

# **STUDENT HANDBOOK 2017-2018**

**GNTC****www.gntc.edu**

**Catoosa County Campus**  
**6450 Alabama Highway**  
**Ringgold, Georgia 30736**  
**706-965-1120**

**Floyd County Campus**  
**One Maurice Culberson Dr.**  
**Rome, Georgia 30161**  
**706-291-3350**

**Gordon County Campus**  
**1151 Hwy. 53 Spur**  
**Calhoun, Georgia 30701**  
**706-624-1100**

**Polk County Campus**  
**466 Brock Road**  
**Rockmart, Georgia 30153**  
**770-684-5696**

**Walker County Campus**  
**265 Bicentennial Trail**  
**Rock Spring, Georgia 30739**  
**706-764-3510**

**Whitfield Murray Campus**  
**2310 Maddox Chapel Road**  
**Dalton, Georgia 30721**  
**706-272-2966**

**A Unit of the Technical College System of Georgia**

Georgia Northwestern Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call (404) 679-4500 for questions about the accreditation of Georgia Northwestern Technical College. The Commission should be contacted only if there is evidence that appears to support the college's significant non-compliance with a requirement or standard. Inquiries such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Georgia Northwestern Technical College (One Maurice Culberson Drive, Rome, GA 30161, Phone 706-291-3350, Fax 706-295-6944) and not to the Commission's office.

Georgia Northwestern Technical College is a unit of the Technical College System of Georgia and an Equal Opportunity Institution

Normal operating hours unless otherwise posted are 7:45 a.m. to 4:15 p.m. Monday through Friday.

# **GNTC Campus Contacts**

**Academic Affairs**

Dr. Paul Carter	Associate VP, Academic Affairs	Floyd County Campus	706-295-6908
Brittany Elrod	Disability Services Coordinator	Walker /Catoosa County Campuses	706-764-3799
John Lassiter	Director, Library Services	Floyd County Campus	706-295-6511
Dr. Ginger Mathis	Associate VP, Academic Affairs	Walker County Campus	706-764-3833
Dr. Mindy McCannon	Vice President, Academic Affairs	Floyd County Campus	706-295-6846
Marty Moorehead	Tutoring Coordinator	Floyd County Campus	706-295-6440
Sheila Parker	ADA Coordinator/Interpreter	Floyd, Gordon & Polk Campuses	706-295-6517
Dennis Thomas	Director, Information Technology	Walker County Campus	706-764-3859
Kevan Watkins	Disability Services Coordinator	Whitfield Murray Campus	706-272-2966
Gina Whaley	Webmaster	Walker County Campus	706-764-3683
Sharon Wilson	GVTC/Online Course Coordinator	Walker County Campus	706-764-3526

**Campus Managers**

Donna Baldwin	Campus Manager	Polk County Campus	678-757-2636
Leigh Ann Pettigrew	Campus Manager	Catoosa County Campus	706-935-1125
Donna Scott	Campus Manager	Floyd County Campus	706-295-6277
Johna Jenkins	Campus Manager	Gordon County Campus	706-378-1714
Jennifer Watkins	Campus Manager	Walker County Campus	706-764-3516
Vacant	Campus Manager	Whitfield Murray Campus	

**Deans of Academic Affairs**

Tom Bojo	Dean, Academic Affairs	Gordon/Polk County Campus	706-378-1715
Dr. Michael Fennell	Dean, Academic Affairs	Walker County Campus	706-764-3574
Denise Grant	Executive Director of Nursing	Walker County Campus	706-764-

3532

Dr. Ginger Mathis	Dean, Academic Affairs	Whitfield Murray Campus	706-272-2960
Frank Pharr	Dean, Academic Affairs	Floyd County Campus	706-295-6881
Dr. Jodie Vangrov	Dean, General Education	Gordon County Campus	706-378-1753
Barry Williams	Dean, Academic Affairs	Floyd County Campus	706-295-6987

**Administrative Services (fees and payments)**

Cynthia Plunkett	Fees and Payments	Floyd & Polk Campuses	706-295-6369
Kelly Barnes	VP, Administrative Services	Floyd County Campus	706-295-6946
Wanda Moore-Moon	Director, Accounting	Walker County Campus	706-764-3553
LaToya Porter	Fees and Payments	Walker County Campus	706-764-3552
Deborah Tomlinson	Fees and Payments	Gordon County Campus	706-378-1724

**Student Affairs**

Lori Gregor	Testing and Career Counseling	Walker County Campus	706-764-3581
Stephen Andersen	Executive Director, Financial Aid	Floyd County Campus	706-295-6936
Robin Ayers	Assistant Registrar	Floyd County Campus	706-295-6937
Donna Baldwin	Director, Student Affairs	Polk Murray Campus	706-272-2971
Sonya Briscoe	Special Populations Coordinator	Floyd County Campus	706-295-6932
Marilyn Grandstaff	Graduation Specialist	Walker County Campus	706-764-3512
Lucy Hale	WIOA Coordinator	Floyd County Campus	706-295-6935
Michelle Jackson	Assistant Registrar	Walker County Campus	706-764-3513
Johna Jenkins	Director, Student Affairs	Gordon County Campus	706-378-1714
Selena Magnusson	Registrar	Floyd County Campus	706-295-6866

David McBurnett	Coordinator, Student Affairs	Floyd County Campus	706-295-6933
Leigh Ann Pettigrew	Recruiter	Walker County Campus	706-764-3677
Stuart Phillips	Vice President, Student Affairs	Floyd County Campus	706-295-6868
Donna Scott	Director, Student Affairs	Floyd County Campus	706-295-6277
David Stephenson	Athletic Coordinator	Walker County Campus	706-764-3814
Dione Waddington	Student Life Coordinator	Walker County Campus	706-764-3821
Jennifer Watkins	Director, Student Affairs	Walker County Campus	706-764-3516
Dr. Jan Webb	Student Navigator	Gordon County Campus	706-378-1752

### **Career Services**

Diane Guinn	Career Services Coordinator	Walker County Campus	706-764-3596
Kristen Kinsey	Career Services Coordinator	Floyd County Campus	706-295-6751

### **Library**

Catoosa County Campus	706-965-1138
Floyd County Campus	706-295-6845
Gordon County Campus	706-378-1718
Polk County Campus	706-378-1781
Walker County Campus	706-764-3533
Whitfield Murray Campus	706-272-2941

### **Bookstores**

Catoosa County Campus	706-965
Floyd County Campus	706-295-6515
Gordon County Campus	706-624-1194
Polk County Campus	678-757-2659
Walker County Campus	706-764-3804
Whitfield Murray Campus	706-272-2913

**Campus Safety and Security**

Bill Byars	Director, Safety and Security	Floyd County Campus	706-295-6552
Campus Safety Office		Floyd County Campus	706-295-6552
Campus Safety Office		Gordon County Campus	706-624-1115
Campus Safety Office		Polk County Campus	770-684-7238
Campus Safety Office		Walker County Campus	706-764-3678
Campus Safety Office		Whitfield Murray Campus	706-272-2966

# **General College Information**



## **Accreditation Status**

Georgia Northwestern Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call (404) 679-4500 for questions about the accreditation of Georgia Northwestern Technical College. The Commission should be contacted only if there is evidence that appears to support the college's significant non-compliance with a requirement or standard. Inquiries such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Georgia Northwestern Technical College (One Maurice Culberson Drive, Rome, GA 30161, Phone 706-295-6963, Fax 706-295-6944) and not to the Commission's office.

Normal operating hours unless otherwise posted are 7:45 a.m. to 4:15 p.m. Monday through Friday.

## **Statement of Non-Discrimination/Equal Opportunity Statement of Compliance**

Georgia Northwestern Technical College is a unit of the Technical College System of Georgia and an Equal Opportunity Institute. GNTC, TCSG and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, academic or economic disadvantage, disabled veteran, veteran of the Vietnam Era, or citizenship status(except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other TCSG and GNTC administered programs, including any Workforce Innovation and Opportunities Act of 1988 (WIOA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services. The TCSG and GNTC 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 individuals are responsible for coordinating the college's implementation of Title VI, Title IX, Section 504, and the ADA:

Sonya Briscoe  
Title VI & IX Coordinator  
Floyd County Campus, Room A120a  
One Maurice Culberson Drive  
Rome, GA 30161  
706-295-6932

Sheila Parker  
Section 504 and ADA Coordinator  
Floyd County Campus, Room B 115  
One Maurice Culberson Drive  
Rome, GA 30161  
706-295-6517

## **Handbook Disclaimer**

The contents of this handbook do not constitute a contract between Georgia Northwestern Technical College (GNTC) and its students on either a collective or individual basis. It represents Georgia Northwestern Technical College's best academic, technical, social, and financial planning information at the time the handbook was published. Modifications of fees, and other changes, plus unforeseen changes in other special aspects of Georgia Northwestern Technical College life sometimes occur between college handbook publications, and the changes may not be represented in the current handbook version. Because of this, Georgia Northwestern Technical College does not assume

contractual obligation with students for the contents of this handbook. Georgia Northwestern Technical College reserves the right to change any provision listed in the handbook, including, but not limited to entrance requirements and admission procedures, academic requirements for graduation, fees and charges, financial aid rules and regulations, and the college calendar without actual notice to individual students. Information on changes will be available on the college's home webpage [www.gntc.edu](http://www.gntc.edu).

The Georgia Northwestern Technical College Handbook is revised periodically. The most current version is available on our website, [www.gntc.edu](http://www.gntc.edu).

## **Mission**

The mission of Georgia Northwestern Technical College is to provide accessible high quality technical education, and workforce development opportunities that lead to careers in technology, business, health, and public services. Operating under the Technical College System of Georgia, both on-campus and distance education programs are offered that lead to certificates, diplomas, and associate degrees. The educational programs of the college focus on the development of technical competence and critical thinking skills as well as social, personal, and intellectual values. In addition, Georgia Northwestern Technical College supports the communities of the northwest Georgia service area by providing adult education and economic development services, customized business and industry training, and personal enrichment programs that meet the workforce needs of area citizens, communities, and companies.

## **Guarantee/Warranty**

Georgia Northwestern Technical College, through TCSG, guarantees that its graduates have demonstrated proficiency in those competencies defined in its approved state curriculum standards. Should any student within two years of graduation not be able to perform one or more of the competencies contained in the industry-validated standard, the college agrees to provide specific retraining to the student at no cost to the employer or graduate for tuition or instructional fees. This guarantee applies to any graduate of the college who is employed in the field of his or her training. To inquire or file a claim under this warranty, please call the Office of Academic Affairs.

## **Family Educational Rights and Privacy Act of 1974**

The Family Educational Rights and Privacy Act of 1974 (FERPA), with which Georgia Northwestern Technical College complies fully, was designated to protect the privacy of educational records.

The Family Educational Rights and Privacy Act affords students certain rights with respect to their education records. The rights include:

- The right to inspect and review information contained in education records within forty-five days after the day that GNTC receives the request for access. Requests for access to records should be submitted to the GNTC registrar listing the records the student wishes to inspect.
- The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Such requests should be made in writing clearly identifying the part of the record the student wants changed and why the record should be changed. This written request should be given to the Registrar.
- The right to provide written consent before GNTC discloses personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. A full list of the disclosures that GNTC may make without consent are listed in the Directory Information section.

GNTC may also disclose education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by GNTC in an administrative, supervisory, academic or research, or support staff position, including health or medical staff or outside personnel performing work usually performed by GNTC personnel; a person serving on TCSG or the technical college's board; a person employed by or under contract to TCSG or GNTC to perform a special task, such as an attorney or auditor; a person who is employed by a TCSG or GNTC law enforcement unit; a student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another TCSG or GNTC official in performing his or her tasks; or a contractor, consultant, volunteer or other party to whom TCSG or GNTC has outsourced institutional services as provided in 34 CFR § 99.31 (a)(1)(i)(B). For additional information, see TCSG Procedure for Student Records.

- The right to file a complaint with the United States Department of Education concerning alleged failures by Georgia Northwestern Technical College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920  
(202) 260-3887

Any questions concerning FERPA should be directed to the Office of the Registrar.

Selena Magnusson, Registrar  
Georgia Northwestern Technical College  
One Maurice Culberson Drive  
Rome, GA 30161  
(706) 295-6866

## **Directory Information**

Directory information is treated as public information and is generally available about all students and former students at the college's discretion. Directory information includes a student's: full name, address, email address, major and field(s) of study, degrees and awards and date received, dates of attendance, participation in official sports and activities, and height and weight of athletic team members. A student who does not wish his or her directory information to be disclosed must file a written request with the registrar.

## **Policy for Student Photos and Videos**

GNTC takes photographs and videos of students in various programs and events for use in official marketing materials. Examples of official marketing materials include, but are not limited to, newspaper advertising and articles, college publications, website advertising, and the college's website. Students agree to release and hold harmless Georgia Northwestern Technical College from any and all claims, damages, action, liability, and expense in connection with the use of their image. Students who do not wish to have their image used by the college must file a written request with Marketing and PR and must also notify the photographer or videographer of their wishes to be excluded in the case of any general photographs or video being taken.

## **Change of Name or Address**

Students are responsible for notifying the office of student affairs of any change of name or address. A change of status form, available in the office of student affairs or the college website, must be

completed in order to make a change of name or address. The mailing of notices to the last address on record constitutes official notification.

## **Campus Security Policies and Crime**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. This includes information on criminal actions or other emergencies occurring on campus and the college's response, policies concerning security and access to facilities, sexual harassment complaint procedures, and personal awareness and responsibilities of students to prevent and report crime. Annual crime statistics for offenses reported to the college and/or local police agencies are compiled and posted on the college website. Notification is given to current students and employees when the annual report is published prior to October 1. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, written reports, and information can be obtained from the safety and security director and campus managers.

## **Weapons On Campus**

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 buildings or property shall be governed by Georgia state law. All individuals are expected to comply with the related laws. Failure to follow laws pertaining to weapons is considered a violation of the Student Code of Conduct and may result in disciplinary action up to and including expulsion consistent with guidelines of the Student Code of Conduct as well as possible criminal prosecution.

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

## **Georgia Campus Carry Bill – Student Guidance and Education**

- Date of implementation July 1, 2017
- Break down elements of Ga. statute 16-11-127.1
  1. Must be 21 or over (unless an active member of the military)
  2. Applies to anyone on campus-- student, faculty, staff, contractor or visitor
  3. Applies only to handguns (revolvers and pistols)

4. Must have valid GA Weapons Carry License (WCL) or a weapons carry license or permit from a reciprocal state provided that the license carrier is not a resident of GA. If they become a GA resident they must obtain a GA carry license (active military exception)

5. Locations authorized:

-In any building or on real property (buildings or land) owned or leased by the college, unless specifically prohibited below

6. Locations prohibited

- Any buildings or property used for athletic sporting events (while athletic event is occurring)
- Student housing (includes fraternity and sorority houses)
- Preschool or childcare spaces (defined as separated by electronic mechanism or human-staffed point of controlled access)
- College and Career Academies
- Classes w/ Move On When Ready (MOWR)/dual enrollment students (defined as the space or room being currently used for MOWR/dual enrollment instruction)
- Faculty, staff or administrative offices
- Rooms where disciplinary hearings are conducted

7. Must be concealed

- Concealed defined—carried in such a fashion it does not actively solicit the attention of others... is not openly and intentionally displayed. Substantially covered by an article of clothing, or carried within a bag of nondescript nature

**Additional Points for Consideration:**

- It is incumbent upon the weapons carry license holder to know the law and follow it at all times.
- It is the responsibility of the license holder/gun owner to ensure that they have received gun safety training on proper loading, use and carry (including concealed carry) of a firearm. Colleges (including their police or security departments) will not provide firearms training to anyone other than employed sworn police officers.
- Active Shooter training is provided to all students and employees. In the event of an active shooter type occurrence, police will respond with the intent of locating and stopping the threat. It is the responsibility of the licensed carrier to clearly identify themselves and immediately obey all instructions given by law enforcement.

**Frequently Asked Questions:**

1. Where can weapons be secured when not being carried on campus by permit holder? The gun owner’s vehicle. Schools will not provide weapons storage facilities.
2. How will anyone know whether a class has MOWR or dual enrollment students in it? It is incumbent upon the licensed carrier to determine when these conditions exist and not violate the law. Students may ask their fellow classmates if anyone is a dual enrollment, MOWR, or high school student, however, fellow students are not required to identify themselves as dual enrollment, MOWR or high school student.
3. What is penalty for violation? See OGCA 16-11-127.1. If the violator has a valid carry license, on first offense, the penalty is a misdemeanor and a \$25 fine. If the violator does not have a carry license the charge is a felony.

4. Can law enforcement ask to see weapon carry license at any time? Law enforcement may not detain an individual for the sole purpose of asking if they have a carry license or requesting to view it.
5. Must the permit be on your person while carrying? Yes
6. Does it apply to any area where a student conduct hearing may occur or has occurred? It applies to any area where a student conduct hearing is occurring or will occur in the immediate future.
7. What happens when high school (or younger) students are in common areas? The prohibition only applies to areas in current use for instruction of students who are dual enrollment or MOWR. Common areas where these students may be present are not covered.

## **Student Parking**

The college has designated areas for student parking. All full and part-time students, faculty and staff are required to display a campus parking permit on his or her vehicle and to park in designated areas. There is no charge for the parking permit.

Not properly displaying a parking permit or parking in an unauthorized area such as handicapped spaces, on yellow curbs, in designated visitor, faculty, or staff parking, may result in the vehicle being towed, parking citations, and/or disciplinary action. Citations will also be issued to vehicles not following the speed limit, driving recklessly, or performing other actions deemed to be a safety risk for pedestrians. Parking permits are distributed at registration.

## **Student Communication**

### **Student Email Account**

Georgia Northwestern Technical College generated email accounts are the official means of communication with students. Instructions can be found at [www.gntc.edu](http://www.gntc.edu) under the Student Email link.

### **Student Media Information**

Georgia Northwestern Technical College utilizes various social media sites to communicate information with students and the public regarding news and events at the college. GNTC's social media sites also provide a forum for students, faculty, and staff to communicate with one another. Students are encouraged to participate in GNTC's social media sites by joining, following, or becoming a fan of the college's sites including Facebook, Twitter, and YouTube. To become part of GNTC's social media network visit the college website at [www.gntc.edu](http://www.gntc.edu). Links to all of the GNTC's social media sites can be found at the very bottom of the college's homepage, as well as a link to "Social Media Guidelines." Each student participating in any of GNTC's social media sites is responsible for reading and adhering to the policies found in the "Social Media Guidelines" document.

Bulletin boards and multi-media distribution monitors are located in designated areas of the college. It is the student's responsibility to read the bulletin boards and multi-media distribution monitors daily for important messages. Flyers, handbooks, posters, or other similar materials may not be posted on walls, doors, or windows.

### **GNTC e2Campus Alert! Opt-in Enrollment**

To provide GNTC faculty, staff and students with timely emergency and weather closing notifications, the college has implemented the GNTC e2Campus "Alert!" notification system. This is an "opt-in" service: You must create your own account and enter your contact information in order to received

notifications. If you do not create an account, you will not be notified of emergencies and weather/campus closings.

GNTC Alert! Delivers messages via SMS (text message to your cell phone), email, and voice phone calls, and when you enroll you may enter any number of contact numbers/email addresses where you wish to receive notifications.

Sign up is quick and easy, and GNTC pledges that your information is confidential and used ONLY for notification via GNTC Alert! You will not be spammed, and GNTC will NOT use this system for "routine reminders" (such as registration deadlines, etc.) GNTC's e2Campus Alert! will be used exclusively for emergency and weather/campus closing messages.

Sign up for GNTC Alert! at [www.gntc.edu/e2campus.php](http://www.gntc.edu/e2campus.php)

### **Severe Weather Policy and Procedure**

Decisions regarding conditions affecting Georgia Northwestern Technical College during emergency/severe weather will be made by the vice president of academic affairs, after consultation with the president. Announcements to employees and students concerning closing of college facilities, opening late, or closing early will be made as early in the day as possible. GNTC will announce closings or delayed openings through GNTC Alert!, GNTC's website at [www.gntc.edu](http://www.gntc.edu), and on GNTC's Facebook page. The college will not announce that it is open, only closings or delayed openings. It is the responsibility of each person to use his/her best judgment to decide if it is safe to travel.

In the event of severe/inclement weather, GNTC will communicate to students, faculty, and staff using the following methods:

- GNTC Website –[www.gntc.edu](http://www.gntc.edu)
- GNTC Social Media Sites: Twitter and Facebook
- GNTC Alert System

### **Acceptable Computer Use Guidelines**

In making decisions regarding access to the Internet and use of its computers, the Technical College System of Georgia considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. TCSG expects faculty to blend thoughtful use of the Internet throughout the curriculum and provide guidance and instruction to students in its 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 Georgia Northwestern Technical 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 department. Access is a privilege, not a right. Access entails responsibility.

Users should not expect files stored on Georgia Northwestern Technical College-based computers to be private. Electronic messages and files stored on Georgia Northwestern Technical College-based computers shall be treated like other GNTC 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, Georgia Northwestern Technical College officials shall cooperate with law enforcement officials who are properly authorized to search GNTC computers and computer systems.

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

- To create, access, or transmit sexually explicit, obscene, or pornographic material;
- To create, access, or transmit material that could be considered discriminatory, offensive, threatening, harassing, intimidating, or attempts to libel or otherwise defame any person.
- To violate any local, state, or federal statute;
- To vandalize, damage, or disable the property of another individual or organization;
- To access another individual's password, materials, information, or files without permission;
- To violate copyright or otherwise use the intellectual property of another individual or organization in violation of the law, including software piracy;
- 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;
- To knowingly endanger the security of any TCSG or Technical College computer or network; To willfully interfere with another's authorized computer usage;
- To connect any computer to any of the TCSG or Technical College networks unless it meets technical and security standards set by TCSG; To create, install, or knowingly distribute a computer virus, "Trojan horse," or other surreptitiously destructive program on any TCSG or Technical College computer or network facility, regardless of whether any demonstrable harm results; and
- To modify or reconfigure the software or hardware of any TCSG computer or network without proper authorization. To conduct unauthorized not-for-profit business activities;
- To conduct any activity or solicitation for political or religious causes;
- To perform any activity that could cause the loss, corruption of, prevention of rightful access to, or unauthorized distribution of TCSG data and information; and
- 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.



Occasional personal use of Internet connectivity and email that do not involve any inappropriate use as described above may occur at GNTC. Any such use should be brief, infrequent, and shall not interfere with user's performance, duties, and responsibilities.

Users of GNTC computers and computer systems are subject to the TCSG'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.

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

The foregoing standards are equally applicable to employees of GNTC, wherever housed, and to employees and students of Georgia Northwestern Technical College.

Violations of these policies incur the same types of disciplinary measures as violations of other TCSG or GNTC policies or state or federal laws, including criminal prosecution.

## **HEOA Policy**

Schools must annually make available to current and prospective students the school's policies and sanctions related to copyright infringement, including:

- A statement that explicitly informs students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject them to civil and criminal liabilities
- A summary of the penalties for violation of federal copyright laws
- The school's policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the school's information technology system made available through appropriate publications, mailings, or electronic media.

## **Tobacco Policy**

In the interest of better promoting the health of our staff and students, Georgia Northwestern Technical College is a tobacco-free environment. Smoking and use of other tobacco products (e.g., smokeless tobacco, electronic cigarettes) will not be permitted on any college campus to include, but not limited to, campus buildings, sidewalks, parking lots, building entrances and common areas, and in college-owned vehicles.

Monitoring of this policy shall be the responsibility of the security personnel, faculty, and staff. Those students found violating this policy will be governed by the following:

### **First Offense**

Warning

### **Second Offense**

Referral by the security personnel, faculty, or staff to the supervisor of the area in which the offense occurs.

**Additional Offenses**

Referral by the supervisor of the area to the Student Disciplinary Officer for further action based on the Student Code of Conduct (p. 65) and treated as other disciplinary issues per the policies outlined in the GNTC Catalog and/or the Student Handbook.

**Equal Opportunity Complaint or Appeal**

Students of Georgia Northwestern Technical College should report any alleged discrimination on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law), to the person designated below as the coordinator. The coordinator should complete the information process and submit to the president within 12 days of the complaint.

**Report complaints concerning discrimination on the basis of race, color, creed, national or ethnic origin, gender, age or religion to:**

Sonya Briscoe, Special Populations Director  
Georgia Northwestern Technical College  
Floyd County Campus, Room A120a  
One Maurice Culberson Drive Rome,  
GA 30161  
706-295-6932

**Report complaints concerning discrimination on the basis of disability to:**

Sheila Parker, Section 504/ADA Coordinator  
Floyd County Campus, Room B-115  
One Maurice Culberson Drive Rome,  
GA 30161  
706-295-6517

**Gender/Sexual Harassment**

Georgia Northwestern Technical College prohibits sexual harassment and harassment on the basis of race, color, creed, gender, national or ethnic origin, religion, disability, age, or citizenship status. Sexual harassment is a form of gender discrimination and is a violation of state and federal law. Sexual harassment is defined as: "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature." Such conduct is prohibited when the behavior is directed to an individual because of his or her gender and (1) when submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment or otherwise full participation in department or college life; (2) submission to or rejection of such conduct is considered in evaluating a person's academic work or job performance, or (3) such conduct has the purpose or effect of interfering with a person's academic or job performance; creating a sexually intimidating, hostile, or offensive working or educational environment; or interfering with one's ability to participate in or benefit from an educational program or activity.

All persons who believe that they are or may have been victims of improper harassment are encouraged to seek resolution promptly. Those who have been witness to sexual harassment or other improper harassment should report their observation to the Title IX Coordinator:

Sonya Briscoe  
Special Populations Coordinator  
Georgia Northwestern Technical College  
Floyd County Campus, Room A120a  
One Maurice Culberson Drive Rome, GA 30161  
706-295-6932

Other violations of this policy include:

retaliating against a person who reports alleged harassment or participates as a witness in a harassment investigation; disregarding, failing to investigate adequately, or delaying investigations of harassment allegations when responsibility for report and/or investigation of harassment complaints comprises part of one's supervisory responsibilities; or deliberately making a false allegation of sexual or other improper harassment. However, failure to prove a claim of harassment does not constitute proof of a false accusation.

Students who engage in sexual or other improper harassment on college premises or off college premises at a college-sponsored activity will be subject to discipline. In most circumstances, it is best for all parties that complaints of harassment be resolved at the lowest possible organizational level with a minimum of formality.

Confidentiality and privacy of those involved will be respected during all complaint procedures to the degree the procedure and the law will allow.

### **Gender/Sexual Harassment Complaint Procedure**

The following procedure is designed specifically for the reporting and processing of complaints of sexual harassment.

Any student who alleges a violation of sexual harassment shall notify the Sexual Harassment (Title IX) Coordinator within ten (10) business days following the alleged incident or as soon thereafter as reasonably possible. The complaint shall contain a brief description of the alleged violation and relief requested. If the complaint is oral, the coordinator shall prepare a written record of the complaint and ask the complainant to sign the statement, indicating that it accurately reflects the essentials of the complaint. Within seven (7) business days following the filing of a complaint, the coordinator will conduct an investigation of the alleged incident. Within five (5) business days after concluding the investigation, the coordinator will review the evidence gathered during the investigation and make a written report to the vice president of student affairs and/or college president presenting findings of fact, investigative conclusions, and recommendations as to any disciplinary action to be taken, if appropriate. A copy of this report shall be given to the complainant and accused offender. Upon reasonable request the vice president or president may grant the coordinator additional time for completing the investigation or written report. The investigator will have at least 30 days, if needed, from the time of the report of a sexual harassment complaint to complete investigations and submit a report of findings to the president or designee. The accused offender (respondent) or complaining party may respond to the report of the coordinator. Written responses must be submitted to the president within seven business days from receipt of the coordinator's report. Requests to meet with the president shall be submitted in writing within five (5) days of the receipt of the report. The president shall meet with the complainant or the respondent within a reasonable time. This meeting may be informal and include other individuals at the discretion of the president. Within a reasonable time the president shall evaluate all evidence presented and make a decision regarding a resolution. This decision shall be in writing and copied to the complainant and the respondent. Such decisions shall include a statement of the right to appeal the president's decision to the Office of Legal Services, Technical College System of Georgia. A total time period from receipt of complaint by the president, to the president's decision should not exceed thirty (30) business days. An appeal of the final decision of the president may be submitted in writing to the Office of Legal Services at the Technical College System of Georgia. TCSG will contact the complainant and prepare a timeline for resolution of the appeal.

### **Admissions**

Admissions policies and procedures may be found in the College Catalog located online at [www.gntc.edu](http://www.gntc.edu).

## **MyGNTC System**

MyGNTC is the online tool that allows students access to personal and academic information at Georgia Northwestern Technical College. Students may register for courses, pay tuition and fees online, view unofficial transcripts, view schedules and financial aid information. All students can access MyGNTC from the Georgia Northwestern Technical College homepage at [www.gntc.edu](http://www.gntc.edu).

## **Orientation**

All new students or returning students who have not registered with GNTC within the previous 12 months are required to attend a face-to-face New Student Orientation. Attendance at a face-to-face orientation is required before you can meet with an advisor to get your course schedule.

Students must register online to attend a face-to-face New Student Orientation. After new students have submitted all required documents needed for admissions to GNTC and have been accepted to attend the college, information about the orientations, and about how to register for an orientation session, will be provided to them via student email account and through the mail.

If, after attending the new student face-to-face orientation, you have questions about your enrollment at GNTC, information can be obtained by accessing the menu to the left. Or, you can always visit a GNTC Help Center located on any GNTC campus. Good luck with your educational endeavors, and please know that faculty and staff are available to provide support and assistance with any questions you may have regarding your enrollment at GNTC.

View our Orientation Packet for more information.

# **Financial Information**

## Legal Residence and Residency Status

**Georgia Resident/Georgia Residency:** an individual or the status of such individual who is a United States Citizen or Eligible Non-Citizen and is domiciled in the State of Georgia and meets the in-state tuition requirements of the State Board of the Technical College System of Georgia.

**Out-of-State Tuition Classification:** the status granted to a student, in accordance with the policies of the State Board of the Technical College System of Georgia, who has been determined to be ineligible to pay tuition at the In-State Tuition Classification rate.

**Non-Citizen:** a person who is not a United States born or naturalized citizen of the United States.

## Residency Categories for Purposes of Tuition Rate Determination

**Georgia Resident:** an individual or the status of such individual who is a United States Citizen or Eligible Non-Citizen and is domiciled in the State of Georgia and meets the in-state tuition requirements of the State Board of the Technical College System of Georgia.

**Eligible Non-Citizen:** a person who, in accordance with the Federal Title IV definition, is a United States permanent resident with a Permanent Resident Card (I-551); or a conditional permanent resident (I-551C); or the holder of an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: Refugee, Asylum Granted, Parolee (I-94 confirms paroled for a minimum of one year and status has not expired); or Cuban-Haitian Entrant. Persons with an F1 or F2 student visa, a J1 or J2 exchange visitor visa, or a G series visa do not meet the definition of an Eligible Non-Citizen.

**Non-Citizen Student:** a person who is not a United States born or naturalized citizen of the United States.

**Out of State Student:** a person who has not established domicile in the State of Georgia for a period of at least 12 months prior to the first day of classes for the term for which the person is intending to enroll.

## Determining Residency Status of Dependent Students

- A Dependent Student meets the Georgia residency requirements, for purposes of this procedure and the related policies, if his or her parent has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in-state tuition, and;
- Such student graduated from an eligible high school as defined by TCSG policy located in the State of Georgia; or
- The parent claimed the student as a dependent on the parent's most recent federal income tax return.
- A Dependent Student meets the Georgia residency requirements, for purposes of this procedure and related policies, if a United States court- appointed legal guardian has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in-state tuition, provided that the appointment was not made to avoid payment of Out-of-State Tuition.

## Determining Residency Status of Independent Students

- An Independent Student meets the Georgia residency requirements, for purposes of this procedure and the related policies, if he or she has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking In-State Tuition.

- It is presumed that no Independent Student shall have gained or acquired Georgia residency, for purposes of this procedure and the related policies, while attending a TCSG college without clear evidence of having established a domicile in the State of Georgia for purposes other than attending a TCSG college.

### **Retaining Georgia Residency**

**Dependent Students:** If the parent or United States court-appointed legal guardian of a Dependent Student who was correctly determined to meet Georgia residency requirements for the purposes of this procedure and the related policies, establishes domicile outside the State of Georgia, such student shall continue to retain his or her status as a Georgia Resident, for purposes of this procedure and the related policies, as long as such student remains continuously enrolled in a TCSG college.

**Independent Students:** If an Independent Student who was correctly determined to meet Georgia residency requirements, for purposes of this procedure and the related policies, temporarily relocates outside the State of Georgia, but returns to the State of Georgia within 12 months, such student shall retain his or her status as a Georgia resident, for purposes of In-State Tuition.

### **Eligibility for Out of State Tuition Exemptions:**

Students in the following classifications are eligible for Out of State Tuition Exemptions. These exemptions do not affect the student's eligibility for the HOPE Scholarship or Grant, except for exemptions for military personnel and their dependents as provided for in the GSFC regulations:

- Employees and their children who move to Georgia for employment with a new or expanding industry as defined in OCGA 20-4-40;
- Full-time employees of the Technical College System of Georgia, their spouses, and dependent children;
- Full-time teachers in a public school, a military base, or a public postsecondary college, their spouses, and dependent children;
- United States military personnel stationed in Georgia and on active duty and their dependents living in Georgia;
- United States military personnel, spouses and dependent children reassigned outside Georgia, who remain continuously enrolled and on active military status;
- United States military personnel and their dependents that are domiciled in Georgia, but are stationed outside the State;
- Students who are domiciled in out-of-state counties bordering on Georgia counties and who are enrolled in a Technical College with a local reciprocity agreement;
- Career consular officers and their dependents that are citizens of the foreign nation which their consular office represents, and who are living in Georgia under orders of their respective governments. This exemption shall apply only to those consular officers whose nations operate on the principle of educational reciprocity with the United States. Students in the following classifications are eligible for
- In-State Tuition waivers. These waivers do not affect the student's eligibility for the HOPE Scholarship or Grant, except for waivers for military personnel and their dependents as provided for in the GSFC regulations.
- Alabama and Tennessee residents pay the same tuition as Georgia residents. All other out-of-state residents pay the out-of-state tuition
- 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. This exemption may also be granted to their spouses and dependent children or individuals eligible for GI Bill benefits.

## Verification of Lawful Presence in the United States

Effective January 1, 2012, all students applying for in-state tuition must provide validation of lawful presence in the United States. The following documents will serve as proof of lawful presence in the United States and documentation will be required before you are eligible for consideration of in-state tuition:

- A current Driver's License issued by the State of Georgia after January 1, 2008.
- A current ID issued by the State of Georgia after January 1, 2008.
- A current Driver's License or ID from:

**Alabama:** Issued after August 1, 2000

**Florida:** Issued after January 1, 2010 **OR** have a gold star in the upper right hand corner.

**South Carolina:** Issued after November 1, 2008

**Tennessee:** Issued after May 29, 2004.

- A **certified** U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. A photocopy is not acceptable.
- An approved completed FAFSA for the current financial aid year.
- A current, valid Permanent Resident Card (USCIS form 1-151 or 1-551).
- A current, valid military identification card for active duty soldiers or veterans.
- A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240).
- A current U.S. Passport.
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).

Any student who cannot be verified as lawfully present in the United States is not eligible to be considered for in-state tuition, regardless of how long he or she has lived in Georgia. In addition to being lawfully present in the United States, students must meet the in-state tuition requirements as outlined in TCSG Board Policy and Procedure V.B.3 to warrant an in-state classification. Students that are initially classified as out-of-state, and successfully petition to have their residency changed to in-state also have to meet the verification requirement.

## Additional Expenses above Tuition and Fees

### Credit by Examination

Students who wish to receive credit by exam will be charged 25% of tuition per credit hour of the course for each class they wish to exempt. For more information, please read the Credit by Examination in this handbook.

### Books and Supplies

Bookstores are located on Floyd, Gordon, Polk, Walker, and Whitfield Murray campuses. Bookstore hours are posted at each bookstore and can also be found on the GNTC website. Bookstore operations are managed by Nebraska Book Company, Inc. Bookstores have new and used books, supplies and other items for sale. Refunds are available in accordance with Nebraska Book Company, Inc. policy. The Nebraska Book Company, Inc. refund policy is posted prominently in the campus



bookstores. Each campus bookstore will be available throughout the term for students to sell their books back to Nebraska Book Company, Inc. The buyback price of the book is based on many factors, including the condition of the book, the edition, and the current demand for the book.

### **Tools**

Some programs require that students furnish hand tools. These are areas where a person is expected to have tools upon employment. The required tools may not constitute a complete set but will be adequate to begin work in the field of study.

### **Financial Aid**

Georgia Northwestern Technical College recognizes that some students need financial assistance. Students at GNTC can look to several areas for financial assistance: Federal Pell Grants, Federal Supplemental Education Opportunity Grant, Direct Student Loans, the Zell Miller Scholarship, HOPE Scholarship Program, the HOPE Grant Program, Federal Work Study, Georgia Northwestern Technical College Foundation Scholarships, and the Workforce Innovation and Opportunities Act (WIOA). Grants and Scholarships do not have to be repaid unless received erroneously. Refer to the GNTC website ([www.gntc.edu](http://www.gntc.edu)) for more information.

To be eligible for most financial assistance, a student must have a high school diploma or equivalent (GED). Students must be accepted into a degree, diploma, or certificate program at the college to be eligible for assistance. The Free Application for Federal Student Assistance (FAFSA) must be completed each academic year to be considered for any assistance.

Other means of applying for financial assistance may be available by contacting the Financial Assistance Office. The financial aid academic year begins Fall term and the FAFSA applications are available in January. To apply for all assistance, a student may complete the FAFSA online at [www.fafsa.gov](http://www.fafsa.gov). There is a link to the website on the GNTC website, [www.gntc.edu](http://www.gntc.edu). Please check with the Financial Aid Office for more details on the application process.

All students must have a complete file for awarding of financial assistance; therefore, students should allow themselves 4-6 weeks prior to the start of a term to complete the process. After students complete all other required paperwork, they will receive award notification letters via their student email account, showing the types and amounts of assistance for which they qualify. The Financial Aid Office uses the student email system to notify students of their financial assistance status. The Business Office will disburse funds to those who qualify.

### **Academic Policies for Financial Aid**

Federal and state regulations require the college to establish policies to measure whether students applying for financial aid are in good academic standing and making satisfactory academic progress toward completion of their degrees, diplomas, or certificate programs.

### **Satisfactory Academic Progress Policy**

A student is required to maintain satisfactory academic progress to remain eligible for financial aid. Georgia Northwestern Technical College uses the following standards to monitor a student's progress toward his or her diploma, degree, or certificate. Satisfactory progress is measured in terms of three components:

- length of time to complete the program (150%)
- a qualitative component (2.0 GPA)

- a quantitative component (completion of attempted credit hours, 66.67%)

### Maximum Time-frame

There are a maximum number of hours that students may attempt in pursuing their current program of study. Students may not exceed 150% of the hours needed to complete the program of study they are currently enrolled in, excluding Learning Support courses. This does include transfer coursework that has been accepted as credit toward the student's current program of study. Once a student has attempted 150% of the minimum number of credit hours necessary for completing the program requirements, the student will not be eligible to receive financial aid.

### Qualitative (Grade Point Average)

Students must maintain a cumulative grade point average (GPA) of at least 2.0 to remain in good standing. Financial aid GPA's will be monitored at the end of each term. A student whose cumulative GPA falls below a 2.0 is placed on Financial Aid Warning for their next term of enrollment. This will allow a student one term to increase the GPA to the satisfactory level. If, after one term, the GPA remains below 2.0, the student will be placed on Financial Aid Suspension and eligibility will be lost until the cumulative GPA has been brought back to at least a 2.0 level. Students may receive aid while on Financial Aid Warning, but will not receive aid while on Financial Aid Suspension. Transfer coursework and Learning Support courses are not counted in the cumulative GPA calculation.

### Quantitative (Completion Rate)

In order for students to graduate within the maximum "time frame" of hours, at the end of each term they are expected to have cumulatively completed at least 66.67% of their credit hours attempted. A student, who, at the end of any term, has not successfully completed 66.67% of their cumulative hours attempted, will be placed on Financial Aid Warning for their next term of enrollment. This will allow the student one term to increase the cumulative completion rate to the satisfactory level. If, after one term, the cumulative completion rate remains below 66.67% the student will be placed on Financial Aid Suspension and eligibility will be lost until the cumulative completion rate has been brought back to at least 66.67%. Students may receive aid while on Financial Aid Warning but the student will not receive aid while on Financial Aid Suspension.

Students may re-establish good standing when they have cumulatively completed 66.67% of their attempted credit hours. The following grades (see Grading System) do not count toward successfully completing a course: "F", "I", "W", "WF", "WP", and "IP". For all courses, any combination of these results in no progress, and will be calculated in the completion rate when computing eligibility for financial aid. Repeat courses will be considered as any other class and both grades will count in the GPA. Grades of "F" and "WF" will be counted in computing your GPA.

Learning Support courses are graded on an A\* through F\* scale. A grade of A\*, B\*, or C\* will be considered satisfactory completion of a learning support course. A grade of D\* or F\* will be considered unsatisfactory. Grades received for learning support courses are included in the 66.67% hours attempted completion rate, but not in the GPA calculation.

Example: A student completes his first year at GNTC with the following grades:  
 30 cumulative attempted credits with  
 18 credits of passing grades (these credits count as attempted and completed)  
 12 credits of failing grades (these credits count as attempted but not completed)

The student's completion rate is 60.00% (total completed divided by total attempted - 18/30 = 60.00%)

The student in this example did not meet the quantitative (completion rate) SAP standard and is at risk of losing financial aid.

If the student had completed 21 credits with passing grades they would have met the quantitative SAP standard. (21/30 = 70.00%)

Note: GNTC truncates and does not round the calculations for the qualitative and quantitative SAP components. Please see the below examples.

Quantitative Example: A cumulative completion rate of 66.66666666% is not rounded to 66.67% but is truncated to 66.66%, this would not be meeting the quantitative component.

Qualitative Example: A cumulative GPA of 1.999999 would not be rounded to 2.00 but is truncated to 1.99, this would not be meeting the qualitative component.

**Incomplete Grades**

Incomplete grades designated as an "I" (Incomplete) or "IP" (In Progress) are not calculated in the GPA but are calculated in the attempted hours completion rate. Once the "I" or "IP" grades are updated to actual grades, the cumulative GPA will be checked at that time. If a student does not meet the standards after recalculation and has received funds for classes, the funds will have to be repaid by the student.

**Treatment of Transfer Hours**

Transfer students accepted by Georgia Northwestern Technical College, but not previously at GNTC, will be classified as maintaining Satisfactory Academic Progress for the first term of attendance. After the first term, the student's grades will be measured in accordance with GNTC's Satisfactory Academic requirements. Students who previously attended GNTC, transferred to another school, then returned to GNTC, will have all of their course work reviewed. If a student fails to meet the qualitative or quantitative standards at the end of a term, the student will be placed on Financial Aid Warning. The student will continue to receive aid while on Financial Aid Warning. However, if the student does not meet the qualitative and quantitative standards by the end of the warning term, he/she will be placed on Financial Aid Suspension. The student can continue taking courses while on suspension at the student's expense.

**Excluded Grades**

Prior to Summer Quarter 2010, the college had a process through which a student was able to have specific course(s) removed from his or her academic history. If requested and approved, the class(es) affected are reflected with "E" (excluded) beside the points assigned the class on the academic transcript. As the excluded class is not calculated into the student's overall academic GPA, it is also excluded from the student's GPA related to Satisfactory Academic Progress (SAP). Excluded classes, however, do affect a student's successful completion rate for SAP with regard to the grade received. Please see the "Completion Rate" section of the policy about specific grades and their impacts to this area of SAP.

**Policy for Reinstatement of Eligibility for Financial Aid**

1. A student whose GPA is classified as unsatisfactory can re-establish eligibility when the cumulative GPA reaches 2.0. Students may re-establish good standing when they have cumulatively completed 66.67% of their attempted credit hours.
2. The above requirements to re-establish financial aid will be at the student's expense unless a Financial Aid Appeal has been approved.

**Financial Aid Appeal Process**

Students that did not meet the qualitative and/or the quantitative components will be notified via their GNTC student email account of their failure to make satisfactory academic progress at the end of every term after grades have been posted. If the student was placed on Financial Aid Suspension and feels there were extenuating circumstances beyond his/her control that kept him/her from maintaining satisfactory progress, he/she may appeal in writing by completing the Financial Aid Appeal form (supporting documentation must be attached). Examples of extenuating circumstances include, but are not limited to: death or extended illness of a family member, illness or injury of student, house fire, or victim of a violent crime. Work conflicts are not extenuating circumstances. Appeals must be submitted by the last day of the semester for which the student is requesting reinstatement of financial aid. Only completed appeals will be considered submitted.

The Executive Director of Financial Aid will refer the appeal to the Satisfactory Academic Appeals Committee for review. The Satisfactory Academic Appeals Committee is a three person committee made up of non-financial aid personnel that are selected in a volunteer capacity by the Executive Director of Financial Aid. In the event a primary committee member is not in the office to perform their committee duties in a timely manner a back-up may step in and review appeals in their place. These back-ups include the Executive Director of Financial Aid, the Associate Director of Financial Aid and the Financial Aid Specialist in charge of the SAP Appeal process.

Appeal forms are available from the Financial Aid Office or from the college website. Students will be notified of the Committee's decision within two weeks of submitting the appeal via their GNTC student email account.

Students that meet both the qualitative and the quantitative components but have exceeded the Max-Timeframe their program allows will be placed on Financial Aid Suspension. These students have the opportunity to appeal by completing the Financial Aid Appeal form for Max-Timeframe. The Executive Director of Financial Aid and the Associate Director of Financial Aid

review these appeals.

**Outcome of Appeals**

The Satisfactory Academic Appeals Committee is charged with making the final appeal decision. They have three outcomes to choose from that are listed below. Please note that the Committee's decision is final and cannot be appealed to a higher authority at the college or to the Department of Education.

**Probation**

Students may have their appeal approved on a Probationary status for their next term of enrollment. The committee will only consider the outcome of Financial Aid Probation if the student can meet the required standards by the end of the subsequent payment period. In order to receive aid for future terms, the SAP standards of a 2.0 GPA and a completion rate of 66.67% of all classes attempted will have to be met. If the SAP standards are not met by the next term of enrollment, the student will be placed on Financial Aid Suspension.

**Academic Plan**

Students that have their appeal approved and are placed on Academic Plan for their next term of enrollment will be required to meet a term GPA of 2.5 and a term completion rate of 100%. Students approved under the Academic Plan will be eligible to receive financial aid for up to 3 terms as long as they meet the requirements of the plan for each term. The Academic Plan is designed to assist students in meeting the standards within 3 terms of enrollment.

If a student takes all Learning Support courses during any semester under an Academic Plan, they must pass each Learning Support course with a "C\*" or better.

**Denied**

Students that have their appeal denied will remain on Financial Aid Suspension and will not be eligible for any Financial Aid until the standards are met.

**Federal Pell Grant (Pell)**

Students who demonstrate financial need, and are enrolled in an eligible program, may be eligible for the Pell Grant. The amount of the grant may range from \$400 to \$5,550 per academic year (subject to change), depending on the level of federal funding, cost of education, enrollment status, and the student's Expected Family Contribution, which is taken from the Student Aid Report. Complete eligibility requirements are available from the Financial Assistance Office.

**Federal Supplemental Educational Opportunity Grant (FSEOG)**

The Federal Educational Supplemental Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need, that is, students with the lowest Expected Family Contribution, and

priority is given to students who receive Federal Pell Grants. There is no guarantee that every eligible student will be able to receive an FSEOG.

### **Federal Work-Study**

This program allows students to work in on-campus jobs and earn money to pay their educational expenses. Students will typically be paid the federal Minimum Wage and are paid semi-monthly based on the number of hours worked. Students should apply for federal student assistance initially, and their eligibility for Federal Work-Study will be determined from their Student Aid Report. Students should contact the Financial Assistance Office for more details.

### **Federal Direct Student Loans**

Federal Direct Loans are low-interest student loans that must be repaid after you graduate or drop below half-time enrollment. Direct Loans are a form of federal financial aid, and may only be received by students who are:

- Enrolled half-time (six credit hours) or more.
- Making Financial Aid Satisfactory Academic Progress (SAP). The Financial Aid Satisfactory Academic Progress policy is available in the Office of Student Financial Aid and online at <http://www.gntc.edu/admissions/financial-aid/how-to-apply.php>.
- Eligible for federal aid - see the link <http://www.gntc.edu/admissions/financial-aid/eligibility.php> for more information.

The Office of Student Financial Aid determines your eligibility for the Direct Loan based on the results of your FAFSA (Free Application for Federal Student Aid), cost of attendance, and other financial aid received. This includes agency payments such as Vocational Rehabilitation, Workforce Innovation and Opportunity Act (WIOA), and Trade Assistance Act (TAA). It is the student's responsibility to notify the Financial Aid Office of any outside scholarships or agency payments.

**Subsidized Direct Loan:** You must have financial need (based on FAFSA results) to qualify for the Subsidized Direct Loan.

**Unsubsidized Direct Loan:** This version of the Federal Direct Loan is not based on financial need. However, the amount of the loan, combined with other financial aid resources, cannot exceed the cost of attendance. The borrower is responsible for all interest charges on an Unsubsidized Direct Loan from the time the loan is disbursed. While you are not required to make payments while you are in school or during grace or deferment periods, we recommend that you pay interest quarterly. Any accrued interest that is not paid will be added (capitalized) to the loan balance when you enter repayment.

### **HOPE Scholarship Programs**

The HOPE Scholarship Programs are administered by the Georgia Student Finance Commission (GSFC) and consist of the Zell Miller Scholarship and HOPE Scholarship for degree programs and HOPE Grant for diploma and certificate programs. Effective fall semester 2011, the HOPE Scholarship and HOPE Grant will pay a percentage called a factor rate of the prior year tuition amount. This amount can change from year to year. Brief summaries of each program are listed below. For full descriptions of each program, visit the Financial Aid Office.

#### **HOPE Scholarship**

The HOPE Scholarship is a state funded program available for students who are working toward a degree program. The student must be a Georgia resident and considered a HOPE Scholar. A HOPE Scholar is a 1993 or later high school graduate with a 3.0 or higher Grade Point Average (GPA) from high school. The high schools will notify GSFC of students who qualify. A student who did not

graduate as a HOPE Scholar can become a HOPE Scholar after attempting 30/45, 60/90, or 90/135 semester/quarter hours with a 3.0 or better GPA.

To continue receiving the HOPE Scholarship, degree students must maintain a 3.0 GPA at each check point. The student's GPA will be checked after the student has attempted 30, 60 and 90 semester hours and at the end of each spring term. First-year scholars (less than 30 hours) who attend less than full time will be checked at the end of the third term. There is a maximum number of hours that a student can attempt, which is 127 semester hours.

The HOPE Scholarship will no longer pay any amounts toward fees and books. GSFC has implemented a 7-year rule. Students who received HOPE Scholarship prior to Summer Term 2011, are eligible to receive HOPE Scholarship until June 30, 2099, regardless of high school graduation date. First time HOPE Scholarship recipients Summer Quarter 2011 or later are bound by the 7-year rule. Students who had not received a HOPE Scholarship award prior to Summer Term 2011, an expiration date will be set for each student as June 30th of the 7th academic year following his or her high school graduation. For students that graduated from a home school program or received a GED, the date of the student's home school completion/graduate or GED test date will be used as the basis for determining the 7-year expiration date. Students can lose and regain eligibility once beginning Fall Term 2011. Any previous gains/losses prior to Fall Term 2011 will not apply.

### **Zell Miller Scholarship**

A student who graduated high school with a 3.7 or higher GPA and with SAT score of 1200 or ACT score of 26 on a single administered test is eligible. The Valedictorian and Salutatorian from a high school graduating class are considered automatically eligible, regardless of GPA/SAT/ACT.

Current students must meet the GPA/SAT/ACT requirement from high school and have at least a 3.3 GPA at the 30, 60 or 90 semester hour check point of their college coursework.

### **HOPE/Zell Miller Grant**

HOPE/Zell Miller Grant is a state funded program available for students who are working toward a diploma or certificate program. The student must be a Georgia resident.

HOPE/Zell Miller Grant will no longer pay fees or book amounts. Students must maintain a 2.0 HOPE Grant GPA to receive the HOPE Grant. If the student is able to meet and maintain a 3.5 HOPE Grant GPA the student will receive the Zell Miller Grant, which pays 100% tuition for most programs. A HOPE/Zell Miller Grant recipient will have their GPA checked at the 30 and 60 credit hour check points. A student can lose the Zell Miller Grant by dropping below a 3.5 but will receive the HOPE Grant if the GPA is still at or above a 2.0. Students cannot receive both HOPE Grant and Zell Miller Grant in the same semester. The HOPE/Zell Miller CAP of 63 semester hours will apply to all programs.

### **Return of Title IV Funds Policy**

If a student withdraws, (officially or unofficially), any Federal Aid received is subject to the "Return of Title IV Funds." For officially withdrawn students, the withdrawal date is the date the Office of the Registrar receives and stamps the withdrawal form (usually the start date of the withdrawal process). For unofficially withdrawn students, the withdrawal date is the midpoint of the term or the last reported date of an academically related activity, whichever is later.

A percentage of unearned funds will be returned to the proper fund. The number of calendar days attended during the term is divided by the total number of calendar days in the term. The resulting percentage is multiplied by the student's Title IV (excluding FWS) aid for the term. This is the new amount the student is entitled to receive (paying Pell first). The following formula will be used to determine return of funds:

Number of days attended /number of days in term = percentage (%) earned (Including holidays and weekends)

Earned 100% if greater than 60%, if less than 60% then, 100% - percentage (%) earned = percentage (%) unearned

For more information concerning this policy, please see the Financial Aid Office. If a student registers for two mini sessions and then withdraws from the first mini session, but plans to attend the second mini session of the term, the student needs to notify the financial aid office in writing of his/her intention of returning for the second registered class(s). If the student returns, in this scenario, no Return of Title IV calculation is necessary. If the student does not return, aid must be reduced to pay only for hours attended and Return of Title IV Funds calculation has to be performed, using the original withdrawal date.

### **Rehabilitation Services**

Vocational Rehabilitation cooperates with Georgia Northwestern Technical College by providing financial assistance to students who have disabilities and who qualify for vocational rehabilitation.

### **Veterans' Benefits**

Veterans' benefits are available to qualified veterans and dependents of deceased or disabled veterans. Applicants should contact the financial aid office on the campus of GNTC the student plans to attend in order to obtain an application. Tuition refunds for students receiving veterans' benefits through the Department of Veterans Affairs will be prorated over the length of the course. The fees are non-refundable.

### **Workforce Innovation and Opportunities Act (WIOA)**

The Workforce Innovation and Opportunity Act is a federally funded program available to those who have been displaced from their employment or have very low family income and meet all eligibility requirements and other grant selection guidelines. Meeting all eligibility requirements does not guarantee acceptance into the WIA program. Qualified applicants must maintain a satisfactory Grade Point Average (GPA) and academic progress. The WIA program assists eligible, full-time students with all program required materials such as books and supplies and may assist with tuition and fees. WIOA also pays a small travel stipend and assists with child care expenses. All students interested in the WIOA program must first apply for Federal PELL Grant and/or the HOPE Grant. To apply for WIOA, contact the WIOA office at the nearest Georgia Northwestern Technical College campus.

### **Payment of Fees and Charges**

Fees and charges not covered by financial aid must be made prior to the payment deadline to retain the class schedule and avoid a \$20 late fee. Georgia Northwestern Technical College accepts payments via cash, check, or credit card at the business office. Credit card and check payments are also accepted online through Banner Web.

If payment is by check, please be advised that a check processing service is used and that all checks must have two telephone numbers and the driver's license number of the name on the check before payment can be processed electronically. If this information is not on your check, then your payment will not be accepted. This applies when making your payment in person or by mail. The check processor will charge a return check fee of \$30 for checks that do not clear. GNTC will withhold grades and transcripts until a returned check and the charge are collected.

Students will be withdrawn from class if fees and charges are not paid.



## Indebtedness

It is expected that every student will discharge any indebtedness to the college as quickly as possible. No degree or diploma will be conferred nor any record or transcript issued to a student who has not made satisfactory settlement with the business office for all of his or her indebtedness to the college. A student may be prohibited from attending classes or taking final examinations after the due date of any unpaid obligation.

## Refund Policy

Georgia Northwestern Technical College can refund 100% of the tuition and refundable fees paid if the student formally withdraws within three instructional days from the first day of the semester. No refunds will be issued after this date. Application fees are not refundable. The business office issues all refunds by the third week of the semester in which the student withdrew from classes. Refunds will only be issued to students who formally withdraw. This policy applies to all students regardless of the source of fee payments.

## Federal Student Financial Aid Penalties for Drug Violations

Federal law prohibits that a student who has been convicted of an offense under any federal or state law (not local or municipal) involving the possession or sale of illegal drugs during a period of enrollment for which the student was receiving federal financial aid, shall not be eligible to receive any federal student aid assistance during the period beginning on the date of such conviction and ending after the interval specified in the following table:

<b>Possession of Illegal Drugs</b>	<b>Ineligibility Period</b>
First Offense	1 Year from date of conviction
Second Offense	2 Years from date of conviction
Third Offense	Indefinite Period
<b>Sale of Illegal Drugs</b>	<b>Ineligibility Period</b>
First Offense	2 Years from date of conviction
Second Offense	Indefinite Period

A student whose eligibility has been suspended based on a conviction for possession or sale of illegal drugs may resume eligibility before the end of the ineligibility period if:

1. The student satisfactorily completes a qualified drug rehabilitation program that includes at least two unannounced drug tests and must satisfy at least one of the following requirements:
  - Be qualified to receive funds directly or indirectly from a federal, state, or local government program;
  - Be qualified to receive payment directly or indirectly from a federally- or state-licensed insurance company;
  - Be administered or recognized by a federal, state, or local government agency or court; or,
  - Be administered or recognized by a federally- or state-licensed hospital, health clinic, or medical doctor.
2. The student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with the criteria prescribed in the federal regulations; or,
3. The conviction is reversed, set aside, or removed from the student's record.

It is a student's responsibility to certify to us that he/she has successfully completed the rehabilitation program.

# **Academic Information**

## Grading System

Each student's progress, conduct, and attitude are continuously appraised. At the end of each semester, the achievement of each student is reported using the following system of grade assignment. See explanation of grading symbols after listing. Quality points are used in computing grade point average (GPA).

A	= 90-100 Excellent (4 quality points)
B	= 80-89 Good (3 quality points)
C	= 70-79 Satisfactory (2 quality points - See note at the bottom of this list.)
D	= 60-69 Poor (1 quality point)
F	= Below 60 -Failing (0 quality point)
AC	= Articulated Credit
AU	= Audit Course
EX	= Credit Course Exempted (not computed)
I	= Incomplete (not computed)
IP	= In Progress (not computed)
TR	= Credit Course Transferred (not computed)
W	= Withdrew (not computed)
WF	= Withdrew Failing (0 quality points)

Note: A grade of "C" or better is required in a prerequisite course before a student can progress to the next level of instruction. A minimum average of "C" (2.0 GPA) is required for graduation.

**"EX" Credit by Examination:** Upon request and approval, an exemption test may be administered to a student to determine if the student has already gained mastery of the course competencies (See Credit by Examination under Academic Information found in the college catalog). If the student achieves satisfactory performance on the exam, a grade of "EX" will be recorded. The "EX" grade carries no grade points, but credit hours will be given identical to the number of credit hours normally assigned to that course at the college.

**"AU" Audit:** "AU" indicates the course was taken for no credit. By auditing a course, the student is allowed to attend class without meeting admission requirements and does not receive a grade or credit. Students who audit courses must pay regular tuition, admission, and registration fees. Students are not allowed to change from audit to credit status or from credit to audit status once the term has begun.

**"AC" Articulated Credit:** "AC" indicates course credit awarded for selected high school classes that meet the Advanced Technical College Credit criteria based on agreement with a high school.

**"I" Incomplete:** "I" indicates that the student who is performing satisfactory work is unable to meet full course requirements for nonacademic reasons, circumstances beyond the control of student or instructor. An "I" is recorded until the final grade is established. The incomplete is assigned only after the student has made arrangements with the instructor for fulfilling the course requirements. An "I" must be removed within one semester, or it will automatically become an "F." Extraordinary circumstances may merit an appeal for extension of time. Extensions of time must be requested by the instructor and approved by the Office of Academic Affairs.

**“IP” In Progress:** “IP” indicates that a final grade could not be posted because the course was not scheduled to be completed at the end of the term. An “IP” grade will remain on the student’s record until the instructor completes a change of grade form.

**“TR” Transfer Credit:** “TR” indicates that the student has successfully completed the course at another postsecondary institution. A grade of “TR” carries no quality points. The student will, however, receive comparable credit hours at the college for the credit hours received at the former institution.

**“W” Withdrawal:** “W” indicates that a student was permitted to withdraw from a course without academic penalty. Withdrawal without penalty will not be permitted past the deadline posted on the academic calendar.

**“WF” Withdrawal Failing :** “WF” indicates that a student stopped attending without completing the appropriate paperwork.

**“\*” Learning Support Class:** A letter grade followed by an asterisk (\*) indicates a learning support course. This grade will not be calculated in the Academic GPA, but will be calculated in the student’s financial aid GPA for the Hope Scholarship program.

## Semester Grade Point Average

Students will be awarded quality points for each credit course grade according to the following scale:

- A = 4 Quality Points
- B = 3 Quality Points
- C = 2 Quality Points
- D = 1 Quality Point
- F = 0 Quality Points

The quality points awarded are then multiplied by the credits for that course to get the quality points earned for the course. Quality points earned for all semester courses are then totaled and divided by the total credits for the semester to obtain the semester grade point average (GPA). Grades of “W” and “WP” are not counted in the cumulative GPA. Hours transferred to GNTC via course exemption and/or prior credit for training are not counted in determining the GPA. Grades of “WF” will be recorded and calculated as an “F” in the GPA. Learning Support Courses will not affect GPA.

## GPA Computation Example

Grades Quality Points X Course Credit Hours = Total Quality Points for Course

A in a course gives 4 quality points X 5 credit hour course = 20 total quality points for course.  
(4x5=20)

B in course gives 3 quality points X 10 credit hour course = 30 total quality points for course.  
(3x10=30)

C in course gives 2 quality points X 5 credit hour course = 10 total quality points for course.  
(2 X 5 = 10)

Total Quality Points for Semester = 60 (20+30+10)

Total Quality Points for Semester ÷ Total Credit Hours for Semester = Semester Grade Point Average; therefore, 60 ÷ 20 = 3 (Semester GPA).

## Cumulative Grade Point Average

A student’s cumulative Grade Point Average (GPA) is the average of all grade points earned at the college. This average is calculated in the same manner as the semester GPA (See GPA Computation

Example), but includes all attempts at all credit courses taken at the College. The cumulative GPA is recorded on the student's permanent record.

## **Work Ethics Grade**

A code of ethics is basic to all cultures, groups, and professions. Ethics provide guidelines for living and performing, and they serve as the basis for making difficult decisions. Classroom instruction on ethical work standards is, therefore, provided in occupational courses, and students receive the opportunity to practice and be evaluated on these ethics in an educational setting before they enter the workplace.

The Technical College System of Georgia instructs and evaluates students on work ethic in all programs of study. Ten work ethic traits have been identified and defined as essential for students success; appearance, attendance, attitude, character, communication, cooperation, organizational skill, productivity, respect, and teamwork.

Students in occupational courses are evaluated twice each semester in terms of work ethics at midterm and at the end of the semester. This evaluation is reflected in a separate grade on their transcript. Students in online courses also receive work ethics grades. Attributes measured are those appropriate to online instruction. Work Ethics grades are not given in Learning Support courses, and are given at the instructor's discretion in General Education courses.

The grading scale is as follows: 3=Exceeds Expectations; 2=Meets Expectations; 1=Needs Improvement; and 0=Unacceptable.

## **Grade Reports**

Grade reports are posted to the MyGNTC approximately one week after the final examination period. Students can check their grades on MyGNTC at [www.gntc.edu](http://www.gntc.edu). Grades will not be given out by phone or by email.

## **Grade Appeals**

If there is a dispute over the final grade awarded for a particular course then the student has ten (10) business days from the time he/she could reasonably be aware of the final grade to contact the instructor in writing about the disputed grade. This "reasonable time" is defined as starting once grades are posted and made available to students in MyGNTC.

## **Good Academic Standing**

A student is considered to be in good academic standing if he/she maintains a cumulative GPA of 2.0 or higher. A cumulative GPA of 2.0 or higher is also required for graduation.

## **Academic Probation and Suspension**

Any student who earns a semester GPA of less than 2.0 will be placed on academic probation during the next semester of enrollment. A student placed on academic probation must meet with his/her advisor to develop intervention strategies. A student will be suspended for one semester if the semester GPA falls below a 2.0 for two consecutive semesters. When a student is suspended, that student is not allowed to enroll in classes for the next term. During the first semester of enrollment after academic suspension, a student is placed on academic probation. A student is removed from academic probation by earning a semester GPA of 2.0 or higher.

## Drop/Add Period

A student may drop one or more courses without penalty within the first three consecutive instructional days of any semester. The student may add one or more courses without penalty within the first five consecutive instructional days of any Fall or Spring semester – Summer terms may have a shorter add period. To drop or add a class during the designated drop/add period, the student may log on to MyGNTC or complete a drop/add form. In the case of extenuating circumstances, students who need to change sections of a class after the drop/add period must obtain permission from the vice president of academic affairs or designee. If dropping or adding a class changes a student's status from full-time to part-time or part-time to full-time, the student must notify his/her Financial Aid Counselor. Any student who enters a course after the first day of class is required to complete all missed work as required by the course instructor.

## Withdrawal from Courses

After the third consecutive instructional day, any student withdrawing from a class will receive a grade of "W" through 60% of the term. The last date which a student may officially withdraw from a class is posted on the academic calendar. A student who wishes to withdraw from a course(s), but does not want to totally withdraw from the college, must obtain a Drop/Add form available from the Registrar's Office/Student Affairs Office. Please note that faculty reserve the right to withdraw students from their class if the student stops attending the class during the withdrawal period. A student who stops attending after the deadline to withdraw may receive a failing grade and/or loss of financial aid.

## Withdrawal from the College

To officially withdraw from the college, the student must obtain a withdrawal form from the Office of Student Affairs, complete the form, and return it to that office. Failure to do so may result in a failing grade and/or loss of financial aid.

## Dean's List

A semester GPA of 3.5 to 3.79 with a course load of at least 12 credit hours will place a student on the Dean's List for that semester.

## President's List

A semester GPA of 3.8 or higher with a course load of at least 12 credit hours will place a student on the President's list for that semester.

## Graduation

Students are eligible to graduate when the following requirements are met:

1. The technical certificate of credit (if required), diploma or associate degree seeking student has earned a high school diploma or a GED;
2. The required number of credit hours and courses in the student's program of study has been satisfactorily completed, and the student has a minimum cumulative GPA of 2.0;
3. An application for graduation (obtained in the Registrar's Office or the Georgia Northwestern Technical College website) must be completed and submitted to the registrar no later than the end of the semester prior to the semester of the student's anticipated graduation;
4. Program area exit examination has been completed (if required); and

5. At least 25% of the credit hours required for graduation have been earned at Georgia Northwestern Technical College. No more than 75% of the credit hours required for graduation may be earned by transfer of credit, credit by examination, or articulation.

Honor graduate status is awarded as follows:

High Honor Graduate

Cumulative GPA of 4.0

Honor Graduate

Cumulative GPA of 3.5 -3.99

Students who re-enroll in the college after an absence of 12 consecutive months or more and who are seeking a degree, diploma, or certificate must meet the graduation requirements as stated in the GNTC Catalog and/or Student Handbook which is in effect at the time of re-enrollment. Students may meet graduation requirements at the end of each semester.

## **Commencement**

Commencement ceremonies are held in the spring and fall. For more detailed information, please visit the graduation page at [www.gntc.edu](http://www.gntc.edu) under Student Services and Registrar. Honor graduates are recognized during the commencement ceremony.

## **Residency Requirement**

Although advanced placement credit is encouraged, Georgia Northwestern Technical College requires that all students graduating from the college must complete a minimum of twenty five percent (25%) of the course work needed for graduation from GNTC. Transfer students must complete a minimum of 25% of their required coursework at Georgia Northwestern Technical College before being issued a degree, diploma, or certificate. No more than 75% of the credit hours required for graduation may be earned by transfer of credit, credit by examination, or articulation. Credit awarded as part of an articulation agreement or awarded based upon corporate/industrial or third party certification, must be validated by the credit-by- examination process in place at the college.

## **Full-Time Students**

Individuals pursuing 12 credit hours or more during a semester are considered to be full-time students.

## **Part-Time Students**

Part-time coursework may be undertaken in any program of study. Students who take fewer than 12 credit hours per semester are considered to be part-time.

## **Maximum Class Load**

The maximum number of credit hours that a student may carry in one semester without special permission from the Office of Academic Affairs is 20.

## **Program Length**

A student who enters a program of study as Program Ready and who takes 15 credit hours per semester can typically finish a program of study in the following number of semesters:

**Associate Degree:** Four semesters

**Diploma:** Three semesters

**Certificate:** Two semesters

However, students should always confer with their advisor to plan their semesters carefully to ensure they are sequencing their courses correctly.

Note: Due to accrediting or licensure issues, some programs require more semesters than the norm.

**Academic Advisors**

At the time of enrollment, each student will be assigned an academic advisor. The advisor's role is to offer counsel regarding the student's program of study, to make referrals to other services, to provide academic guidance when transferring to other institutions, and to help students monitor their academic progress realistically. Before registering, students are required to meet with their advisors.

With the advent of distance education via the Internet, some students may choose to take one or more classes online and never meet their instructors in person. Online students are still assigned advisors just as campus-based students and are required to communicate with their advisors before registering for classes. Communication with the advisor can be accomplished in person, by telephone, or online. Contact information for faculty is available at the college's website, [www.gntc.edu](http://www.gntc.edu), or a student may call GNTC at 706-295-6963 and ask to speak with or leave a message for a faculty member.

**Responsibilities of Academic Advisor**

Help students define and develop realistic education/career plans.

Assist students in planning a program consistent with their abilities and interests.

Monitor progress toward educational/career goals.

Discuss and reinforce linkages and relationships between instructional program and occupational/career.

Interpret and provide rationale for instructional policies, procedures, and requirements.

Approve such educational transactions as registration for courses, drop/add, withdrawal, change of status, course substitution, or graduation application.

Refer students when academic or personal problems require intervention by other professionals.

Inform students of the nature of the advisor/advisee relationship.

Refer advisee to another advisor if necessary.

Develop a mentoring relationship with advisees.

Inform advisees of special services available to them for remediation, academic assistance, financial assistance, and other support.

**Responsibilities of the Student**

Clarify personal values, abilities, interests, and goals.

Contact the advisor when required or when in need of assistance.

Notify the advisor when unable to keep an appointment.

Become knowledgeable and adhere to institutional policies, procedures, and requirements. Prepare for advising sessions and bring appropriate resources or materials.

Follow through on actions identified during each advising session.

Evaluate the advising system, when requested, in order to strengthen the advising process. Request re-assignment to a different advisor if necessary.

Accept final responsibility for all academic decisions.

**Attendance**

Absences seriously disrupt a student's orderly progress in a course and significantly diminish the quality of group interaction in class. Although an occasional absence may be unavoidable, in no way is the student excused from meeting the requirements of the course when he/she is absent. A



student absent from class is still responsible for preparing assignments for the next class and completing the work missed. When a student must be absent, it is imperative that the absence is handled in a responsible and professional manner and communicated to the instructor. An instructor will have his/her specific attendance policy in his/her syllabus and/or program handbook. It is imperative that students read and follow the syllabus information. Failure to follow the attendance policy could result in administrative withdrawal, decreased work ethics evaluation, decreased course academic evaluation, and failure of course.

## **Declaring a Major**

At Georgia Northwestern Technical College, each degree and diploma program requires students to progress through the following instructional course categories in a developmentally valid sequence:

General Core Curriculum

Occupational Curriculum

Students are encouraged to enroll in a combination of general education courses and occupational courses. Each degree or diploma program complies with program admission standards and competency prerequisites established in the relevant program-specific standards. Students are required to complete prerequisite courses prior to enrolling in subsequent courses.

## **General Core Curriculum**

The general education courses for the degree programs provide the foundations in Language Arts/Communication, Social/Behavioral Sciences, Natural Sciences/Mathematics, and Humanities/Fine Arts.

## **Occupational Curriculum**

Occupational courses are those technical courses that form the majority of the student's program of study. The specific content of the major is determined by the curriculum requirements of each program.

## **Associate Degree Programs**

Each student seeking an associate degree at the college is required to satisfactorily complete at least 15 hours in general education that provide the foundations in Language Arts/Communication, Social/Behavioral Sciences, Natural Sciences/Mathematics, and Humanities/Fine Arts. The purpose of the general education core at GNTC is to provide students with a common, broad-based, well-rounded, collegiate level educational experience that ensures breadth of knowledge and adheres to a coherent rationale.

## **Diploma Programs**

Each student completing a diploma program at the college is required to satisfactorily complete a minimum number of hours in diploma basic skills courses, based on the program standards. For the diploma-seeking student, that course of study typically consists of an appropriate course in mathematics, English, and psychology. This requirement is based upon the belief that to be well-trained is not enough. Today's technician must also be competent in the use of written and spoken language, possess adequate computational skills, and have good interpersonal skills.

## Online Classes

An online course is one delivered over the Internet using Blackboard Learning Management System (LMS) through the Georgia Virtual Technical Connections. Hybrid courses use the LMS and also meet on campus part of the time. Web-enhanced classes meet on campus the required time but have some components in the LMS.

- Online-the course instruction is entirely online and communication with your instructor is done within an online learning management system. Some courses require a proctored exam. Syllabus must be checked.
- Hybrid-the course is taught partially online and on campus. The amount of time spent in the classroom can vary by instructor. This structure offers the opportunity to be in the classroom for personal communication.
- Web-enhanced-all meetings are on campus, but many components of the course, like the syllabus, assignments, etc. will be housed in the learning management system.

Students are issued a username and password which should be kept confidential and never passed to another student or family member.

## Learning Support Studies

Because GNTC is dedicated to helping its students succeed, it places importance on testing, placement, and remediation of students. Learning support courses in reading and writing skills as well as in mathematics are required for students whose placement scores indicate that they need remediation in one or more academic areas. Students lacking the minimum required SAT or ACT scores will be given a placement test after the application for admission and the admission fee have been submitted. This test is used for counseling and placement purposes only. Students will be placed in Learning Support courses based on the test score requirements for their program of study. Test score requirements are posted on the GNTC website under Admissions/Testing Center

. Students placed in any Learning Support course will also be required to take COLL 1500, Student Success. Students are not eligible to graduate if Learning Support courses, including Student Success, have not been completed.

## Academic Credit for Prior Learning

There are several avenues for Georgia Northwestern Technical College students to receive academic credit for prior learning:

**Advanced Placement (AP) Credit** — Students who earn scores of three or higher on the College Board Advanced Placement tests, for which the college offers equivalent courses, will be awarded the appropriate credit at GNTC. This credit is designated as TR on the academic transcript and is included in students' earned hours, but not included in the calculation of semester, cumulative, and graduation grade point averages. Applicants must have official test scores mailed directly from the College Board to GNTC.

**College-Level (CLEP) Credit** — College-Level Examination Program tests are nationally recognized exams developed by the College Board that allow students to receive credit in certain subject areas. CLEP Credit is awarded based on score recommendations of the Council on College Level Services. CLEP credit is designated as TR on academic transcripts, is included in students' earned hours, and is not included in the calculation of semester, cumulative, and graduation grade point averages. Note: Time limits that apply to transfer credit apply to credit by exam.

**Credit-by-Exam/Exemption Testing** —If circumstantial evidence, such as experiential learning, indicates the probability of special technical aptitude or knowledge on the part of the petitioning student, a written, oral, and/or performance examination can be given. This credit is designated as EXE on academic transcripts, is included in students' earned hours, and is not included in the calculation of semester, cumulative, and graduation grade point averages. The following exemption tests are administered by appointment for persons wishing to establish credit by examination in one or more of the following subjects:

- ALHS 1011 - Structure and Function of the Human Body (Test Only Available on Floyd and Walker Campuses)
- ALHS 1040\* -Introduction to Health Care (Test Only Available on Floyd and Walker)
- ALHS 1090 -Medical Terminology for Allied Health Sciences (Test Only Available on Floyd and Walker)
- CIST 1001 - Computer Concepts
- CIST 1130 - Operating Systems
- ENGL 1010 - Fundamentals of English I
- MATH 1011 - Business Math (bring a calculator)
- MATH 1012 - Foundations of Mathematics (bring a calculator)
- MATH 1013 - Algebraic Concepts (bring a calculator)
- COMP 1000 - Introduction to Computers (Both a Written and Skills Component)\*ALHS 1040 is a two-part test. The tester will take the written portion first. If he/she is successful, an appointment will be made for the tester to complete physical checkoffs, the second portion of the test. In addition, the tester must present a valid CPR card at the time of testing.

Exemption of other courses may be available upon request (see advisor). Be aware that a significant amount of course knowledge is needed in order to pass the exams with 80% which is required to receive credit for the course. If 80% is achieved, the student will receive an "EXE" as the grade, indicating that he/she received the credit through an exemption test. The "EXE" carries no grade points, but the number of credit hours normally assigned to the course will be awarded. The following rules apply to those wishing to establish credit by examination (exemption test):

1. A person who wishes to take an exemption test must make an appointment with the Office of Academic Affairs in advance by calling the following numbers: • Floyd/Gordon/Polk County Campuses: 706-295-6956 • Walker County Campus: 706-764-3674 • Whitfield Murray Campus: 706-272-2966
2. A student must be accepted or currently enrolled as a credit student at GNTC in order to register for an exemption test;
3. A student may not change any existing grade on his/her transcript by taking an exemption test;
4. A student has one opportunity to pass an exemption test per available course. If he/she fails to pass the exemption test on the first try, he/she may not repeat the test later for a second try;
5. The cost of each test will be 25% of tuition per credit hour of the course, payable at the GNTC Office of Administrative Services, at the time of testing. Payment may be by cash, check, or debit/credit card;

**Experiential Learning and Professional Certification Credit** — At GNTC, instructors may recommend awarding credit for documented previous training by submitting an Experiential Learning and Professional Certification Credit Request Form (with documentation) to the vice president of academic affairs. The vice president of academic affairs reviews the request and upon approval, forwards the request to the registrar. The credit is designated as EXP on academic transcript and is included in students' earned hours, but is not included in the calculation of semester, cumulative, and graduation grade point averages.

**TCSG Statewide Articulated Credit/Credit for High School Coursework** —Recent high school graduates may be eligible to receive advanced technical college credit based upon an articulation agreement signed by the school system superintendent and the Georgia Northwestern Technical College president. Local articulation and curriculum alignment agreements are in place to meet the needs of the community. These agreements serve students by facilitating the smooth transition of students from secondary to postsecondary technical colleges, encouraging postsecondary education, and elimination of undue entrance delays, duplication of course content, and/or loss of credit. High school graduates may receive advanced technical college course credit by passing an exemption exam for each course of attempted credit. High school graduates with a “B” grade or better in a high school articulated class are eligible to take an exemption exam. The following stipulations apply:

- The applicant must meet regular admission status in order to be eligible to receive advanced technical college credit (articulated credit);
- The student must enroll at Georgia Northwestern Technical College within 24 months of their high school graduation date;
- A passing score must be achieved in order to receive credit for the course. This credit (Articulation Credit) is designated as AC on academic transcripts, and is included in students' earned hours, and is not included in the calculation of semester, cumulative, and graduation grade point averages. For more information on the requirements to earn advanced technical college credit, high school students should contact their high school counselor or the high school initiative coordinator at Georgia Northwestern Technical College.

**International Baccalaureate (IB) Credit** — Students who have taken appropriate high school courses determined and achieved scores of three or higher on International Baccalaureate examinations will receive credit for equivalent courses offered by the college. IB Examinations are offered by the International Baccalaureate Examination Board. Applicants must have official test scores mailed directly to GNTC. This credit is designated as IB on academic transcripts, is included in students' earned hours, and is not included in the calculation of semester, cumulative, and graduation grade point averages. Students should direct questions to registrar@gntc.edu about IB credit.

**Military Credit** — GNTC awards credit for courses completed at military service schools. The awarding of credit is based American Council of Education (ACE) recommendations as listed in A Guide to the Evaluation of Educational Experiences in the Armed Services. This credit is designated as TRM on academic transcripts, is included in students' earned hours, and is not included in the calculation of semester, cumulative, and graduation grade point averages.

## Competency Tests

Competency tests are administered by appointment for persons wishing to establish credit for courses they have taken, for which they received a grade of "C" or better, but have exceeded the course validity limit. Course validity limits for Health Technologies and Nursing and Allied Health Technologies programs can be found in our catalog. These courses may be transfer courses or courses taken at GNTC. The competency test establishes that they still retain aptitude in that subject.

The following rules apply to the student wishing to take a Competency Test:

A student must have the course(s) in question first verified that a competency test is necessary by one of the following people:

Floyd County Campus, Frank Pharr, Dean of Academic Affairs, fpharr@gntc.edu, or telephone 706-295-6881

Floyd County Campus, Patti Oliver, poliver@gntc.edu, or telephone 706-295-6882

Walker County Campus, Denise Grant, Executive Director of Nursing, dgrant@gntc.edu, or telephone 706-764-3532

Walker County Campus, Fran Shugars, fshugars@gntc.edu, or telephone 706-764-3520

Once a course is confirmed as having exceeded its validity, a student must register to take the test with one of the following people:

Floyd County Campus, Misti Bentley, mbentley@gntc.edu or telephone 706-295-6956

Walker County Campus, Denise Grant, Executive Director of Nursing, dgrant@gntc.edu, or telephone 706-764-3532

Walker County Campus, Fran Shugars, fshugars@gntc.edu, or telephone 706-764-3520

A student must be accepted or currently enrolled at GNTC in order to register for a competency test;  
 A student may not change any existing grade on his/her transcript by taking a competency test;  
 A student has only one opportunity to pass a competency test per available course. If he/she fails to pass the competency test on the first try, he/she may not challenge the test later for a second try;  
 The cost of each test is 25% of tuition per credit hour of the course, payable at the GNTC Office of Administrative Services, at the time of testing. Payment may be by cash, check, or debit/credit card.

### Competency Tests are available for the following subjects:

BIOL 2113 – Anatomy and Physiology I

BIOL 2114 – Anatomy and Physiology II

BIOL 2117 – Introduction to Microbiology

CHEM 1211 – Chemistry I

MATH 1111 – College Algebra (bring a calculator)

PHYS 1110 – Conceptual Physics or ALHS 1126 Health Science Physics

## Course Substitution

The college will permit substitution from the prescribed curricula only under unavoidable or exceptional circumstances. In order to request a deviation from the prescribed course of study, the student should first consult an advisor in that program area. If the student is advised to pursue the course substitution, the advisor will obtain a Course Substitution Form from the student affairs office. On this form, the advisor will describe the substitutions sought and the reason for making that request and return the signed form to the office of the Registrar.

## Auditing a Course

A student who wishes to audit a course must complete an application for admission and pay the application fee. Students who audit a class will receive an "AU" grade in the course and will not have the grade computed in the term or cumulative grade point average. Students who register to audit a class:

- Are not allowed to receive credit for the course (however, students will be permitted to re-register for the course for credit in a subsequent term);
- Are required to complete a Request to Audit Form at the time of registration (available on the GNTC website under Registrar > Forms);
- Are not permitted to change from audit to credit or from credit to audit after the Drop/Add period for the term;
- Are cautioned to be aware that courses taken on an audit basis may not be used for certification of enrollment for many forms of financial aid or other benefits;
- Students must meet all prerequisites for the courses they audit.
- Are required to pay regular tuition and fees and are subject to the same instructional requirements as other students in the class. Financial aid will not cover classes being audited.

## Change of Major (Program Transfer)

Students have the privilege of transferring from one program to another while enrolled in Georgia Northwestern Technical College. In the event a student declares a change of major, the student's placement test scores and previously earned credits will be evaluated in terms of the new major. In some instances a change of major will result in additional general education course work. The student must meet admission requirements and any other qualifications for the new major. Students desiring to change their majors should complete a Change of Status form available in the office of student affairs. Students may change their major prior to the first day of the semester and no later than the last day of the designated drop/add period of the semester. Some programs may have waiting lists and may not be available for immediate entry.

## College Transfer

Under an articulation agreement with the Board of Regents (BOR) of the University System of Georgia, there are 27 Technical College System of Georgia (TCSG) general education courses that will now transfer to a BOR College. Check with your advisor or the office of student affairs to determine which of those 27 courses GNTC offers. Students wishing to have other courses transferred to a BOR college, or are planning to transfer to a non-BOR college, must contact the receiving college to determine if the courses will be accepted for transfer.

## Transient Student Approval

Transient student status is available for current Georgia Northwestern Technical College students wishing to attend another accredited institution to complete courses for transfer back to GNTC.

### Transient Status Requirements:

- Student must have at least a 2.00 cumulative grade point average and be in good standing. Course(s) must be required for student's current program of study at GNTC.
- Student must have no "holds" at GNTC.
- Student must meet any pre-requisite or test score requirements.
- Student must be a current student (must have attended GNTC within the past 12 months) or submit an admissions application to the admissions office for the current term.

Note: If the request is for transient classes on-line at another Technical College System of Georgia (TCSG) institution, a student must apply through the Georgia Virtual Technical Connection (GVTC) at [www.gvtc.org](http://www.gvtc.org). Students must adhere to the deadline for transient students by the host college as they may differ from GNTC.

Current GNTC students wishing to take an on-campus course at another TCSG institution or at an accredited college or university may complete a Request for Transient Status form and submit it to the registrar's office on any GNTC campus. Upon approval, a transient letter will be sent to the requested institution.

## **Class Cancellation**

The college reserves the right to cancel any class.

## **Course Prerequisites**

Course prerequisites listed in the Catalog must be met before advanced courses may be taken. Students must earn a grade of "C" or better in a prerequisite course in order to take the higher level course.

## **Transcript Evaluation**

The college may accept transfer credits from regionally or nationally accredited colleges. A grade of "C" or better is required in order for the credit to transfer. Transfer credit is given only for courses with equivalents at GNTC; however, GNTC does not issue transfer credit for learning support classes. In order to receive transfer credit, the student must have official copies of all college transcripts sent to the admissions office. Full credit will be awarded for courses, subject to GNTC assuring that accreditation requirements are met. Transcripts are generally evaluated within two weeks after receipt.

## **Contacting Your Instructor**

GNTC instructors make every effort to be accessible to students seeking advisement, assistance with course work, or answers to questions in general. Full-time faculty members have regularly scheduled office hours. Students may make appointments with full-time faculty during scheduled office hours or at other times convenient to the instructor. In addition, faculty members may be contacted through the campus mail system, voice mail, and email. For more information on contacting faculty through either the campus mail system or voice mail, please contact the Office of Academic Affairs. Contact individual faculty members for email addresses. Please be aware that instructors may not be able to respond to a phone or email message during class time. If you are unable to reach your instructor by phone, please leave a voicemail including your full name, return phone number, and message. You should expect a telephone response within 24 business hours during the instructional week. Adjunct faculty members include their contact information on their syllabus. All faculty members do this. Students not having the syllabus may call the Office of Academic Affairs for assistance.

## **Children on Campus**

If a student must bring his/her children to campus for such reasons as registration, buying books, etc., the children must remain under the supervision of the adult at all times. If the children are considered disruptive by a faculty or staff member of Georgia Northwestern Technical College, the student may be asked to leave the campus. However, to maintain a safe environment and one conducive to learning for all students, the children of a student are prohibited from being on the campus while the student is attending class or working in a lab.

## **GNTC Student Appearance and Dress Code**

Georgia Northwestern Technical College recognizes that the dress and grooming of students are significant factors in the successful operation of the educational program. It is the responsibility of the college that students be made aware that appropriate dress, appearance, and hygiene are conducive to their personal well-being and the well-being of others.

Dress requirements may vary in classroom, laboratory, and shop areas. Students enrolled in internships and clinical courses are required to dress appropriately according to the requirements of the work for which they are being trained.

All students should adhere to the general guidelines of the GNTC Student Dress Code. Any program-specific dress code requirements will be addressed by the individual program directors and/or instructors.

The following guidelines should be observed for dress and grooming by all students:

- Cleanliness of person and clothing is required.
- Shoes are to be worn at all times.
- Longer, knee-length to mid-thigh shorts/skirts such as dress shorts/skirts is acceptable.
- Tank tops, halter tops, tube tops, short shorts, or other garments defined as skimpy, scooped out at the neck and shoulder, or showing excessive amounts of skin area are considered inappropriate dress.
- Clothing referred to as pajama pants, lounge wear, and sleep wear are not acceptable dress.
- Clothing will be properly worn (belts buckled, shirts buttoned, pants worn above the hips so that undergarments are not visible). Clothing with derogatory, offensive, and/or lewd messages either in words or pictures is inappropriate for academic attire.

Students who are inappropriately dressed are subject to being asked to leave class in order to change into more appropriate clothing. The GNTC Student Dress Code is part of the Student Code of Conduct. Continued violation of the GNTC Student Dress Code can result in the students being subject to Student Disciplinary Procedures (p. 74) outlined in the GNTC Student Handbook.

Generally, common sense and good taste should prevail in matters of dress. Because of safety and other concerns in some programs, a professional dress code must be established and enforced.



# **Student Services**

## **Career Planning/Exploration**

The Career Planning staff provides career counseling, various career interest assessments, computerized career exploration, and guidance with program selection. The service is free and open to the public. Any adult wishing to add value to his or her life through education may contact a Career Planner on any Georgia Northwestern Technical College campus to make an appointment or may visit GNTC's website at [www.gntc.edu](http://www.gntc.edu).

## **Counseling**

Georgia Northwestern Technical College provides counseling services for students who need assistance with school-related problems. Referrals are made to outside services as needed.

## **Testing Center**

A variety of assessments are provided in the Testing Centers located on any of the Georgia Northwestern Technical College campuses. Services include testing for college admission and for career advisement. Testing times can be obtained by contacting any of four the GNTC Testing Centers or visiting GNTC's website at [www.gntc.edu](http://www.gntc.edu). Proctoring services for other institutions are also available.\*

\*The testing centers on each GNTC campus may provide proctoring services for other institutions as long as there is space and staff time to supervise. Appointments are required for either online or written exams. Students testing for non-Technical College System of Georgia schools will be required to pay a \$20.00 proctoring fee. For more complete information, access the Testing Center page under the Admissions tab on the GNTC web site.

## **Tutoring**

Tutoring Services are provided on each GNTC campus. A tutoring schedule of general education courses and several other courses is posted on all GNTC campuses and the GNTC website. At the request of instructors or students, other courses will be considered for tutoring services. These services are offered for day and/or evening students on all campuses.

In addition to the tutoring services on campus, Georgia Northwestern Technical College provides access to a 24/7 online tutoring service. For access to this free service, log in to your Blackboard account or visit our tutoring centers located on any of our six campuses. Assistance with multiple subject matter areas is available through this service.

## **Technology Resources**

Students at GNTC have access to technology resources at all of the campuses. Open computer labs and computers in the libraries, all with up-to-date software and Internet access, give students the opportunity to work on class assignments, research topics, or search the Web. Other devices such as printers, copiers, fax machines, and scanners can also be found in the libraries for student use.

If appropriate for instruction, GNTC will have computers or other technological trainers/devices all with up-to-date software, in the program classrooms in order to enhance the students' educational experience at GNTC.

WiFi is available at each campus so that students can use their own devices on campus if they so choose.

Students are required to follow the GNTC Acceptable Computer Use Guidelines (p. 16) which can be found in the handbook and on the GNTC website under the Student Technology page.

## Career Services

Career Services provides job assistance for GNTC graduates, alumni, and students. The staff in these offices, along with program faculty, assists students in locating employment in their programs of study or in related fields. Students may also get assistance in finding part-time and full-time employment while in school. Career Services offers a wide variety of services, including career counseling; employment leads on full-time, part-time, and seasonal employment; on-campus recruiting and interviewing services; résumé preparation; interview training; career outlook information; and internet job search information. Career Services also establishes and maintains relationships with area employers who hire or may potentially hire GNTC students and graduates.

## Services for Special Populations

Georgia Northwestern Technical College is committed to providing technical education to students with special needs through the Special Populations assistance program. The two primary purposes of the program are:

- To improve the educational development of special population students.
- To improve the understanding and support of the campus environment.

Special population students are those students who are from economically disadvantaged families, including foster children, individuals preparing for nontraditional fields, single parents, including single pregnant women, displaced homemakers, individuals with limited English proficiency or are physically or mentally disabled as defined under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, and as defined by Carl Perkins Vocational Applied Technology, who are national origin minority students with limited English skills and non-traditional students.

The Special Populations Program provides special services to include assessment, job-readiness activities, life management workshops, skills training, and money/time management. This program seeks to empower students through activities that eliminate barriers which prevent them from obtaining educational and employment success. Program services are free. For more information, contact the Special Populations Program at 706- 295-6932.

## Students with Disabilities

Georgia Northwestern Technical College provides a number of services for students with disabilities to assist in equal access in the academic and technical components of their program of study. A disability is described as a condition that impairs or restricts one or more major life activities. Accommodations are extended to students who have:

- Vision or Hearing Impairments
- Learning Disabilities
- Physical Disabilities
- Medical Impairments
- Psychological Impairments
- Supporting Documents

These services include but may not be limited to extra time, note takers, alternate formatted textbooks and files, reading software, screen magnifiers, digital recorders, interpreters, adaptive keyboards, assisted listening devices, and closed-caption televisions.

Georgia Northwestern Technical College is in compliance with the rules and regulations for the administration of Section 504 of the Rehabilitation Act of 1973, the 1990 Americans with Disabilities Act, (ADA) and the 2008 American with Disabilities Act Amendments Act, (ADAAA). A Disability

Services Coordinator is available to assist students with disabilities who need accommodations, specialized equipment, or referral services. For accommodation services contact the appropriate Coordinator listed below.

**Floyd, Gordon, and Polk County Campuses**

Sheila Parker, ADA Coordinator/Interpreter  
Floyd County Campus, Room B-115  
One Maurice Culberson Drive  
Rome, GA 30161  
706-295-6517

**Walker and Catoosa County Campuses**

Brittany Elrod, Disability Services Coordinator  
Walker County Campus, Room ADM-209  
265 Bicentennial Trail  
Rock Spring, GA 30739

**Whitfield Murray Campus**

Kevan Watkins  
Whitfield Murray Campus, Room 622  
2300 Maddox Chapel Road  
Dalton, Georgia 30721  
706-272-2958

**Transcripts**

Transcripts are released when a student signs a Student Release Form in the registrar's office or submits a written request to the registrar's office. Transcripts will be processed within three to five business days after receipt of the Student Release Form. Transcripts cannot be requested by telephone. There is a \$5.00 fee for this service.

Transcripts will not be sent unless all financial obligations to the school are met.

**Replacement of Student ID**

Lost or damaged student identification cards for the current semester may be replaced at the Office of Student Affairs.

**Enrollment Verifications**

Enrollment verifications are released when a student signs an enrollment verification form. They are processed within three to five business days after the receipt of the signed enrollment verification form. Enrollment verifications cannot be processed until the student is registered for the specified semester and the semester has officially started.

# **Student Life**

## **Mission Statement for Student Life**

The mission of the Office of Student Life at Georgia Northwestern Technical College is to encourage the involvement of students in activities and organizations on each campus by promoting and developing leadership and interpersonal skills and providing cultural, educational, entertaining, and recreational programs. The activities and organizations provided by the Office of Student Life are designed to serve the GNTC student body by:

- recognizing outstanding student achievements
- serving as a discussion forum for students in the same field of study
- providing a vehicle to affect changes at the college
- enriching the educational experience by providing quality programming

The Office of Student Life is located on the Walker County Campus in Building 100, Room 123. If you have any questions about Student Life activities or organizations please contact Dione Waddington, Student Life Coordinator, at [dwaddington@gntc.edu](mailto:dwaddington@gntc.edu) or 706-764-3821.

The following activities are available to Georgia Northwestern Technical College students to enhance the college experience. Some activities may not meet on all campuses:

## **Student Organizations and Activities**

### **GOAL Program**

The GOAL (Georgia Occupational Award of Leadership) program is co-sponsored statewide by the Business Council of Georgia and the State Board of the Technical College System of Georgia. GOAL is co-sponsored locally by Georgia Northwestern Technical College, the area Chambers of Commerce, and the Student Leadership Council. The GOAL program seeks to give recognition annually to the state's outstanding postsecondary technical education students and to stimulate public interest in the importance of technical education.

The main objectives of the GOAL program are:

- To spotlight the importance of technical education in a modern society.
- To reward students who excel in learning a skill.
- To encourage pride in workmanship.
- To generate greater respect and appreciation for the working person.
- To emphasize the dignity of work in today's society.

Full-time students are eligible to compete in the GOAL program. Instructors select and nominate their outstanding students. From these nominations, a committee chooses four finalists.

The college's winner, chosen from the four finalists, is selected to compete in the annual statewide GOAL competition in Atlanta. Winners at the state level receive widespread recognition of their accomplishments.

### **Athletics**

Georgia Northwestern participates in intercollegiate and intramural athletics. The college mascot is the Bobcat.

### **Intercollegiate Athletics**

Georgia Northwestern is a member of the United States Collegiate Athletic Association (USCAA) and the National Cheerleading Association. The women's volleyball and men's golf programs are club level sports and participates primarily in club tournaments throughout the region.

GNTC offers the opportunity for all full-time students to try out for intercollegiate athletics. Students must be in good standing and meet eligibility requirements of the USCAA.

For more information about intercollegiate athletics at GNTC, contact David Stephenson, Athletic Coordinator, at 706-764-3814 or dstephenson@gntc.edu.

### **Intramural Sports**

Intramural Sports offer students, faculty, and staff the opportunity to participate in various structured individual and team sports. These activities are provided in a recreational atmosphere where participants can pursue healthy lifestyles, form group affiliations, and develop leadership skills in recreational activities that may become life-long avocations.

GNTC Intramural Sports are open to current students with a valid Student ID card, as well as all faculty/staff associated with the college. Past intramural sports include basketball, flag football, golf, softball, and volleyball. For a full listing of intramural sports, visit the student life link on the GNTC website and click on Student Athletics/Intramurals. Contact David McBurnett at dmcburnett@gntc.edu or 706-295-6933 for more information.

### **Phi Beta Lambda (PBL)**

Phi Beta Lambda is an organization for students in the Business or Information Technology departments. The local chapter is affiliated with the state Phi Beta Lambda organization and participates in the fall convention and spring state competitions each year.

### **Student Leadership Council (SLC)**

The Student Leadership Council, with representation from throughout the student body, provides a means for student input into the governing of the college. Students do not serve on the governing board of the college, its board of directors, or program advising committees; however, the council may elect student representatives to serve in an advisory capacity of the decision-making process at Georgia Northwestern Technical College. The Student Leadership Council sponsors various annual events/activities of interest to students and publishes a student newsletter. All interested students are welcome to participate.

### **Student Organization Fund Raising**

Upon approval from the President, employees and students may conduct fund-raising activities on campus. Only student organizations officially chartered by the college or instructional programs acting as student organizations may be authorized to raise funds on or off campus.

All fund-raising events must be consistent with the policies and procedures of the college and the State of Georgia. Contact Jason Gamel, Director of Institutional Advancement, at jgamel@gntc.edu or 706-764-3810 for additional information related to fundraising activities.

### **Student Suggestions**

We encourage suggestions from our student body on any issue. Please place suggestions in the Student Leadership Council suggestion boxes located across all five GNTC campuses.

## **Community Services**

### **Southern Appalachian Educational Opportunity Outreach Center**

The Southern Appalachian Educational Opportunity Outreach Center provides free career and educational guidance, assistance with college admission, and financial aid counseling. Help with

GED®, vocational or technical training is also available. Services are available for Georgia and Tennessee adults who reside in Walker, Catoosa, Dade, Hamilton, Bledsoe, Grundy, Sequatchie, and Marion counties. Please call for an appointment: 423-425-1702 or 706-639-2065.

### **WIOA Youth Success Academy**

The Youth Success Academy is specifically designed for out of school youth who wish to attain a GED® and a technical education. The participants in the program will be involved in: GED® Preparation, Survival Skills for Youth Workshops, Customer Service Workshops, Career Exploration Activities, Community Service Projects, and Reader's Theater.

The WIOA Youth Success Academy is sponsored through the Northwest Georgia Regional Commission Workforce Innovation and Opportunities Act. Those who are eligible may apply for travel and childcare stipends. Referrals may come through any number of sources, including self-referral. The Youth Success Academy is located at the Floyd and Walker County Campuses. The hours of operation are 8:30 am - 4:00 pm. For more information, contact Carrie Allmon, WIOA Youth Services Academy Assistant, at 706-764-3728, or email her at [callmon@gntc.edu](mailto:callmon@gntc.edu).

### **GNTC Library Services**

Georgia Northwestern Technical College libraries provide students, faculty, and staff with reference materials for in-house use, items for check-out, access to technology, electronic resources available to on campus and distance learners 24/7, and research instruction and/or assistance. Each campus of GNTC has a library facility and qualified librarians and staff to assist users. Adult community members may use the library and its resources, with preference given to students completing academic work.

Library holdings are in excess of 70,000 items. Library materials include books, audio-books, e-books, CD-ROMs, DVDs, videos, as well as newspapers and journals to support all GNTC programs of study. Library computers provide access to software applications, the Internet, the library online catalog, and a vast array of electronic resources via GALILEO (GeorgiA Library LEarning Online), eBooks on EBSCOhost, and other privately licensed databases.

Library Services provides wireless internet access for students to use with their own laptop computers or with laptop computers available for checkout and use in the library. Other equipment available in the library includes desktop computers, TV's with DVD players, laminator, digital camera, digital video recorder, LCD projector, Accu-cut system (Gordon & Floyd campuses), and photocopier.

Library staff present bibliographic instruction, orientations, and provide computer and reference assistance. Interlibrary loan services (borrowing library materials worldwide) are available to all faculty, staff, and students at no charge. GNTC faculty, staff, and students have reciprocal borrowing privileges with Berry, Shorter, Dalton, Covenant, and Georgia Highlands College libraries. All citizens of Georgia also have public library privileges at any PINES library.

The Library on the Floyd County Campus is open 8:30 a.m. to 9:00 p.m. Monday through Thursday and 7:30 a.m. to 12:00 p.m. on Friday. The library at the Walker County Campus is open 7:30 a.m. – 9:00 p.m. Monday-Thursday and 7:30 a.m. – 3:00 p.m. Friday. The Gordon County Campus library is open Monday-Wednesday from 9:00 a.m. – 4:00 p.m., from 8:00 a.m. – 4:00 p.m. on Thursday, and closed on Friday. The Polk County Campus library is open 9:00 a.m. to 4:00 p.m. Monday, Wednesday and Thursday, from 8:00 a.m. to 4:00 p.m. on Tuesday, and closed on Friday. Hours at the Whitfield Murray Campus library are 8:30 a.m. – 4:00 p.m. Monday-Thursday and closed on Friday. Check with your campus library for hours between academic terms and during breaks. For further information, visit the GNTC libraries or the GNTC library website at <http://www.gntc.edu/library>.



# **Student Rights and Responsibilities**

## Technical College System of Georgia Statement of Equal Opportunity

The Technical College System of Georgia and its constituent Technical Colleges do 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 Investment and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System and Technical Colleges 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:

Sonya					Briscoe
Title	VI	&	IX		Coordinator
sbriscoe@gntc.edu					
Floyd	County	Campus,	Room		A120a
One	Maurice		Culberson		Drive
Rome,		GA			30161
706-295-6932					

Sheila					Parker
Section	504	and	ADA		Coordinator
sparker@gntc.edu					
Floyd	County	Campus,	Room	B	115
One	Maurice		Culberson		Drive
Rome,		GA			30161
706-295-6517					

## Unlawful Harassment and Discrimination of Students- Policies

### I. Purpose:

It is the policy of the Technical College System of Georgia (TCSG) that all students shall be provided an environment free of unlawful harassment (including sexual harassment and sexual violence), discrimination, and retaliation. All students and employees are expressly prohibited from engaging in any form of unlawful harassing, discriminating, intimidating or retaliatory behavior or conduct ("prohibited conduct") in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses also shall not engage in prohibited conduct and may be barred for such prohibited conduct if other corrective measures are ineffective. Allegations of prohibited conduct occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure. Any individual who has engaged in prohibited conduct will be subject to disciplinary action up to and including expulsion or dismissal. Nothing in this procedure shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the United States of America. All students are encouraged to report any prohibited conduct. Reports will be treated in an expeditious and confidential manner. TCSG will not tolerate retaliation for having filed a good faith harassment and/or discrimination complaint or for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to

disciplinary action, up to and including expulsion or dismissal. Any individual who knowingly makes a false charge of unlawful harassment/discrimination or retaliation, or who is untruthful during an investigation may be subject to disciplinary action, up to and including expulsion or dismissal. Employee complaints of unlawful harassment or discrimination shall be conducted pursuant to the process outlined in Procedure III.A.1, Unlawful Harassment of Staff.

The following persons have been designated to handle inquiries regarding harassment and nondiscrimination policies:

Report complaints concerning harassment and/or discrimination on the basis of race, color, creed, national or ethnic origin, gender, age, religion, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law) to:

**Sonya Briscoe, Title VI & IX Coordinator**  
**Floyd County Campus, Room A120a**  
**One Maurice Culberson Drive**  
**Rome, GA 30161**  
**706-295-6932**

Report complaints concerning discrimination on the basis of disability to:

**Sheila Parker, Section 504 & ADA Coordinator**  
**Floyd County Campus, Room B-115**  
**One Maurice Culberson Drive**  
**Rome, GA 30161**  
**706-295-6517**

## **II. Applicability:**

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

## **III. Related Authority:**

Title IX of the Educational Amendments of 1972 20 U.S.C. §§ 1681 et seq.; Violence Against Women Reauthorization Act of 2013; Campus Sexual Violence Elimination Act (Campus SaVE); O.C.G.A § 19-7-5; Titles VI and VII of the Civil Rights Act of 1964; Age Discrimination Act of 1975; Rehabilitation Act of 1973, as amended; Americans with Disabilities Act of 1990; Americans with Disabilities Amendments Act (ADAAA); of 2008; Genetic Information Nondiscrimination Act (GINA) of 2008; Procedure: Student Grievances

## **IV. Definitions:**

1. 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:
  - a. Has the purpose or effect of creating an objectively and unreasonably intimidating, hostile or offensive educational environment, or
  - b. Has the purpose or effect of objectively and unreasonably interfering with an individual's educational performance. Unlawful harassing conduct or behavior can include, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, genetic information, age or disability. Unlawful harassing conduct can include jokes or pranks that are hostile or demeaning with regard to race, color, religion, gender, national origin, age or disability. Unlawful harassing conduct may also include written or graphic material that disparages or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability, and that is displayed on walls, bulletin boards,

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

2. 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:
  - a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
  - b. Submission to, or rejection of, such conduct by an individual is used as the basis for education decisions affecting such individual; or,
  - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment. Sexually harassing conduct or behavior (regardless of the gender of the persons involved) can include but is not limited to: Physical touching, sexual comments of a provocative or suggestive nature, suggestive looks or gestures, sexually explicit jokes, electronic media/ communication, printed material or innuendos intended for and directed to another, requests for sexual favors, making acceptance of any unwelcome sexual conduct or advances a condition for grades, continued enrollment or receipt of any educational benefit or determination.
3. 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.
4. 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.
5. 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.
6. 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.
7. Employees: any individual employed in a full or part time capacity in any TCSG work unit or technical college.
8. 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.
9. Clinical Site: any off-campus location to which students or faculty are assigned for completion of program requirements including labs, internships, or practicums.
10. President: the chief executive officer responsible for the management and operation of the technical college where the accused violator is currently enrolled or employed.
11. Human Resources Director: the highest ranking employee responsible for the human resources function at a technical college or TCSG work unit.
12. Local Investigator: the individual(s) at the technical college who is responsible for the investigation of an unlawful harassment, discrimination and/or, retaliation complaint. Local investigators may be assigned based upon the subject matter of the complaint or their function within the organization.

13. 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.
14. Title IX Coordinator: an individual designated by the president of the college to ensure compliance with Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681 et seq., and related federal regulations. The Title IX Coordinator may also be assigned the responsibility for compliance with other state and federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the Department of Education.

**Sonya Briscoe, Title VI & IX Coordinator  
Georgia Northwestern Technical College  
Floyd County Campus, Room A120a  
One Maurice Culberson Drive  
Rome, GA 30161  
706-295-6932**

15. 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.

**Sheila Parker, ADA Coordinator/Interpreter  
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## **VI. Procedure:**

1. Administration and Implementation
  - a. 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.
  - b. 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.
  - c. 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.
  - d. 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.
2. Reporting and Management Action
  - a. 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.

- b. Students have the right to file (or not to file) a criminal complaint for sexual violence with the local law enforcement authorities before, during, or after filing a complaint with the college. The technical college shall not unreasonably delay investigation under this procedure to await the outcome of any criminal investigation.
- c. 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.
- d. Colleges may weigh a request to not pursue a complaint considering the following factors: the seriousness of the alleged conduct, the complainant's age, whether there have been other harassment complaints about the same individual, and the alleged harasser's rights to receive information about the allegations if the information is maintained as an "education record" under FERPA. The college must inform the student if the request cannot be ensured.
- e. 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.
- f. 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 Coordinators, the president, the Commissioner, or the Human Resources Director (should the complaint involve employees). Complaints may also be emailed to [unlawfulharassment@tcsg.edu](mailto:unlawfulharassment@tcsg.edu).
- g. 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.
- h. If an allegation of unlawful harassment, sexual harassment, sexual violence 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.
- i. Allegations of any sexual conduct involving individuals under the age of 18 must also be reported as an allegation of child abuse as outlined in O.C.G.A. § 19-7-5.
- j. The Commissioner or president may suspend, transfer or reassign employees or students in order to prevent possible further harassment, discrimination, sexual violence or retaliation,; to facilitate the investigation, or to implement preventive or corrective actions under this procedure.
- k. 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.

### 3. Investigations

- a. 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.
- b. 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.

- c. 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.
- d. 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.
- e. The college will evaluate the information collected during the investigation and determine whether a preponderance of the evidence substantiates that unlawful discrimination, unlawful harassment sexual violence and/or unlawful retaliation has occurred.
- f. Investigations and summary findings will be documented appropriately.
- g. 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.
- h. Any information prohibited from disclosure by law or policy will be redacted from any documents prior to distribution.

#### 4. Corrective Actions

- a. Colleges will take all reasonable steps to prevent unlawful retaliation against complainants and any other individuals participating in investigations under this procedure.
- b. 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.
- c. 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.
- d. 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.
- e. 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, or retaliation.

#### 5. Reviews and Dispositions

- a. 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.

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

**Technical College System of Georgia  
Office of Legal Services  
1800 Century Place, N.E. Suite 400  
Atlanta, Georgia 30345  
OR  
Unlawfulharassment@tcsg.edu**

- 6. 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.

## **VII. Record Retention**

Documents relating to formal complaints including investigations, dispositions and the complaint itself shall be held for 5 years after the graduation of the student or the date of the student's last attendance. Confidential Documents shall be held in a secure location under the custody and control of the 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 Secretary of State's records retention schedule.

## **Student Code of Conduct**

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

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

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, college discipline will be initiated if the presence of the student on campus is considered a possible threat to persons or property, or if that person's presence may disrupt the educational process of the college. However, when a student's violation of the law also adversely affects the college's recognized educational objectives, or violates the college's Student Code of Conduct, the college will enforce its own regulations. When students



violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law.

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

Students who are experiencing problems in the classroom need to see the vice president for academic affairs. Students experiencing any other problems will need to see the vice president of student affairs. For further information refer to Grievance Procedures found in this handbook.

## **Article I: Definitions**

Appellate Board: as defined in the Student Disciplinary Policy and Procedure.

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

## **Article II: Proscribed Conduct**

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

### **A. Academic**

#### **Academic Misconduct Definitions**

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

1. **Aiding and Abetting Academic Misconduct** - Knowingly helping, procuring, encouraging, or otherwise assisting another person to engage in academic misconduct.
2. **Cheating**
  - a. Use and/or possession of unauthorized material or technology during an examination, or any other written or oral work submitted for evaluation and/or a grade, such as tape cassettes,

notes, tests, calculators, computer programs, cell phones, and/or smart phones, or other electronic devices.

- b. Obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person's knowledge.
  - c. Furnishing assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade to another person.
  - d. Possessing, using, distributing or selling unauthorized copies of an examination, computer program, or any other written or oral work submitted for evaluation and/or a grade.
  - e. Representing as one's own an examination or any other written or oral work submitted for evaluation and/or a grade taken 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:** The Technical College prohibits lewd or indecent conduct; or distribution of obscene or libelous written or electronic material.
- b. **Classroom Behavior** - Discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn. The instructor sets the standards of behavior acceptable in the classroom by announcing these standards early in the term and may also be included in class syllabi and/or program handbook. If a student behaves disruptively in class even after the instructor has explained the unacceptability of such conduct, the instructor can dismiss the student for the remainder of the class. If, upon return to the classroom, the disruptive behavior continues, the faculty member should dismiss the student from the classroom and on that same date complete the Student Code of Conduct complaint form and submit it to the Student Disciplinary Officer with a copy of the complaint form given to the Dean.

The Student Disciplinary Officer will notify the faculty member and the Dean of the disposition of the complaint.

If, after a determination has been made that a student has violated the Student Code of Conduct, the Student Disciplinary Officer or his/her designee may impose one or more of the following

sanctions: restitution, reprimand, restriction, or disciplinary probation. In addition, the Student Disciplinary Officer may recommend disciplinary suspension or disciplinary expulsion to a hearing body, which may uphold the recommendation or impose one or more of the sanctions listed above. Any instructor needing assistance may call Security, the Office of Academic Affairs, the Office of Student Affairs, the evening coordinator or campus manager.

Grades are awarded for student academic achievement. No academic grade will be reduced as a disciplinary measure for student behavior unrelated to academic achievement unless such grade is part of a clinical or internship requirement; however, a student's Work Ethics grade should directly reflect the student's in-class behavior.

- c. **Violence:** The Technical College prohibits 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. Note: Certain physical abuse may also be considered unlawful harassment.
- d. **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 any individual or group that has the purpose or effect of unreasonably and objectively interfering with that individual or group's: (1) performance, (2) work or educational environment or (3) ability to participate in an educational program or activity. The 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.
- e. **Disruption:** The Technical College 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.
- f. **Failure to Comply:** Failure to comply with lawful directions of Technical College Officials and/or failure to identify oneself to these persons when requested to do so.

## **2. Professionalism**

- a. **Personal Appearance**

Refer to Georgia Northwestern Technical College Student Appearance and Dress Code policy (p. 49) seen in a separate section in this handbook.

## **3. Use of Technical College Property**

- a. **Theft and Damage:** The Technical College 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:** The Technical College prohibits 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:** The Technical College 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: The Technical College prohibits participation in or conducting an unauthorized gathering that objectively threatens or causes injury to person or property or that interferes with free access to technical college facilities or that is unprotected by the First Amendment to the Constitution of the United States of America and objectively harmful, obstructive, or disruptive to the educational process or functions of the technical college.
- e. Fire Alarms: The Technical College 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: The Technical College prohibits obstruction of the free flow of pedestrian or vehicular traffic on Technical College Premises or at Technical College sponsored or supervised functions. Refer to the GNTC Parking Policy (p. 15).

#### **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: Georgia Law and the Technical College prohibit possession or use of alcoholic beverages on Technical College Premises unless used for educational purposes or for a religious ceremony. Alcohol is also prohibited by the Technical College at Technical College-sponsored or supervised functions unless permitted by the Technical College President. College-sponsored or supervised functions will be permitted only if the event takes place at (1) a Technical College business conference center capable of accommodating more than two hundred persons or (2) at an off-campus facility and all provisions of the State Board of the Technical College System of Georgia Policy II.C.6. must be followed. The Technical College further prohibits Students being in a state of intoxication on Technical College Premises or at Technical College-sponsored or supervised functions (including off-campus functions) or in a Technical College-owned vehicle.
- 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, library and labs or other unauthorized areas on Technical College Premises, unless otherwise permitted by Technical College Officials.
- d. 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. Refer to the Georgia Northwestern Technical College Tobacco Policy (p. 18).

#### **5. Use of Technology**

- a. Damage and Destruction: Destruction of or harm to equipment, software, or data belonging to the Technical College or to others is considered unacceptable usage. This may include altering, downloading, or installing software on 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.

- b. **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 support facilities on Technical College Premises. Such devices include, but are not limited to cell phones, beepers, walkie talkies, cameras, 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.
- c. **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.
- d. **Unacceptable Use:** Use of computing facilities to interfere with the work of another Student, Faculty Member or Technical College Official. This includes the unauthorized use of another individual's identification and password.

Georgia Northwestern Technical prohibits any additional violation to the Department's Acceptable Computer Use Guidelines. Refer to the Acceptable Computer Use Guidelines (p. 16) in this handbook.

- 6. **Weapons** - The Technical College System of Georgia is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on college building or property shall be governed by Georgia state law. All individuals are expected to comply with the related laws. Failure to follow laws pertaining to weapons is considered a violation of the Student Code of Conduct. Relevant Georgia laws to be aware of and compliant with include but may not be limited to:  
O.C.G.A. § 16-8-12(a)(6)(A)(iii); O.C.G.A. § 16-7-80; O.C.G.A. § 16-7-81; O.C.G.A. § 16-7-85;  
O.C.G.A. § 16-11-121; O.C.G.A. § 16-11-125.1; O.C.G.A. § 16-11-126; O.C.G.A. § 16-11-127;  
O.C.G.A. § 16-11-127.1; O.C.G.A. § 16-11-129; O.C.G.A. § 16-11-130 O.C.G.A. § 16-11-133;  
O.C.G.A. § 16-11-135; O.C.G.A. § 16-11-137; O.C.G.A. § 43-38-10
- 7. **Gambling** - The Technical College System of Georgia prohibits the violation of federal, state or local gambling laws on Technical College premises or at Technical College sponsored or supervised activities.
- 8. **Parking** - The Technical College prohibits violation of Georgia Northwestern Technical College regulations regarding the operation and parking of motor vehicles on or around Technical College Premises.
- 9. **Financial Irresponsibility** - The Technical College prohibits failure to meet any and all financial obligations to the Technical College. All tuition and fees must be paid prior to the first day of class. Theft or misappropriation of any technical college, student organization or other assets is prohibited.
- 10. **Violation of Technical College Policy** - Violation of published 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.
- 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 off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the Technical College's vital interests and stated mission and purpose.
- 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 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 judicial proceeding.
- d. Initiating a judicial proceeding knowingly without cause.
- e. Attempting to discourage an individual's proper participation in, or use of, the judicial process.
- f. Attempting to influence the impartiality of a member of a Student Disciplinary Officer, Judicial Body, or Appellate Board prior to, and/or during the course of, the judicial proceeding.
- g. Harassment (verbal or physical) and/or intimidation of a member of a Student Disciplinary Officer, Judicial Body, or Appellate Board prior to, during, and/or after a judicial proceeding.
- h. Failure to comply with the sanction(s) imposed under the Student Code.

## **Student Rights**

Georgia Northwestern Technical College promotes a climate of academic integrity, 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, vision, and purpose. Students have the right to the following:

To be in an atmosphere that is conducive to learning and to attend GNTC educational programs, course offerings, and activities on campus or any activity sponsored by GNTC off campus in accordance with GNTC policies and procedures.

To obtain the necessary knowledge, skills, and abilities in order to acquire skill competencies and obtain employment by participating in programs, course offerings, and activities in accordance with GNTC policies and procedures.

To develop intellectual, personal, and social values.

To due process procedures.

To participate in institutional decision making.

To participate in approved student organizations in accordance with GNTC policies and procedures.

To privacy as outlined in the Family Education Rights and Privacy Act (FERPA).

## **Complaint Resolution or Appeals**

Georgia Northwestern Technical College is committed to ensuring an environment that is fair, humane, and respectful for all students, an environment that supports and rewards students on the basis of relevant considerations, and that is free from illegal or inappropriate conduct.

In an instance of perceived violation of college policies, standards of professional conduct or state or federal law, a student may file a complaint, which shall be resolved as addressed in these policies and procedures. Individuals may follow an informal and/or formal process to reach resolution of the complaint. (At no time will college policy contradict policy and procedure as determined by the Technical College System of Georgia as listed in the TCSG Policy and Procedures Manual at [www.tcsg.edu](http://www.tcsg.edu). If a contradiction is realized, the TCSG Policy will prevail.)

Retaliation in any form against individuals bringing grievances is prohibited and will subject the retaliating individual to disciplinary action. An individual who initiates a fraudulent or bad faith claim or charge shall also be subject to disciplinary action.

### **The Informal Process**

Complainants are encouraged to seek informal resolution of their grievances or concerns. This procedure is intended to encourage communication between the parties involved, either directly or through an intermediary, in order to facilitate a mutual understanding of different perspectives regarding the complaint. An individual is not required to seek resolution nor does the seeking of an informal resolution prohibit the individual from filing a formal grievance or complaint. Contacts for filing grievances or complaints are discussed below.

### **The Formal Process**

If resolution is not satisfactory at the informal levels, or if a student does not wish to follow the informal process, a student may submit a formal complaint. A formal complaint must be in writing and must specifically state the basis for the complaint and the remedy that the student seeks.

The procedures for formal complaint and the person to whom the student addresses a formal complaint may be different based on the type of formal complaint. Types of complaints and procedures for seeking resolution are addressed below.

### **Written Student Complaint – Academic**

Any student at Georgia Northwestern Technical College who feels he/she has an academic complaint should first seek resolution of the complaint with the instructor of the class in which the situation has occurred. The complaint should be presented to the instructor in written form, and dated, in order to better establish a timeline for resolution of the complaint.

The complaint should be brought to the instructor's attention before the end of the semester in which the situation occurred. In any case the complaint must be brought to the attention of GNTC faculty before the beginning of the next academic session.\* Failure to lodge a complaint in a timely fashion may preclude the student from filing said complaint at a later date. Once a student has notified the instructor of the complaint the instructor has five (5) business days to reply in writing.

This reply should list the student's original complaint and the solution offered by the instructor. A copy of the original complaint and a copy of the instructor's response will be forwarded to the instructor's dean of academic affairs.

If the student does not get a satisfactory resolution to his/her complaint, resolution may be sought by appealing to the dean of academic affairs for the instructor of the course in which the situation arose. A written description of the incident, including all pertinent details and the solution offered by the instructor, must be given to the dean. The appeal must be received within ten (10) business days after the failure to receive satisfaction from the instructor. Once the dean receives the formal complaint, he/she has seven (7) business days to reply in writing to the student.

If the student is still not satisfied with the results of their complaint he/she has ten (10) business days from the time of the receipt of the decision in which to file a written appeal with the vice president of academic affairs (VPAA) at GNTC.

Once the student has filed a written appeal with the VPAA, he/she should expect to receive a reply within ten (10) business days. Once the vice president makes a decision on the appeal, that decision is final. No further appeal is heard.

\*NOTE: If the student's complaint is regarding the final grade awarded for a particular course then the student has ten (10) business days from the time they could reasonably be aware of their final grade. This "reasonable time" is defined as starting once grades are posted and made available to students on the institutions electronic records webpage.

### **Other Student Non-Academic Complaints or Appeals**

Any person with a complaint or appeal not addressing equal opportunity, gender/sexual harassment, academics, or student discipline (found in the Handbook) should forward the complaint and any clarifying information to the appropriate vice president. The appropriate vice president will investigate the complaint to determine its validity. This would include:

1. A meeting with the student.
2. A meeting with faculty or staff member against whom the complaint was lodged. In case of a complaint regarding procedures, the meeting would be with the individual responsible for the particular program or service in question.
3. Meetings or discussion with other appropriate faculty, staff, or students.

The vice president, upon clarifying the nature of the complaint, should respond in writing to the student lodging the complaint within seven (7) days. The response should include:

1. Acknowledgment of receipt of the complaint.
2. A statement regarding action taken.

Copies of the response should be forwarded to:

1. The faculty or staff member involved.
2. The student's file.

NOTE: Any complaint or grievance filed against a vice president should be made directly to the college president. Any complaint against a college president should be made directly to the TCSG commissioner.



## **Student Disciplinary Policy and Procedure**

### **I. Policy:**

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

### **II. Applicability:**

This procedure is applicable to all Technical Colleges associated with the Technical College System of Georgia.

### **III. Definitions:**

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

### **IV. Forms:**

1. Student Code of Conduct Complaint Form – available at [www.gntc.edu](http://www.gntc.edu) under Student Services and Complaint Resolution or Appeals
2. Disciplinary Sanction Appeal Form – available from the Vice President of Student Affairs

### **V. Procedure:**

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

1. Any person may file a complaint with the Vice President for Student Affairs 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, available online at [www.gntc.edu](http://www.gntc.edu) under Student Services and Complaint Resolution or Appeals or in the Office of Student Affairs and forward it directly to the Vice President for Student Affairs

Stuart Phillips  
 Vice President of Student Affairs  
 Georgia Northwestern Technical College  
 Floyd County Campus, A-102  
 One Maurice Culberson Drive  
 Rome, GA 30161  
 706-295-6868  
[sPhillips@gntc.edu](mailto:sPhillips@gntc.edu)

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

## **B. Disciplinary Sanctions**

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

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

- a. **Restitution** – A student who has committed an offense against property may be required to reimburse the technical college or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.
  - b. **Reprimand** – A written reprimand may be given to any student. Such a reprimand does not restrict the student in any way, but it signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the technical college 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 technical college in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.
  - d. **Disciplinary Probation** – Continued enrollment of a student on probation may be conditioned upon adherence to specified terms. Any student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to be in violation of these terms while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.
  - e. **Failing or lowered grade** – Students charged with academic misconduct may receive, at the discretion of the faculty member, a penalty of failing the assignment(s), a penalty of a zero for the assignment(s) or a penalty of failure of the class. Students wishing to refute the charges or contest the penalty, or faculty members who wish to impose greater sanctions, such as dismissal from the institution, shall have a hearing by the vice president for academic affairs or designee. The results of the hearing will be administered by the Office of Academic Affairs. A request for a hearing must be presented in writing to the Office of Academic Affairs in the same semester that the charge of academic dishonesty was made. All Business, Health, Industrial, Nursing, and Public Service program students will follow specific rules and regulations set by accreditation agencies, program handbooks, and clinical facilities policies.
2. After a determination that a student has violated the Student Code of conduct, the Vice President for Student Affairs or the technical college president’s designee may recommend the imposition of one of the following sanctions if appropriate. The Vice President for Student Affairs’ recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions, as well as those described in section V.B.1 above, following a hearing. A copy of the written recommendation shall be provided to the student and the person filing the complaint
- a. **Disciplinary Suspension** – If a student is suspended, he/she is separated from the technical college for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.
  - b. **Disciplinary Expulsion** – Removal and exclusion from the technical college, Technical College controlled facilities, programs, events, and activities. A record of the reason for the student’s dismissal is maintained by Vice President for Student Affairs or the technical college president’s designee. Students who have been dismissed from the technical college for any reason may apply in writing to the Vice President for Student Affairs for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, the student will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Vice President for Student Affairs or the technical college president’s designee.
  - c. **System-Wide Expulsion** – Where a student has been expelled or suspended three times from the same or different colleges in the Technical College System of Georgia in the past seven years, the student will not be permitted to register at any college in the Technical

College System of Georgia for a period of ten years after the most recent expulsion/suspension.

### **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 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.

**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 Vice President for Student Affairs or his/her designee that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and well-being of the accused student or any other member of the technical college community or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other technical college-related activities. If an interim disciplinary suspension is imposed, the matter must be referred as soon as possible to the Hearing Body. The student need not request an appeal.

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

- a. A student who has been suspended or expelled from the technical college shall be denied all privileges afforded a student and shall be required to vacate technical college Premises at a time determined by the Vice President for Student Affairs or the technical college president's designee.
- b. In addition, after vacating the technical college Premises, a suspended or expelled Student may not enter upon the technical college Premises at any time, for any purpose, in the absence of written permission from the Vice President for Student Affairs or the technical college president's designee. A suspended or expelled student must contact the Vice President for Student Affairs or the technical college president's designee for permission to enter the technical college Premises for a limited, specified purpose.
- c. If the student seeks to submit a signed Disciplinary Sanction Appeal Form, the Vice President for Student Affairs or the technical college president's designee must accept the form by mail or fax if he/she refuses the Student's request to enter the Technical College Premises for that specified purpose.
- d. A scheduled appeal hearing before the Hearing Body shall be understood as expressed permission from the Vice President for Student Affairs or the technical college president's designee for a student to enter the technical college Premises for the duration of that hearing.

## **C. Mediation**

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

#### **D. Hearing/Appeals Procedure**

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

**VI. Document Retention**

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

# **Georgia Northwestern Technical College**

**Catoosa County Campus**

6450 Alabama Highway  
Ringgold, Georgia 30736  
706-965-1120

**Floyd County Campus**

One Maurice Culberson Dr.  
Rome, Georgia 30161  
706-291-3350

**Gordon County Campus**

1151 Hwy. 53 Spur  
Calhoun, Georgia 30701  
706-624-1100

[www.gntc.edu](http://www.gntc.edu)

**Polk County Campus**

466 Brock Road  
Rockmart, Georgia 30153  
770-684-5696

**Walker County Campus**

265 Bicentennial Trail  
Rock Spring, Georgia 30739  
706-764-3510

**Whitfield Murray Campus**

2310 Maddox Chapel Road  
Dalton, Georgia 30721  
706-272-2966