

North Georgia Technical College Catalog Addendum 2021-2022

The table below indicates changes that have been made to the 2021-2022 catalog since August 2021.

#	Date	Topic	Change	Page #						
1	08/25/2021	Changes to Non-Citizen Eligibility for In-State Tuition	<p>Any non-citizen student requesting to pay at the in-state tuition rate will be required to provide verification of their lawful presence in the United States in order to be classified as an in-state student or awarded an out-of-state tuition waiver.</p> <p>TCSG Procedure 6.2.2p: “Each college shall be responsible for the verification of the lawful presence in the United States of every successfully admitted student applying for Georgia resident tuition status as required by state and federal immigration laws.”</p> <p>How can a student verify lawful presence?</p> <ul style="list-style-type: none"> • Students who file a FAFSA (Free Application for Federal Student Aid) and are eligible for federal student aid will have their lawful presence verified as part of the FAFSA process. • A clear copy of an original or certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory, A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240). The copy must very clearly show the raised or written seal to be acceptable. • A U.S. Certificate of Naturalization (USCIS form N-550 or N-570). • A U.S. Certificate of Citizenship (USCIS form N-560 or N-561). • A current U.S. Passport. • Unexpired Georgia and select out of state Drivers licenses and state ID cards can be accepted under certain conditions. <u>It must be a Real ID and not contain any of the verbiage in the chart below.</u> If the copy received has the top portion of the card cut off the document will not satisfy lawful presence. • A current military ID (service member only, not dependent). Documented using the Confirmation of Review of Military ID Worksheet - A photocopy is not acceptable. • A current, valid Permanent Resident Card (USCIS form I-151 or I-551). We require both the front & back sides of your Permanent Resident Card to be submitted. It must not expire before the first day of class of the term the student will start classes. • Students admitted on an F, J or M Visa will have their lawful presence verified through the Student and Exchange Visitor Information System (SEVIS). • Students admitted on any other Visa will have their lawful presence verified through the Systematic Alien Verification for Entitlements (SAVE) Program. <table border="1"> <thead> <tr> <th>State</th> <th>DL/ID Requirements for Acceptance</th> </tr> </thead> <tbody> <tr> <td>Alabama</td> <td>Must NOT be marked “FN”</td> </tr> <tr> <td>Alaska</td> <td>Must NOT be marked “Limited Term”</td> </tr> </tbody> </table>	State	DL/ID Requirements for Acceptance	Alabama	Must NOT be marked “FN”	Alaska	Must NOT be marked “Limited Term”	32
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			<p>California Must NOT be marked "Limited Term." Instruction Permits, Commercial Learner's Permits, and temporary licenses cannot be accepted.</p> <p>Delaware Must NOT be marked "Limited Term" or "Temporary"</p> <p>Florida Must NOT be marked "Temporary"</p> <p>Georgia Must NOT be marked "Limited Term"</p> <p>Idaho Must NOT be marked "Limited Term"</p> <p>Iowa Must NOT be marked "Limited Term"</p> <p>Kentucky Must NOT be marked "Not for REAL ID purposes"</p> <p>Louisiana Must NOT be marked "Limited Term"</p> <p>Maryland Must NOT indicate "T" restriction</p> <p>Missouri Must NOT be marked "Limited Term"</p> <p>Montana Must NOT be marked "Limited Term" or "Temporary"</p> <p>Nevada Must NOT be marked "Limited Term"</p> <p>North Carolina Must NOT be marked "Limited Term"</p> <p>Ohio Must NOT indicate that it is "nonrenewable and nontransferable"</p> <p>Oklahoma Must NOT be marked "Temporary"</p> <p>South Carolina Must NOT be marked "Limited Term"</p> <p>Tennessee Must NOT be marked "Temporary"</p> <p>Texas Must NOT be marked "Limited Term" or "Temporary"</p> <p>Vermont Must NOT be marked "Limited Term"</p> <p>Wisconsin Must NOT be marked "Limited Term"</p>	
2	09/20/2021	Addition of trademark symbol to GI Bill® information in section 10 and 11.	<p>10. Members of a uniformed military service of the United States who, within thirty-six (36) months of separation from such service, enroll in an academic program and demonstrate an intent to become domiciled in Georgia. <i>This exemption may also be granted to their spouses and dependent children or individuals eligible for GI Bill® benefits.</i> This exemption also applies to recipients of transferred GI Bill® benefits who within thirty-six (36) months of the transferor's separation from the uniformed military service of the United States enroll in an academic program and demonstrate an intent to become domiciled in Georgia. An individual or former service member so described retains the exemption if enrolled at the expiration of the thirty-six month window and remains continuously enrolled (other than during regularly scheduled breaks) and uses educational benefits, even if the student enrolls in multiple programs.</p> <p>11. Students using transferred GI Bill® while the transferor is on active duty who demonstrate an intent to become domiciled in Georgia and students using the Marine Gunnery Sergeant John David Fry Scholarship who demonstrate an intent to become domiciled in Georgia.</p> <p>Notwithstanding any provision in this procedure, no person who is unlawfully present in the United States shall be eligible for any exemption of the tuition differential.</p> <p>Requests for tuition waivers must be made in writing to the Vice President for Student Affairs.</p> <p><i>GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S government web site at https://www.benefits.va.gov/gibill.</i></p>	44

3	09/20/2021	Addition of GI Bill trademark.	GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S government web site at https://www.benefits.va.gov/gibill .	62																																
4	10/06/2021	Updated dates of Academic Advisement and BannerWeb registration for Fall 2021 - Summer 2022 Academic Calendar	Academic Advisement for Returning Students was removed from each term, and the BannerWeb Registration Open for Returning Students was moved earlier for both Fall and Spring. Fall Semester 2021-2022 - BannerWeb Registration Open – October 13, 2021 Spring Semester 2022 – BannerWeb Registration Open – March 8, 2022	15																																
5	10/14/2021	Addition of Student Success Center and Tutoring information	The success of every student is the primary focus at North Georgia Technical College. A key to that focus is the Student Success Centers located at every campus where NGTC students receive free tutoring from professional and peer tutors. Tutoring is available for currently enrolled NGTC students in English, math, science, and other requested subject areas as available. Assistance is also offered for other services including test proctoring and navigating student accounts such as email, BannerWeb, and Blackboard. Tutoring is available on a first-come, first-served basis when classes are in session. Appointments are strongly encouraged and can be made in-person at each success center or from the NGTC website on the Student Success Center webpage.	70																																
6	10/21/2021	Addition of BIOL 2113, BIOL 2113L, BIOL 2114, and BIOL 2114L courses.	Add the following courses to AREA III: <table style="margin-left: 40px;"> <tr> <td>BIOL</td> <td>2113</td> <td>Anatomy and Physiology I</td> <td>3</td> </tr> <tr> <td>BIOL</td> <td>2113L</td> <td>Anatomy and Physiology Lab</td> <td>1</td> </tr> <tr> <td>BIOL</td> <td>2114</td> <td>Anatomy and Physiology II</td> <td>3</td> </tr> <tr> <td>BIOL</td> <td>2114L</td> <td>Anatomy and Physiology II Lab</td> <td>1</td> </tr> </table> Add the following courses to General Studies Electives: <table style="margin-left: 40px;"> <tr> <td>BIOL</td> <td>2113</td> <td>Anatomy and Physiology I</td> <td>3</td> </tr> <tr> <td>BIOL</td> <td>2113L</td> <td>Anatomy and Physiology Lab</td> <td>1</td> </tr> <tr> <td>BIOL</td> <td>2114</td> <td>Anatomy and Physiology II</td> <td>3</td> </tr> <tr> <td>BIOL</td> <td>2114L</td> <td>Anatomy and Physiology II Lab</td> <td>1</td> </tr> </table>	BIOL	2113	Anatomy and Physiology I	3	BIOL	2113L	Anatomy and Physiology Lab	1	BIOL	2114	Anatomy and Physiology II	3	BIOL	2114L	Anatomy and Physiology II Lab	1	BIOL	2113	Anatomy and Physiology I	3	BIOL	2113L	Anatomy and Physiology Lab	1	BIOL	2114	Anatomy and Physiology II	3	BIOL	2114L	Anatomy and Physiology II Lab	1	160
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7	10/27/2021	Addition of Unlawful Harassment and Discrimination of Students	Procedure: 6.1.1p. [V.A.1] Unlawful Harassment and Discrimination of Students I. PURPOSE: It is the purpose of this procedure to ensure that all students within the Technical College System of Georgia (TCSG) shall be provided an environment free of unlawful harassment, discrimination, and retaliation. All students and employees are expressly prohibited from engaging in any form of unlawful harassing, discriminating, intimidating or retaliatory behavior or conduct (“prohibited conduct”) in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses also shall not engage in prohibited conduct and may be barred from campus for such prohibited conduct. Allegations of discrimination, harassment or retaliation, occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure.	84																																

			<p>Student complaints regarding sexual harassment, sexual assault, sexual violence, dating violence, domestic violence, sexual exploitation or stalking will be processed in accordance with the Sexual Harassment and Misconduct Procedure.</p> <p>Any student or employee who has engaged in prohibited conduct will be subject to disciplinary action up to and including expulsion or dismissal. Nothing in this procedure shall be interpreted to interfere with any person’s right to free speech as provided by the First Amendment to the Constitution of the United States of America.</p> <p>All students are encouraged to report any prohibited conduct. Reports will be treated in an expeditious and confidential manner. TCSG will not tolerate retaliation for having filed a good faith harassment and/or discrimination complaint or for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including expulsion or dismissal.</p> <p>Employee complaints of unlawful harassment or discrimination shall be conducted pursuant to the process outlined in the procedure governing Unlawful Harassment, Discrimination and Retaliation in Employment.</p> <p>II. RELATED AUTHORITY:</p> <p>State Board Policy 2.1.1. Statement of Equal Opportunity Titles VI and VII of the Civil Rights Act of 1964 Age Discrimination Act of 1975 Rehabilitation Act of 1973, as amended Americans with Disabilities Act of 1990 Americans with Disabilities Amendments Act (ADAAA) of 2008 Genetic Information Nondiscrimination Act (GINA) of 2008 Procedure: 6.5.3p Student Grievances</p> <p>III. APPLICABILITY:</p> <p>All work units and technical colleges associated with the Technical College System of Georgia.</p> <p>IV. DEFINITIONS:</p> <p>Unlawful Harassment (Other Than Sexual Harassment): unlawful verbal or physical conduct that disparages or shows hostility or aversion toward an individual because of that person’s race, color, religion, national origin, age, genetic information, or disability and which:</p> <ol style="list-style-type: none"> 1. Has the purpose or effect of creating an objectively and unreasonably intimidating, hostile or offensive educational environment, or 2. Has the purpose or effect of objectively and unreasonably interfering with an individual’s educational performance. 	
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			<p>Unlawful harassing conduct or behavior can include, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, national origin, genetic information, age or disability. Unlawful harassing conduct can include jokes or pranks that are hostile or demeaning with regard to race, color, religion, national origin, age or disability. Unlawful harassing conduct may also include written or graphic material that disparages or shows hostility or aversion toward an individual or group because of race, color, religion, national origin, age, or disability, and that is displayed on walls, bulletin boards, computers, or other locations, or otherwise circulated in college community in any format.</p> <p>Conduct which threatens, coerces, harasses or intimidates another person or identifiable group of persons, in a manner that is considered unlawful under state and federal laws pertaining to stalking while on college premises or at college sponsored activities may also be considered unlawful harassment under this procedure.</p> <p>Unlawful Discrimination: the denial of benefits or admission to the college or to any of its programs or activities, either academic or nonacademic, curricular or extracurricular, because of race, color, religion, age, gender, national origin, genetic information or disability.</p> <p>Unlawful Retaliation: unfavorable action taken, unfavorable condition created, or other action taken by a student or employee for the purpose of intimidation that is directed toward a student because the student initiated an allegation of unlawful harassment/retaliation or participated in an investigation of an allegation.</p> <p>Technical College System of Georgia: all work units and technical colleges under the governance of the State Board of the Technical College System of Georgia.</p> <p>Employees: any individual employed in a full or part time capacity in any TCSG work unit or technical college.</p> <p>Visitor: any third party (e.g. volunteer, vendor, contractor, member of the general public etc.) who conducts business or regularly interacts with a work unit or technical college.</p> <p>Clinical Site: any off-campus location to which students or faculty are assigned for completion of program requirements including labs, internships, or practicums.</p> <p>President: the chief executive officer responsible for the management and operation of the technical college where the complainant and/or accused violator are enrolled or employed.</p> <p>Human Resources Director: the highest-ranking employee responsible for the human resources function at a technical college or TCSG work unit.</p> <p>Local Investigator: the individual(s) at the technical college who is responsible for the investigation of an unlawful harassment,</p>	
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discrimination and/or, retaliation complaint. Local investigators may be assigned based upon the subject matter of the complaint or their function within the organization.

Compliance Officer: the individual designated by the Deputy Commissioner to coordinate TCSG compliance with Title IX of the Educational Amendments of 1972 and other state and federal laws governing unlawful discrimination and harassment and educational access by disabled individuals. **Section 504 Coordinator:** an individual designated by the president of the college to ensure compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as Amended, and any other state and federal regulations governing disabilities; the responsibilities of the 504 Coordinator will include, but may not be limited to evaluating students requesting accommodations for a disability and ensuring equal access to facilities, services and programs.

V. ATTACHMENTS:

Attachment 6.2.1p.a1. TCSG Usage for Statement of Equal Opportunity

VI. PROCEDURE:

A. Administration and Implementation

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

B. Reporting and Management Action

1. All students are encouraged to report events of unlawful harassment, discrimination and/or retaliation ("prohibited conduct") against themselves or others.

			<ol style="list-style-type: none"> 2. If a student filing a complaint requests anonymity or asks that the complaint not be pursued, the college must inform the student that its ability to respond may be limited, that retaliation for filing a complaint is prohibited and steps to prevent harassment and retaliation will be taken. The college should take all reasonable steps to investigate and respond to the complaint consistent with the request and pursue other steps to limit the effects of the alleged harassment and prevent recurrence. 3. Colleges may weigh a request for anonymity or a request they not pursue a complaint considering the following factors: the seriousness of the alleged conduct, the complainant's age, whether there have been other harassment complaints about the same individual, and the alleged harasser's rights to receive information about the allegations if the information is maintained as an "education record" under FERPA. The college must inform the student if the request cannot be granted. 4. Reports concerning all prohibited conduct referenced in this procedure will be processed confidentially to the extent permitted by law; communications regarding complaints will be disseminated to others on a need-to-know basis to ensure that necessary steps are taken to protect the community as a whole and that appropriate disciplinary measures or corrective actions are considered and taken. 5. Allegations or suspicions of unlawful discrimination, harassment, or unlawful retaliation may be reported to the technical college's Vice President for Student Affairs, Section 504 Coordinator, the president, or the Human Resources Director (should the complaint involve employees). Complaints may also be emailed to unlawfulharassment@tcsg.edu. 6. Complaints under this procedure can be expressed in writing, by telephone, or in person; individuals are, however, encouraged to express complaints in writing to ensure all concerns are addressed. 7. If an allegation of unlawful harassment, discrimination or retaliation is made to an employee not designated to receive such reports, the employee receiving the complaint must report the allegation as provided in section 6 above. 8. Students or employees may be suspended, transferred or reassigned employees or students in order to prevent possible further harassment, discrimination or retaliation; to facilitate the investigation or to implement preventive or corrective actions under this procedure. 9. Any allegation of unlawful harassment, discrimination or retaliation against employees must be reported to the Human Resources 	
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Director who may elect to conduct the investigation in conjunction with other local investigators.

C. Investigations

1. All complaints of prohibited conduct under this procedure shall be investigated by local investigators thoroughly and expeditiously.
2. A complaining party will be notified if the complaint does not specify facts sufficient to allege unlawful discrimination, harassment or retaliation and that a formal investigation will not be conducted pursuant to this procedure.
 - a. The complaining party may appeal the decision, in writing, to the president within 5 business days of receiving the notice. The president's decision will be final.
3. Individuals designated to investigate or recommend corrective actions in response to allegations will be trained to conduct investigations in a manner that protects the safety of victims and promotes accountability. Individuals assigned as the investigator for a particular incident shall disclose to the president any relationship with the parties that could call into question their ability to be objective prior to taking any action with respect to the investigation. The president will reassign alternate individuals if necessary.
4. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. Both the complaining party and the respondent (the parties) will be given equal opportunity to identify witnesses and offer evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties. Both the complaining party and the respondent may be accompanied by an advisor of his or her choice. However, the advisor may not speak on behalf of the party.
5. The college will evaluate the information collected during the investigation and determine whether a preponderance of the evidence substantiates that unlawful discrimination, unlawful harassment and/or unlawful retaliation has occurred.
6. Investigations and summary findings will be documented appropriately.

D. Corrective Actions

1. Colleges will take all reasonable steps to prevent unlawful retaliation against complainants and any other individuals participating in investigations under this procedure.
2. If prohibited conduct is determined to have occurred following the investigation, the college, through the appropriate officials, shall implement

steps to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate. Steps may include, but are not limited to, mandating training or evaluation, disciplinary sanctions, policy implementation or reassignment of students or employees.

3. Should recommended disciplinary sanctions involve academic suspension or expulsion, the matter must be referred to the Vice President for Student Affairs, as provided by the college's Student Code of Conduct and Disciplinary Procedure.
4. Individuals who are responsible for conducting investigations or proposing sanctions under this procedure should not also serve as reviewing officials or hearing officers in the appeal of sanctions arising from an investigation.
5. Even in the absence of sufficient evidence to substantiate a finding that unlawful discrimination, unlawful harassment or retaliation has occurred, colleges are expected to address any inappropriate conduct and take all reasonable steps to prevent any future unlawful discrimination, harassment or retaliation.

E. Reviews and Dispositions

1. Any of the parties to a complaint under this procedure may request a review of the investigative findings within 5 business days of receiving notice of the investigative results by submitting a written request to the president.
2. The president shall review all investigations conducted under this procedure and ensure that the appropriate corrective actions have been implemented.
3. Within 10 business days of receiving a request for a review of the investigative findings, the president of the college will notify the parties in writing of his/her final determination, including any change in the result of the findings. The notice will inform the parties they have a right to appeal the determination to the Technical College System of Georgia's Office of Legal Services by submitting a written request within 3 business days by regular mail or email to one of the following:

Technical College System of Georgia Office of Legal Services
1800 Century Place, N.E.
Suite 400
Atlanta, Georgia 30345

OR

unlawfulharassment@tcsg.edu

			<p>4. The Office of Legal Services will convene a panel of at least 3 individuals not employed by the requestor's college to review the investigative findings. The panel's decision is final and will conclude the processing of the complaint. Both parties will be notified in writing simultaneously of the results of the review and any changes in the results of the investigative findings under appeal.</p> <p>VII. RECORD RETENTION:</p> <p>Documents relating to formal complaints including investigations, dispositions and the complaint itself shall be held for 5 years after the graduation of the student or the date of the student's last attendance. Any of the documents containing confidential information shall be held in a secure location under the custody and control of the Vice President of Student Affairs or the President's designee. Documents pertaining to employees that are maintained by the Office of Human Resources shall be maintained in a secure location and in accordance with the Georgia State Archives records retention schedule, but in no case fewer than 5 years.</p>	
8	11/2/2021	Updated Institutional Goals to align with the new 2021-2025 strategic plan.	<p>Institutional Goals</p> <ul style="list-style-type: none"> • Goal 1: Provide quality, industry-driven education and training with a focus on enrollment, degree production and job placement. • Goal 2: Create an environment of expectation for Adult Education to increase the adult literacy rate, the number of high school equivalency credentials, transition to college, and continuous integrated education training. • Goal 3: Offer systematic, relevant, and responsive educational programming driven by community demographics and market needs to sustain and grow the communities we serve. • Goal 4: Increase engagement and enrich campus life through student activities, program outreach, and community involvement. • Goal 5: Sustain a culture of service to our customers by promoting effectiveness and accountability of departmental programs and services. 	18
9	11/10/2021	Updates to Student Grievance Procedure and Resolution Process, and Procedure for Filing a Grievance	<p>Student Grievance Procedure and Resolution Process</p> <p>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 and the resolution of these grievances. The college seeks to resolve student grievances, complaints and concerns in a time responsive and fair manner.</p> <p>This procedure does not address grievances related to unlawful harassment, discrimination and/or</p>	108-111

			<p>retaliation for reporting harassment/ discrimination against students. Those complaints are handled in accordance to TCSG's Unlawful Harassment and Discrimination of Students Policy and Procedure.</p> <p>Special Note: The Student Grievance Procedure and Form is NOT to be used for Grade Appeals, Academic Misconduct, and Harassment or Discrimination complaints. Please refer to the college's Catalog and Student Handbook for details on these respective procedures.</p> <p>Students with a concern or grievance should begin the process at the institution (college) level. To submit a student concern/grievance at the local college level, please follow North Georgia Technical College's Student Grievance Procedure.</p> <p>Student Grievance Procedure The Student Grievance Procedure is established to resolve difficulties or problems encountered in college-related activities. A grievance is taken seriously and therefore must be of a compelling, substantive, and verifiable nature. A grievance about a decision made by a member of the faculty or staff may only be filed by students who have been directly, adversely, and/or substantially affected by the decision. Repeated filings of the same grievance, filings of a frivolous nature, or a capricious grievance made against school personnel and policies will be considered an abuse of the student grievance process and will be dismissed.</p> <p>The Student Grievance Procedure applies to matters that may include classroom learning environment, course content, access to classes, student advisement, and quality of services to students. The policy also applies to matters concerning services provided by all departments within the college.</p> <p>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.</p> <p>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.</p> <p>Business days: Weekdays that the college administrative offices are open.</p> <p>Vice President for Student Affairs (VPSA): The staff member in charge of the student services division at the college.</p> <p>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.</p> <p>Grievant: the student who is making the complaint.</p> <p>Procedure for Filing a Grievance</p>	
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			<p>The following section details the process for resolving students' grievances. Grievances that do not follow the process described below will not be considered by the college.</p> <p>A. 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.</p> <p>B. Informal Grievance Procedure: Students with grievable issues should resolve those issues, if possible, on an informal basis without the filing of a formal grievance.</p> <ol style="list-style-type: none"> 1) 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. 2) If this process does not result in a resolution of the grievable issue, the student may proceed to the formal grievance procedure below. <p>C. Formal Grievance Procedure: If a student cannot resolve their grievance informally, he or she may use this formal grievance procedure.</p> <ol style="list-style-type: none"> 1) 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: <ol style="list-style-type: none"> a. Name b. Date c. Brief description of incident being grieved d. Remedy requested e. Signature f. Informal remedy attempted by student and outcome 2) If the grievance is against the VPSA, the student shall file the grievance with the President's Office. 3) The VPSA, or the President's designee, will investigate the matter and supply a written response to the student within fifteen (15) business days. 4) If the grieved incident involves possible unlawful harassment, discrimination, or retaliation for reporting unlawful harassment/discrimination, the investigation will be handled pursuant to the Procedure: Unlawful Harassment and Discrimination of Students. 5) If the grieved incident is closely related to an incident being processed through the harassment/discrimination or disciplinary procedures, the proceedings under the Unlawful Harassment and Discrimination of Student's procedure will take precedence, then the disciplinary procedure, and then the student's grievance will be addressed. The grievance will not be processed until after the other procedures have run their course. 	
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			<p>6) 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.</p> <p>D: 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.</p> <ol style="list-style-type: none"> 1) 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. 2) The appeal will be decided based entirely on documents provided by the student and the administration; therefore, the student must ensure that he or she has provided all relevant documents with his or her appeal. 3) At the sole discretion of the President, grievance appeals at the institution may be held in one of the following two ways: <ol style="list-style-type: none"> a) The President may review the information provided by the student and administration and make the final decision; or b) The President may appoint a cross-functional committee to make the final decision. c) The decision of either the President or the cross-functional committee shall be made within ten (10) business days of receipt of the appeal. 4) Whichever process is chosen by the President the decision of the grievance appeal is final. <p>Record 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.</p>	
10	11/23/2021	Remove a statement from Online Course Offerings	<p>Academic Affairs Online Course Offerings North Georgia Technical College offers its students credit courses online using the Blackboard Learning Management System. North Georgia Technical College online courses follow the same state competencies and provide the same high-quality instruction as traditional classes but remove the barriers of time and place that prevent so many students from pursuing educational opportunities. The course offerings vary each term and are listed in the college’s course schedules. Course syllabi will provide students with proctoring requirements, and instructors will provide additional proctoring details at the beginning of each online course. If an online course should require additional student charges associated with verification of student identity, students will be notified at the time of registration or enrollment.</p>	28

11	02/02/2022	Revision of statement in Student Grievance Procedure and Resolution Process Policy	<p>Student Grievance Procedure and Resolution Process</p> <p>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 and the resolution of these grievances. The college seeks to resolve student grievances, complaints and concerns in a time responsive and fair manner.</p> <p>This procedure does not address grievances related to unlawful harassment, discrimination and/or retaliation for reporting harassment/ discrimination against students. Those complaints are handled in accordance to TCSG’s Unlawful Harassment and Discrimination of Students Policy and Procedure.</p> <p>Special Note: The Student Grievance Procedure and Form is NOT to be used for Grade Appeals, Academic Misconduct, and Harassment or Discrimination complaints. Please refer to the college’s Course Catalog and Student Handbook for details on these respective procedures.</p> <p>Students with a concern or grievance should begin the process at the institution (college) level.</p> <ul style="list-style-type: none"> To submit a student concern/grievance at the local college level, please follow North Georgia Technical College’s Student Grievance Procedure and use the Student Grievance Form. <p>If a resolution is not reached at the institution level, or if you believe that the nature of the complaint or its impact on the system, as a whole, warrants an immediate review by the Technical College System of Georgia (TCSG) administration, contact the TCSG Student Affairs Coordinator at studentaffairs@tcsge.edu or call (404) 679-1692.</p> <ul style="list-style-type: none"> To submit a student grievance at the state level, follow the TCSG Student Concern/ Complaint Instructions and use the Program Integrity Complaint Form. <p>Out-of-State Online Students: Any complaints pertaining to a North Georgia Technical College online course or program should be filed with North Georgia Technical College in accordance with NGTC’s Student Grievance Procedure and Resolution Process as outlined in the NGTC College Catalog and Student Handbook.</p> <p>Complaints needing further investigation beyond the college level may be submitted to TCSG using the <u>Program Integrity Complaint Form</u>. Before submitting to TCSG, students need to ensure they have followed North Georgia Technical College’s process.</p> <p>A student may appeal to the <u>Georgia Nonpublic Postsecondary Education Commission (GNPEC)</u> if the institution’s and TCSG’s resolution is not satisfactory; however, please note that the Commission will not investigate a complaint unless the student has exhausted all available grievance procedures outlined by the institution. GNPEC does not resolve complaints about student grades and student conduct violations. These complaints fall under the jurisdiction of institutional policy.</p>	109
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