall at any time for visiting or babysitting purposes (safety and insurance considerations make this procedure mandatory).

Campus Dress Code

One of the major objectives of North Georgia Technical College is to provide realistic occupational training for all students. Working conditions common to those found in business and industry are simulated as closely as possible. Students are required to meet standards of dress determined by faculty, the campus safety officer, and the Vice President for Student Affairs.

The following regulations shall be observed for dress and grooming by all students:

- Cleanliness of person and clothing is required.
- Shirts and shoes are to be worn at all times.
- Use of offensive, obscene, or abusive words or symbols on clothing is not permitted.
- Longer, knee-length type of shorts such as dress shorts and bermudas are acceptable. Short shorts and running/gym shorts are not permitted unless participating in a college-sanctioned sports activity.
- Tank tops, halter tops, tube tops, or other garments defined as skimpy, scooped out at the neck and shoulder, or showing excessive amounts of skin area are considered inappropriate dress.
- Excessively long hair and beards may be deemed safety hazards in certain occupational programs.
- Clothing referred to as pajama pants, lounge wear, and sleep wear are not acceptable dress.

In addition to these general standards, dress requirements may vary in the classroom, laboratory, and shop areas to comply with safety and occupationally required dress. (Refer to Department Lab Management and Chemical Hygiene Plan.) Failure to comply with those standards by students enrolled in the particular department may result in termination from class.

Disorderly Conduct

Disorderly or obscene conduct or breach of the peace on college property or at any function sponsored or supervised by the college or any recognized institutional organization is prohibited.

No student shall push, strike, or physically assault any member of the college staff or student body or any visitor to the campus. Conduct on college property that materially interferes with the normal operation of the college or the requirements of appropriate discipline is prohibited.

No student shall interfere with, give false name to, or fail to cooperate with, any properly identified members of the faculty, administration, or other staff personnel while these persons are performing their duties.

Any behavior on campus which is obscene or which is clearly beyond the acceptable standards of the community is prohibited. Intoxicating liquors, all forms of illegal drugs, profane language, gambling, and hazing are prohibited.
Disorderly Assembly
No student or group of students shall assemble on campus for the purpose of creating a riot or disturbance or disorderly diversion that interferes with the normal operation of the college. Students do have the right to peaceful, non-disruptive assembly.

No student or group of students shall obstruct the free movement of other persons about the campus, interfere with the use of the college facilities, or materially interfere with the normal operation of the college with authorized events being held on campus.

Drug-Free Workplace
North Georgia Technical College is a responsible segment of the society; and, as an educational institution, neither permits nor condones illegal drugs and narcotics. The college stands behind the laws of federal, state, and local governments concerning drugs and narcotics. The unlawful manufacture, distribution, dispensing, possession, or use of controlled substances represents a danger to the welfare of the individual as well as to the welfare of the North Georgia Technical College community.

Any student found manufacturing, distributing, dispensing, possessing, or using controlled substances will be subject to immediate expulsion from North Georgia Technical College and may be turned over to local authorities for legal action. Any student who is convicted of a violation of controlled substances must, as required by the Drug-Free Workplace Act of 1988, report such a conviction to the Vice President for Student Affairs no later than five (5) days after such a conviction. Compliance with the Drug-Free Workplace Act further requires the college to notify the United States Department of Education of such conviction within ten (10) days after receiving notice of the conviction.

Any student who voluntarily seeks counseling for abuse of controlled substances, or who may be deemed by college officials to need treatment, may secure information regarding approved drug assistance or rehabilitation programs from the Dean for Student Affairs or the Director of Student Affairs, Blairsville Campus or the Director of Student Affairs, Currahee Campus.

If a student is dismissed for violation of an institutional regulation of controlled substances, he or she must have a professional evaluation before re-admission will be considered. If the evaluation indicates that a treatment or counseling program is necessary, the student must complete such a program before there can be any consideration for re-admission. After completion of a treatment or counseling program, the student may appeal for re-admission upon the recommendation of his or her counselor. Such an appeal must be directed to the Vice President for Student Affairs.

Drug and Alcohol Procedure
The use, possession, distribution, or transportation of alcoholic beverages by North Georgia Technical College students is strictly forbidden on campus and at any off-campus activity that is sponsored by or in the name of any institutional organization, department, or group.

Beverages identified as non-alcoholic beer are prohibited. Any student who returns to any North Georgia Technical College campus under the influence of alcohol and/or drugs shall be subject to disciplinary action. All students are subject to a breathalyzer test. Failure to cooperate will result in full disciplinary action. NOTE: All city, state, and federal laws will be enforced.

Federal law permits North Georgia Technical College to disclose to parents/guardians violations of not only local, state, and federal laws but also college policies and rules governing the use of and/or possession of alcohol or controlled substances. (Section 952, Alcohol or Drug Possession Disclosure, of the Higher Education Act 10/99).
**Fire Safety**

No student shall tamper with fire safety equipment. The unauthorized possession, sale, distribution, or use of any incendiary device is prohibited. No student shall set or cause to be set any unauthorized fire in or on college property. The possession or use of fireworks on college property is prohibited. No student shall make, or cause to be made, a false fire alarm. Doing so will be considered a serious incident.

Fines may be assessed and/or other disciplinary actions may be taken with anyone known to make a false fire alarm. Similar actions may be taken with all resident students if it is not known who caused the false alarm.

North Georgia Technical College is subject to fire and tornado drills without prior notice. Students are expected to comply with official practices and procedures regarding established fire drills and severe weather alerts. Students who do not comply will be subject to disciplinary action.

**Hazing**

Hazing in any form is prohibited.

**Campus Loitering**

Loitering is not permitted at North Georgia Technical College.

**Theft**

No student shall take, attempt to take, or keep in his or her possession North Georgia Technical College property or items belonging to students, faculty, staff, or student groups. A person found guilty of theft is subject to automatic dismissal.

**Misuse of College Name**

Use of the college name for soliciting funds or other activity without approval of proper college authorities or any misuse of the college’s name is prohibited.

**Falsification of Records**

No student shall alter, counterfeit, forge or cause to be altered, counterfeited, or forged any record, name, form, or document used by the college.

**Unauthorized Entry of College Facilities**

No student shall make unauthorized entry into a college building, office, or facility; nor shall any person remain without authorization in any building after normal closing hours. No student shall make unauthorized use of any institutional facility. Unauthorized possession or use of college keys is prohibited.

Faculty is directed to insure that students or unauthorized persons do not remain in their departments during breaks, lunchtime, or after college hours. If the faculty is present and wishes to allow students to remain, this is permissible; however, all classrooms and departments will be locked when faculty is not present. An exception may be made for work-study students assigned to the department and with the faculty’s knowledge and approval. No student may enter the instructional department after hours.

Also, administrative areas, warehouse, and barn areas are off limits to all students except during regular class hours.
**Academic Misconduct**

No student shall receive or give assistance in the preparation of any class assignment unless authorized by the faculty. No student shall take or attempt to take, in an unauthorized manner, any class material. Students found cheating will face disciplinary action and will receive a zero for the assignment, project, or exam. Any action of cheating which reaches beyond the individual may face expulsion.

The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the faculty in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the Technical College faculty or staff.

Plagiarism is prohibited. Plagiarism is the taking, using, quoting, and/or re-writing of another’s words, statements, or ideas without giving credit to the original author; in other words, it is literary theft. Plagiarism is also defined as the purchase of an entire work, such as an essay, from an outside source and submitting it as original work. Students who are found to have committed blatant plagiarism will receive a grade of “F” for the course; the penalty for accidental plagiarism may include a grade of zero on the assignment.

Students need to familiarize themselves with what constitutes plagiarism. Some (but not all) examples follow:

1. Quoting one or more passages from a source and failing to cite (give credit to) the original author(s)
2. Paraphrasing one or more passages from an outside source and failing to cite (give credit) the original author(s)
3. Purchasing an assignment and submitting it as the student’s own work
4. Having another person write the assignment for the student and then submitting it as the student’s original work
5. Copying and pasting outside material into a document without giving proper credit to the original author(s)
6. Keyboarding information from an outside source and submitting it as original work OR failing to give credit to the original author(s)

Plagiarism can be further categorized into **blatant plagiarism** and **accidental plagiarism**.

Some (but not all) examples of blatant plagiarism include:

1. Willfully and blatantly copying sections of another’s work and submitting it as the student’s own
2. Purchasing the work from another and submitting it as original work
3. Using a work that has been previously submitted for a grade in another class without asking consent from the current instructor

Students committing blatant plagiarism will face disciplinary action up to and including failure of the course.

Some (but not all) examples of accidental plagiarism include:

1. Failing to include the parenthetical documentation at the end of the quote or paraphrase
2. Failing to include a source on the Works Cited page

The penalty for committing accidental plagiarism is at the instructor’s discretion but may include receiving a zero on the assignment.
Any student who has been found to have committed plagiarism has the right to appeal. The student’s written appeal of the decision must be filed with supporting documentation to the Dean for Academic Affairs no later than seven (7) calendar days from the date the instructor provided a written decision/grade for the assignment in question. The appeal will then be submitted to the Academic Appeals Committee. This committee will be composed of two instructors, two students, and the Dean for Academic Affairs. This committee will meet with the student within four business days from receipt of the appeal. The Dean will provide a written response to the student’s appeal within two business days of the committee’s decision.

If the issue is still not resolved, the student may file a written academic appeal, using the same form with all supporting documentation attached, to the Vice President for Academic Affairs for review. The Vice President for Academic Affairs will respond in writing to the student with a decision. The decision of the Vice President for Academic Affairs shall be final.

Acceptable Computer and Internet Use
North Georgia Technical College owns and operates a variety of instructional computer systems which are provided for the use of North Georgia Technical College students, faculty, and staff in support of the educational programs of the college and which are to be used for such related activities only. All students, faculty, and staff are responsible for seeing that these computer facilities are used in an effective, efficient, ethical, and lawful manner. The complete policy is on the NGTC website, and is available in all computer labs. It defines acceptable use of these instructional computer systems. Unacceptable use is prohibited and is grounds for loss of computer privileges, as well as prosecution under federal, state, and local law.

System administrators may develop additional, more detailed guidelines as needed for any of the college’s instructional computer systems. These guidelines will cover such issues as allowable connect time and disk space, handling of irretrievable mail, responsibility for account approval, copyright issues, actions for inappropriate use, and other items related to administering the system.

Intellectual Property
North Georgia Technical College encourages the development, writing, invention, or production of intellectual property designed to improve the productivity of the college or to enhance teaching and learning. An employee or student creating work for the College or its use represents and warrants that such work:

- does not violate any law;
- does not violate or infringe any intellectual property right of any person or organization; and
- does not libel, defame, or invade the privacy of any person or organization.

Unless addressed in a separate agreement approved by the President, the College owns the intellectual property rights in any and all works produced by or for the college by faculty, staff, or students.
Inspection, Search, and Seizure

Although students are guaranteed the rights of any citizen and therefore will not be subject to unreasonable search and seizure, the courts have recognized the rights of institutions to conduct reasonable inspections, search, and seizure in order to enforce college regulations. North Georgia Technical College reserves the right to conduct such inspections, searches, and seizures within the limits of the law.

The college reserves the right to conduct searches of individual rooms and lockers in a residence hall or other facility on campus if there is reason to believe an institutional regulation has been violated. Law enforcement officials may search facilities with or without authorization from the college by means of a search warrant. Except in cases involving drugs, evidence seized during a search will normally not be used in a court of law unless a search warrant has been issued authorizing the search. However, such evidence can be used in disciplinary procedures concerning the violation of institutional regulations. Property confiscated during a search will be returned to the owner unless it is an illegal item such as drugs or drug paraphernalia or illegal weapon.

Campus Security Act

Title II of Public Law 101-542 requires this college to keep statistics on campus crime beginning in September 1992. These statistics are available upon request. In compliance with this law, all students, staff, and faculty are requested to notify campus police immediately to report any of the following offenses occurring on campus: murder, rape, robbery, aggravated assault, burglary, theft, liquor law violations, drug abuse violations, and weapons possessions. These files are maintained in the Office of Campus Safety on the Clarkesville Campus. Local law enforcement offers information concerning registered sex offenders in the area. For more information, contact the Habersham County Sheriff’s Department at 706-754-6666. Additional information can be obtained from the Georgia Bureau of Investigation by accessing the following website: [www.ganet.org/gbi/sorsch.cgi](http://www.ganet.org/gbi/sorsch.cgi).