

# General Code of Behavior

## Student Rights

Central Georgia Technical College promotes a climate of academic integrity, rational and critical inquiry, strong work ethic, intellectual freedom, and freedom of individual thought and expression consistent with the rights of others. The College protects the rights of its educational mission and objectives. Students have the right:

1. To be in an atmosphere that is conducive to learning and to attend CGTC educational programs, courses, offerings and activities on campus or any activity sponsored by CGTC off campus in accordance with CGTC policies and procedures.
2. To obtain the necessary knowledge, skills, and abilities in order to obtain initial employment, maintain advanced levels of competence or acquire new levels of competence by participating in programs, courses, offerings, and activities in accordance with CGTC policies and procedures.
3. To develop intellectual, personal and social values.
4. To follow due process procedures.
5. To participate in institutional decision making in accordance with CGTC policies and procedures.
6. To participate in approved student organizations in accordance with CGTC policies and procedures.
7. To privacy as outlined in the Family Education Rights and Privacy Act (FERPA).

## Drug Free School and Campuses

CGTC makes every effort to ensure that effective drug and alcohol abuse prevention information is made available to students and employees. Assistance is provided to students through the Office of Student Affairs.

No student or employee may engage in the unlawful possession, use or distribution of illicit drugs and alcohol on the College's property or as part of any of its sponsored activities. Such unlawful activity by students may be considered sufficient grounds for serious punitive action, including expulsion. Violations by employees shall result in disciplinary action in keeping with the Technical College System of Georgia policy. Central Georgia Technical College reserves the right to have random drug checks. Central Georgia Technical College complies with the federal Drug Free School and Communities Act Amendment of 1989 (Public Law 102-226). Any violation should be reported to the Vice President of Student Affairs.

Central Georgia Technical College Police Department will be responsible for the investigation of complaints of drug possession on campus. If they find that a student is in possession of drugs they will be immediately referred to the Vice President of Student Affairs or the Executive Director of Conduct, Appeals and Compliance for disciplinary measures. Criminal charges may also be brought at the time to anyone who is found in possession of illicit drugs. CGTC Police Department may use drug detection dogs to help with the enforcement of this policy and the laws of the State of Georgia.

## Policy

The Federal Drug Free Schools and Communities Act Amendment of 1989 (public Law 102-226) contains Section 22, Drug-Free School and Campuses, which was enacted to ensure that any institution of higher education that receives funds under any federal program, had adopted and implemented a program to prevent the use of illicit drugs and abuse of alcohol by students.

No student may engage in the unlawful possession, use or distribution of illicit drugs and alcohol on the College's property or as part of any of its sponsored activities. Such unlawful activity may be considered sufficient grounds for serious punitive action, including expulsion and prosecution.

If a student is convicted (including a plea of nolo contendere) of committing certain felony offenses involving any criminal drug and/or alcohol statute of any jurisdiction, regardless of whether the alleged violations occurred at the College or elsewhere, the student will be suspended immediately and denied state and /or federal funds from the date of conviction.

The College shall notify the appropriate state/federal funding agency within ten (10) days after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction.

Within thirty (30) days of notification of condition, the College shall, with respect to any student so convicted

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

## Responsibility

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

- a. The dangers of drug and alcohol abuse on the campus and elsewhere.
- b. Any available drug and alcohol counseling, rehabilitation and assistance program.
- c. Any penalties to be imposed upon students for drug and alcohol abuse violations occurring on the campus.

2. The College shall conduct a biennial review of its program to determine its effectiveness and implement changes to the program if they are needed and to ensure that the sanctions required by the program are consistently enforced.

3. The College shall maintain and make available to the U.S. Secretary of Education and to the public a copy of each item in the program as required by this policy and applicable law as well as results of the biennial review.

## Drug Dogs on Campus

In an effort to maintain a drug-free learning environment, the Central Georgia Technical College Police Department will, in conjunction with local authorities, periodically utilize drug dogs in conducting sweeps for illicit drugs in all of the parking lots, common areas and buildings on all CGTC campuses. The Chief of CGTC Police will arrange supervision and coordinate all canine searches with the assistance of CGTC Police Officers as well as other local law enforcement agencies.

These sweeps will be performed by handlers and canines trained and certified in the detection of illegal drugs/narcotics. Canines will be allowed to make sweeps through all common areas, parking lots, and will be utilized inside of the buildings when it is deemed necessary. Searches will be conducted of vehicles, rooms, and other areas once the canine alerts which will provide probable cause to believe that drugs are present in that area. Upon discovery of suspected illegal drugs/narcotics, persons who are determined to be in violation of State or Federal law and/or College rules and regulations, will face College disciplinary actions and possible arrest.

## Statement of Equal Opportunity

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

Central Georgia Technical College shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director of Conduct, Appeals & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31008; Phone: (478) 218-3309; Fax: (478) 471-5197; Email: [cjohnson@centralgatech.edu](mailto:cjohnson@centralgatech.edu).

## Policy

Central Georgia Technical College follows State Board Unlawful Harassment and Discrimination policies and procedures. A complete copy of the [Technical College System of Georgia \(TCSG\) Unlawful Harassment and Discrimination of Students Procedure](#) is posted on TCSG website.

## Definitions

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

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

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

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

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

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

Sexually harassing conduct or behavior (regardless of the gender of the persons involved) includes but is not limited to: Physical touching, sexual comments of a provocative or suggestive nature, suggestive looks or gestures, sexually explicit jokes, electronic media/communication, printed material or innuendos intended for and directed to another, requests for sexual favors, making acceptance of any unwelcome sexual conduct or advances a condition for grades, continued enrollment or receipt of any

educational benefit or determination.

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

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

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

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

**G. Local Investigator:** the individual(s) at the technical college who is responsible for the investigation of an unlawful harassment, discrimination and/or, retaliation complaint.

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

**I. Title IX:** Title IX provides that 'No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.' Title IX specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions. The Title IX regulation also prohibits a school from applying any rule related to a student's parental, family, or marital status that treats students differently based on their sex.

**J. Title IX Coordinator:** an individual designated by College President to ensure CGTC compliance with Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681 et seq., and related federal regulations. The Title IX Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director of Conduct, Appeals & Compliance; A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone: (478) 218-3309; Fax: (478) 471-5197; Email: [cjohnson@centralgatech.edu](mailto:cjohnson@centralgatech.edu)

**K. 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 Section 504 Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director of Conduct, Appeals & Compliance; A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone: (478) 218-3309; Fax: (478) 471-5197; Email: [cjohnson@centralgatech.edu](mailto:cjohnson@centralgatech.edu).

## 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 Statement for Equal Opportunity.
3. Instructors/administrators must take ongoing proactive steps to ensure educational opportunities (to include classrooms, clinics, labs, programs, etc.) and student activities (clubs, sports, etc.) are accessible and free from any type of unlawful discrimination or harassment.
4. The Compliance Officer will conduct training programs and monitor the colleges to ensure the correct administration and implementation of this procedure, and will ensure that proactive or corrective measures have been taken to prevent unlawful discrimination, harassment, or retaliation.

### B. Reporting and Management Action

1. All students are encouraged to report events of unlawful harassment, discrimination, sexual violence, and/or retaliation (prohibited conduct) against themselves or others, regardless of where the incident occurred.
2. Students have the right to file (or not to file) a criminal complaint for sexual violence with the local law enforcement authorities before, during, or after filing a complaint with the college. CGTC shall not unreasonably delay investigation under this procedure to await the outcome of any criminal investigation.
3. If a student filing a complaint requests anonymity or asks that the complaint not be pursued, the college must inform the student that its ability to respond may be limited, that retaliation for filing a complaint is prohibited and steps to prevent harassment and retaliation will be taken. The college should take all reasonable steps to investigate and respond to the complaint consistent with the request and pursue other steps to limit the effects of

the alleged harassment and prevent recurrence.

4. Colleges may weigh a request to not pursue a complainant considering the following factors: the seriousness of the alleged conduct, the complainant's age, whether there have been other harassment complaints about the same individual, and the alleged harasser's rights to receive information about the allegations if the information is maintained as an 'education record' under FERPA. The College must inform the student if the request cannot be ensured.

5. Reports concerning all prohibited conduct referenced in this procedure will be processed confidentially to the extent permitted by law; communications regarding complaints will be disseminated to others on a need-to-know basis to ensure that necessary steps are taken to protect the community as a whole and that appropriate disciplinary measures or corrective actions are considered and taken.

6. Allegations or suspicions of unlawful discrimination, harassment, sexual harassment, sexual violence, or unlawful retaliation may be reported to the technical college's Title IX and Section 504 Coordinator, the College President, the Commissioner, or the Human Resources Director (should the complaint involve employees). Complaints may also be emailed to [lawfulharassment@tcsu.edu](mailto:lawfulharassment@tcsu.edu).

7. Complaints under this procedure can initially be expressed in writing, by telephone, or in person; individuals are encouraged to express complaints in writing on a [CGTC Student Formal Form](#) to ensure that all of their concerns are addressed.

8. If an allegation of unlawful harassment, discrimination, sexual harassment, sexual violence or retaliation is made to an employee not designated to receive such reports, the employee receiving the complaint must forward the allegation as provided in section 6 above.

9. Allegations of sexual conduct involving individuals under the age of 18 must also be reported as an allegation of child abuse as outlined in O.C.G.A. § 19-7-5.

10. The Commissioner or president may suspend, transfer or reassign employees or students in order to prevent possible further harassment, discrimination, sexual violence or retaliation; to facilitate the investigation, or to implement preventive or corrective action under this procedure.

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

### C. Investigations

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

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

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

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

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

6. Investigations and summary findings will be documented appropriately.

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

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

### D. Corrective Actions

1. Colleges will take all reasonable steps to prevent unlawful retaliation against complainants and any other

individuals participating in investigations under this procedure.

2. If prohibited conduct is determined to have occurred following the investigation, the college, through the appropriate officials, shall implement steps to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate. Steps may include, but are not limited to, mandating training or evaluation, disciplinary sanctions, policy implementation or reassignment of students or employees.
3. Should recommended disciplinary sanctions involve academic suspension, expulsion or dismissal from employment, the matter must be referred to either the Vice President for Student Affairs (for students) or the Human Resources Director (for employees). Allegations regarding students shall be considered and sanctions assigned as provided by the College's Student Code of Conduct and Disciplinary Procedure. Sanctions for employees shall be considered as provided by the Positive Discipline Procedure.
4. Individuals who are responsible for conducting or reviewing investigations or proposing sanctions under this procedure should not also serve as reviewing officials or hearing officers in the appeal of sanctions arising from an investigation.
5. Even in the absence of sufficient evidence to substantiate a finding that unlawful discrimination, unlawful harassment, sexual violence or retaliation has occurred, colleges are expected to address any inappropriate conduct and take all reasonable steps to prevent any future unlawful discrimination, harassment, sexual violence or retaliation.

## E. Reviews and Dispositions

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

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

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

TCSG Reference: [Unlawful Harassment and Discrimination of Students Procedure](#)

## Student Disciplinary Policy and Procedures

The administration of Central Georgia Technical College (CGTC) reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of technical college officials, a student's conduct disrupts or threatens to disrupt the 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.

### A. Filing a Complaint

1. Any person may **file a complaint** with the Executive Director of Conduct, Appeals & Compliance (Executive Director of CAC) against any student for an alleged violation of the Student Code of Conduct. The individual(s) initiating the action should complete a [Student Code of Conduct Complaint Form](#). Violations should be reported to the Executive Director of CAC.
2. **Academic Misconduct** is defined in the Student Code of Conduct and the complaint procedure is listed in the [Academic Policies and Procedures](#) section of the College catalogue. Unless otherwise stated in the course syllabus and/or program handbook, students caught in actions of academic misconduct will, on the first offense, be given a grade of zero (0) on the exam or assignment. On the second offense students will be dismissed from class and assigned a grade of "WF" (Withdrawal Failing) for the course. Repeated offenses should be referred to the appropriate administrator for further disciplinary action, which may include suspension from the college.

### 3. Investigation and Decision

a. Within five business days after receipt of the Student Code of Conduct Complaint Form, the Executive Director of CAC 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 Executive Director of CAC shall determine whether the student committed the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct.

b. The student shall have 5 business days from the date contacted by the Executive Director of CAC to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond within 5 business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the Executive Director of CAC will consider the available evidence without student input and make a determination.

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

d. If the Executive Director of CAC determines that the student has violated the Student Code of Conduct, she shall impose one or more disciplinary sanctions consistent with those described below. If it is determined that the conduct was not a violation of the Student Code of Conduct, he 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 Executive Director of CAC may take one of two actions:

1. After a determination that a student has violated the Student Code of Conduct, the Executive Director of CAC 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 CGTC 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 College community, 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 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 Executive Director of CAC 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.

2. After a determination that a student has violated the Student Code of Conduct, the Executive Director of CAC may recommend the imposition of one of the following sanctions if appropriate. The Executive Director of CAC's recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions, as well as those described in the section above. 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 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 CGTC controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by the Executive Director of CAC or the College President's designee. Students who have been dismissed from the College for any reason may apply in writing to the Executive Director of CAC or his designee 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 Executive Director of CAC, the Vice President of Academic Affairs or the College President's designee.

c. **System-Wide Expulsion** - Where a student has been expelled or suspended three times from the same or a 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.

### 3. Violation of Federal, State, or Local Law

a. 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 College's vital interests and stated mission and purpose.

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

c. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his/her status as a student. The 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.

#### 4. 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 Executive Director of CAC or the College 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 College community or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other 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.

#### 5. Conditions of Disciplinary Suspension and Expulsion

a. A student who has been suspended or expelled from the College shall be denied all privileges afforded a student and shall be required to vacate CGTC premises at a time determined by the Executive Director of CAC or the College President's designee.

b. In addition, after vacating CGTC premises, a suspended or expelled Student may not enter upon CGTC premises at any time, for any purpose, in the absence of written permission from the Executive Director of CAC or the College President's designee. A suspended or expelled student must contact the Executive Director of CAC or the College President's designee for permission to enter CGTC premises for a limited, specified purpose.

c. If the student seeks to submit a signed [CGTC Disciplinary Sanction Appeal Form](#), the Executive Director of CAC or the College President's designee must accept the form by mail or fax if he/she refuses the Student's request to enter CGTC premises for that specified purpose.

d. A scheduled appeal hearing before the Hearing Body shall be understood as expressed permission from the Executive Director of CAC or the College President's designee for a student to enter the CGTC premises for the duration of that hearing.

#### C. Mediation

Central Georgia 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.

#### D. Disciplinary Appeals

1. A student who wishes to appeal a disciplinary decision by the Executive Director of CAC or the College President's designee regarding an assigned sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade must file a written notice of appeal through the College President's office for review by the Hearing Body within five business days of notification of the decision. The person filing the initial complaint against the student must be notified of the hearing date.

2. If the Executive Director of CA&C or the College President's designee recommends a sanction of disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the matter will be referred to the Hearing Body. 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 President or his/her designee within 10 business days to present evidence and/or testimony. If the student has been placed on an interim disciplinary suspension, the hearing must be held as soon as possible, preferably within five days. The student has the right to be assisted by any single advisor he/she chooses, at his/her own expense. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Hearing Body. The Hearing Body may consist of a single person or a group of people drawn from the technical college community. There shall be a single official record, such as a tape recording, of all hearings before the Hearing Body. The official record shall be the property of the technical college. The standard of proof in all hearings shall be a preponderance of the evidence. The chairperson of the Hearing Body shall notify the College President and the Executive Director of CAC in writing of the Hearing Body's decision. The College President or his/her designee will notify the student in writing of the Hearing Body's decision.

4. If the student appeared before the Hearing Body to appeal the Executive Director of CAC or the College President's designee sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade, the Hearing Body's decision regarding the appeal is final. A copy of the Hearing Body's written decision will be provided to both the student and the person who filed the original complaint.

5. If the student appeared before the Hearing Body after the Executive Director of Conduct, Appeal & Compliance or the technical college president's designee recommends disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the student shall have the opportunity to appeal directly to the College President.

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

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

## E. Academic Appeals

After informally attempting to have concerns resolved, a student may appeal a final grade or other academic decision in accordance with the Academic Grade Appeal procedure which is listed in the [Academic Affairs](#) section of the catalog.

## F. Financial Aid Appeals

A student may appeal a Financial Aid decision with which he/she disagrees. Any dispute a student may have with regards to a semester financial aid award amount or institutional charge (tuition, fee, book) on his/her record may appeal in writing within 10 days of the last day of the specific semester the award or charge occurred. Procedures for submitting appeals for financial aid reinstatement can be found in [Financial Aid](#) section of this catalog,

## Student Conduct Rules and Regulations

Part of the mission of CGTC is to provide traditional and distance learning educational programs and services. It is the policy of the Technical College System of Georgia (TCSG) to provide technical and adult education programs for the people of Georgia. Central Georgia Technical College (CGTC) 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 College community recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, CGTC establishes this Student Code of Conduct Procedure.

### Definition

**Executive Director of Conduct, Appeals and Compliance** (Executive Director of CAC) is the College designated Compliance Officer who has jurisdiction over the enforcement procedures for Student Code of Conduct, Student Disciplinary procedures, and Appeals. The Executive Director of CAC also serves as the Title IX Coordinator and the 504/ADA Coordinator for CGTC nondiscrimination policies. The Executive Director of CAC Office is located in Building J, Room 133, on the Macon Campus.

**Faculty Member:** any person hired by CGTC to conduct teaching, service, or research activities.

**Hearing Body:** as defined in the Student Disciplinary Policy and Procedure.

**Member of the technical college community:** any person who is a student, faculty member, contractors, technical college official or any other person/s involved with the technical college, involved in the community or employed by the technical college.

**Policy:** the written regulations of the technical college as found in, but not limited to, the Student Code of Conduct, Student Handbook(s), Residence Hall Handbook(s), Technical College Catalog(s), the Technical College Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.

**Student:** all persons taking courses at the technical college, including full-time, part-time, dual enrollment, joint enrollment, non-credit, and credit classes. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the technical college are also considered "students."

**Student-Athlete:** A student, as defined above, who also engages in an organized competitive sport sponsored by Central Georgia Technical College. In addition to the regular rules and regulations that apply to all CGTC students, student athletes are also bound by the policies and procedures prescribed in the [CGTC Athletic Handbook](#).

**Technical college official:** any person employed by the technical college performing assigned responsibilities on a part-time, full-time or adjunct basis.

**Premises:** all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the technical college (including adjacent streets and sidewalks).

**Jurisdiction:** 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 the technical college.

## Proscribed Conduct Procedure

Any student found to have committed any of the following types of misconduct is subject to the disciplinary sanctions outlined in the

Student Disciplinary Policy and Procedure.

**A. ACADEMIC MISCONDUCT**

**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 the technical college, its facilities, or persons engaged in the business of the technical college.

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

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:** Central Georgia Technical College conducts educational programs to prepare students for employment. Therefore, all students are expected to dress appropriately according to the occupations for which they are being trained. Students who are deemed inappropriately dressed (who are dressed in a manner which could present a safety hazard or which might be offensive to others or cause disruption to the College) will not be allowed to attend class. Shirts, caps or any other article of clothing that implies obscenities or gang affiliation or that can be construed as offensive or discriminatory are prohibited, as this could symbolize disruptive behavior. Special Note: All pants must be worn at the waist. Students found in violation are subject to being removed from any further college participation and may be referred to Campus Safety for disciplinary action. Students should observe, at all times, generally accepted hygiene practices, neatness of appearance, good grooming, and safety. Many programs have a more restrictive dress policy that governs students attending class, clinical, and co-ops.

## 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 the 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 is objectively harmful, obstructive, or disruptive to the educational process or functions of the 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.

## 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.

b. **Controlled substances, illegal drugs and drug paraphernalia:** The 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:** The 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:** The technical college prohibits smoking, or using other forms of electronic, alternative smoking devices or other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on technical college Premises. Tobacco use causes enormous financial, social and public health harm to the citizens of Georgia.

## 5. Use of Technology

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

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

\* **Harassment:** The 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.

**\* 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. Central Georgia Technical College prohibits any additional violation to the Department's Acceptable Computer and Internet Use Policy.

#### **6. Weapons**

The Technical College System of Georgia is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on college building or property shall be governed by Georgia state law. All individuals are expected to comply with 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**

CGTC prohibits the violation of federal, state or local gambling laws on College premises or at College sponsored or supervised activities.

#### **8. Parking**

Parking permits are required on all students' cars. Permits will be issued to each student and registered in the Business Office. There are specific areas for student parking, and all students are required to park their vehicles in these areas. Parking along the thoroughfares or in the rear of buildings is prohibited. Students are not to park in reserved or visitor spaces. Students must have a "handicap decal" to park in handicapped spaces. Regular and handicapped parking spaces are available at all buildings. Failure to observe these parking rules will result in a fine being levied or the vehicle being towed away at the owner's expense.

#### **9. Financial Irresponsibility**

The technical college prohibits the theft or misappropriation of any technical college, student organization or other assets. CGTC prohibits failure to meet any and all financial obligations to the College. All tuition and fees should be paid prior to the first day of class.

#### **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 the 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 has not been charged with any other violation of the Student Code of Conduct, disciplinary action may nevertheless be taken and sanctions imposed if the violation of federal, state or local law is detrimental to the 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, the technical college will

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

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

- a. Failure to obey the notification of the Executive Director of CAC, the Vice President for Student Affairs or the 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 of Conduct.

**15. Jurisdiction of CGTC:** 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 the 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 the technical college community and/or the pursuit of the technical college's objectives.

**16. Visitors**

Loitering will not be tolerated. Anyone who is not a current student and who has not checked in with appropriate personnel will be asked to leave the campus. Repeated violations can lead to the person being banned from campus as well as possible arrest and prosecution.

**17. Children:** Students are expected to make child care provisions for their children. Children are not allowed on campus other than in the child care center. Students are not to bring children to class or leave children on campus while the student is in class. Children will not be left unattended in automobiles, hallways, vending areas, or outside buildings. Children are not allowed to use the Cosmetology Department.

**18. Student Email:** Students are assigned CGTC student email accounts. CGTC student email is the official form of communication between the College and the student.

**19. Photo Identification:** All students are required to have their Student ID with them at all times while on campus or while attending a CGTC sponsored event. Students must provide the ID when requested by appropriate school personnel. Any faculty member, administrative personnel and public safety personnel are considered appropriate personnel. Replacement IDs are available from the Admissions Office for \$5.00.

## Student Grievance Procedure

It is the policy of the Technical College System of Georgia (TCSG) and Central Georgia Technical College (CGTC) 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 employees. Those complaints are handled by the Unlawful Harassment and Discrimination of Staff Procedure.

### Definitions

**A. 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, intellectual property claims, unfair testing procedures and poor treatment of students; this is a representative list and is not meant to be exhaustive.

**B. Non-grievable issues:** Issues which have a separate process for resolution (i.e. disciplinary sanctions, FERPA, financial aid, academic grades, discrimination, harassment etc.) are not grievable and a student must take advantage of the process in place.

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

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

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

**F. Grievant:** the student who is making the complaint.

## PROCEDURE

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

**B. Informal Grievance Procedure:** Students with grievable issues should resolve those issues, if possible, on an informal basis without the filing of a formal grievance.

1. A student has 10 business days from the date of the incident being grieved to resolve the matter informally by approaching their instructor, department chair or any other staff or faculty member directly involved in the grieved incident.

2. Where this process does not result in a resolution of the grievable issue, the student may proceed to the formal grievance procedure below.

**C. Formal Grievance Procedure:** where a student cannot resolve their grievance informally, he or she may use this formal grievance procedure.

1. Within 15 business days of the incident being grieved, the student must file a formal grievance by submitting a [CGTC Student Formal Grievance Form](#) to the office of the Executive Director of Conduct, Appeals & Compliance or the technical college president's designee.

2. If the grievance is against the VPSA, the student shall file the grievance with the technical college president.

3. The VPSA, or the technical college president's designee, will investigate the matter and supply a written response to the student within 15 business days.

4. If the grieved incident involves possible unlawful harassment, discrimination or retaliation for reporting unlawful harassment/discrimination, the investigation will be handled pursuant to the Procedure: Unlawful Harassment and Discrimination of Students.

5. If the grieved incident is closely related to an incident being processed through the harassment/discrimination or disciplinary procedures, the proceedings under the Unlawful Harassment and Discrimination of Student's procedure will take precedence, then the disciplinary procedure and then the student's grievance will be addressed. The grievance will not be processed until after the other procedures have run their course.

6. The VPSA, or the technical college president's designee, shall be granted an additional 15 business days to investigate the grievance upon notice to the grieving student.

## Appeal

The student may appeal the decision from the VPSA or the technical college president's designee to the technical college president. Only the student has the right to appeal.

1. A student shall file a written appeal to the technical college president within 5 business days of receiving the response referenced in VI.B.3. above.

2. The appeal will be decided based entirely on documents provided by the student and the administration; therefore the student must ensure that he or she has provided all relevant documents with his or her appeal.

3. At the sole discretion of the technical college president, grievance appeals at their institution may be held in one of the following two ways:

a) The technical college president may review the information provided by the student and administration and make the final decision; or

b) The technical college president may appoint a cross-functional committee to make the final decision.

c) The decision of either the technical college president or the cross-functional committee shall be made within 10 business days of receipt of the appeal.

4. Whichever process is chosen by the technical college president, the decision of the grievance appeal is final.

**Retaliation against a student for filing a grievance is strictly prohibited.**

**TCSG Reference:** [V.D.I. Procedure: Student Grievances](#)

## The Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act (FERPA) was designated to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide the guidelines for the correction of inaccurate or misleading data through informal and formal hearings. CGTC fully complies with this act. Students also have the right to file complaints with FERPA concerning alleged failure by the College to comply with the Act. Directory information will be treated as public information and will generally be available on all students and former students at the discretion of the College.

As defined by The Solomon Amendment, directory information includes the following:

*The student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, height, weight, age, hometown, hobbies, dates of attendance, degrees, honors, awards applied for and/or received, and previous educational institutions attended by the student.*

## Student Records

Central Georgia Technical College maintains a student's permanent record and transcript based upon guidelines established by the American Association of Collegiate Registrars and Admission Officers (AACRAO) Academic Record of Transcript Guide. Policies and procedures for release of the official transcript for a student are in accordance with The Family Educational Rights and Privacy Act of 1974 (FERPA). The retention and disposal of student records is in accordance with AACRAO guidelines as stated in the Retention of Records - A Guide for Retention and Disposal of Student Records. A student's official record, maintained for five (5) years, consists of the application for admission, placement scores, appropriate transcripts (high school, technical college or college). The student records are kept in the Office of Admissions. Students wishing to examine their file should contact this office. If a student desires a hearing to challenge any information in his/her file, he/she should contact the Registrar's Office. Any student who changes his/her legal name or address should notify the Office of the Registrar promptly so that accurate records may be maintained. **The Registrar is the official custodian of all student records.**

## Student Right to Know Policy

Central Georgia Technical College honors the Student Right to Know and Campus Security Act of 1990 (Public Law 101-542). The yearly crime report to the U. S. Department of Education can be accessed through the Public Safety link on the CGTC website. The latest reported crimes can also be accessed through the same site through the link for the daily crime reports.

If a hard copy of either report is desired, it can be obtained by submitting a request through the department of public safety at (478) 757-3453. It can also be printed directly from the website.

## Release of Student Records

Information contained in the student's academic records or on the student's academic transcript is released based upon the Family Education Rights and Privacy Act (FERPA) regulations. Students have the right to restrict the release of directory information as outlined by FERPA. Issuance of information contained on the transcript or in the student's academic record is the responsibility of the Registrar's Office.

## CGTC Intellectual Property

To further its goal of making education accessible to as many people as possible, the Technical College System of Georgia (TCSG) owns the intellectual property rights in any and all works produced by or for the College.

In order that TCSG may be able to utilize to the best and fullest extent all works produced for it, and all works provided for its use, anyone producing work for the College and anyone providing work for the College use, represents and warrants that such works:

- Do not violate any law;
- Do not violate or infringe any intellectual property right (including but not limited to copyright, trademark, patent, or right of publicity) of any person or firm; and
- Does not libel, defame, or invade the privacy of any person or firm.

The Commissioner may establish a committee to make recommendations concerning the development of intellectual property not exclusively owned by TCSG or the College.

**TCSG Reference:** [II.E.1. Intellectual Property](#)

## Acceptable Computer and Internet Use

Using a computer without permission is theft of services and is illegal under state and federal laws. Federal law prohibits misuse of computer resources. In addition, the following specific computer crimes are prohibited by state law in Georgia (O.C.G.A. § 16-9-90 et seq.):

**Computer theft** (including theft of computer services, intellectual property such as copyrighted material, and any other property);

**Computer trespass** (unauthorized use of computers to delete or alter data or interfere with others' usage);

**Computer invasion of privacy** (unauthorized access to financial or personal data or the like);

**Computer forgery** (forgery as defined by other laws, but committed on a computer rather than on paper);

**Computer password disclosure** (unauthorized disclosure of a password resulting in damages exceeding \$500 - in practice, this includes any disclosure that requires a system security audit afterward); and

**Misleading transmittal of names or trademarks** (falsely identifying yourself or falsely claiming to speak for a person or organization by using their name, trademark, logo, or seal).

Maximum penalties for the first four crimes in the list are a \$50,000 fine and 15 years of imprisonment, plus civil liability. The maximum penalties for computer password disclosure are a \$5,000 fine and 1 year of imprisonment, plus civil liability.

The purpose of College-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Central Georgia Technical College. Access is a privilege, not a right. Access entails responsibility.

Users should not expect files stored on College-based computers to be private. Electronic messages and files stored on College-based computers shall be treated like other College premises that are temporarily assigned for individual use. Administrators may review files and messages in an effort to maintain system integrity and in an effort to insure that users are acting responsibly. Moreover, College officials shall cooperate with law enforcement officials who are properly authorized to search College computers and computer systems.

All information created, stored or transmitted by College computers or networks is subject to monitoring for compliance with applicable laws and policies.

The following uses of College-provided computers, networks and Internet access are not permitted:

- a. To create, access or transmit sexually explicit, obscene, or pornographic material;
- b. To create, access or transmit material that could be considered discriminatory, offensive, threatening, harassing, intimidating, or attempts to libel or otherwise defame any person.
- c. To violate any local, state or federal statute;
- d. To vandalize, damage, or disable the property of another individual or organization;
- e. To access another individual's password, materials, information, or files without permission;
- f. To violate copyright or otherwise use the intellectual property of another individual or organization in violation of the law, including software piracy;
- g. To conduct private or personal for-profit activities. This includes use for private purposes such as business transactions, private advertising of products or services, and any activity meant to foster personal gain;
- h. To knowingly endanger the security of any College computer or network;
- i. To willfully interfere with another's authorized computer usage;
- j. To connect any computer to any of the College networks unless it meets technical and security standards set by the College;
- k. To create, install, or knowingly distribute a computer virus, rootkit, keystroke logger, "Trojan horse," or other surreptitiously destructive program on any System or Technical College computer or network facility, regardless of whether any demonstrable harm results; and
- l. To modify or reconfigure the software or hardware of any College computer or Network without proper authorization.
- m. To conduct unauthorized not-for-profit business activities;
- n. To conduct any activity or solicitation for political or religious causes;
- o. To perform any activity that could cause the loss, corruption of, prevention of rightful access to, or unauthorized distribution of College data and information; and
- p. To create, access, or participate in online gambling. Occasional access to information or websites of the Georgia Lottery Corporation shall not constitute nor be considered inappropriate use.
- q. to capture and/or record network traffic without authorization

Occasional personal use of Internet connectivity and e-mail that do not involve any inappropriate use as described above may occur, if permitted by the College. Any such use should be brief, infrequent, and shall not interfere with User's performance, duties and responsibilities.

Users of College computers and computer systems are subject to the Technical College System of Georgia's policy on the development of Intellectual Property. Any violation of this policy and rules may result in disciplinary action against the employee or student. When and where applicable, law enforcement agencies may be involved.

The College makes no warranties of any kind, express or implied, for the computers, computer systems and Internet access it provides. The College shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. The College shall not be responsible for the accuracy, nature or quality of information gathered through College diskettes, hard drives or servers; nor for the accuracy, nature or quality of information gathered through College-provided Internet access. The College shall not be responsible for personal property used to access its computers or networks or for College-provided Internet access. The College shall not be responsible for unauthorized financial obligations resulting from College-provided access to the Internet.

**TCSG Reference: [II. C. 4. Acceptable Computer and Internet Use](#)**

## Identity Theft Prevention

The Identity Theft Prevention Policy is adopted in compliance with the Federal Trade Commission's "Red Flags Rule," which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003. The purpose of this policy is to establish an Identity Theft Prevention Program to detect, prevent and mitigate Identity Theft in connection with the opening of a Covered Account or an existing Covered Account, and to provide for administration of the Identity Theft Prevention Program.

**TCSG References: [Identity Theft Prevention Policy](#)**

**Penalties**

Violations of these policies incur the same types of disciplinary measures as violations of other Central Georgia Technical College policies or state or federal laws, including criminal prosecution.