

STUDENT AFFAIRS



Student Affairs

Orientation

New Student Orientation is a process required to be completed by all new students. The orientation presentation is one of the process steps to be followed during general registration by all new students. It may also be viewed anytime for reference or review by anyone via the Internet on or off campus. The New Student Orientation presentation contains important information about all aspects of college life at North Georgia Technical College, including financial aid, residence halls, campus life, disability services, parking and much more.

Leadership NGTC

Leadership NGTC is a program designed to develop the talents of students at North Georgia Technical College. A faculty or staff member nominates students who exemplify leadership traits. A selection committee makes the final decision on participants. The program consists of a training program that encourages good character, honesty, responsibility, and other leadership qualities.

GOAL (Georgia Occupational Award of Leadership)

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

Health Services

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

When classes are in session, minor first aid is provided by the department faculty. Students who need medical treatment for illness or injury should contact the local health care provider of their choice. Students are responsible for any charges incurred for medical services. It is the practice of physicians and health care clinics in the area to require full payment at the time services are rendered. It is recommended that students and parents plan ahead for medical needs.

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Career Counseling Services

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

- Pre-enrollment counseling to discuss programs of study, including associate degree, diploma, and technical certificate programs
- Assistance in helping students develop career plans and personal goals
- Counseling with students who need assistance with college-related problems
- Academic counseling including review of test scores and assistance in course scheduling
- Identification of appropriate community agencies and services for student needs such as personal and/or mental health counseling

Services for Students with Disabilities

Support services are offered to students with disabilities including, but not limited to, classroom and testing accommodations, adaptive equipment, assistance with the admission process, career guidance and counseling, and referral to community service agencies. To request accommodations and/or modifications, contact the Director of Career Development and Disability Services, who provides services to all campuses, at 706-754-7728. Appropriate documentation of disability is required.

Assessment Services

Assessment services provide career guidance and planning by means of individual and group testing at various locations using computerized and standardized testing instruments. Services that are available include career exploration, interest inventories, aptitude testing, and basic skills testing. The fee varies for each test. All testing is by appointment. For more information or to schedule a test, call 706-754-7728 for the Clarkesville Campus, 706-439-6300 for the Blairsville Campus, and 706-779-8100 for the Currahee Campus.

Assessment services are also available to high school students. There is no charge for assessment services provided to high school students. All high school counselors, teachers, or administrators should contact the Coordinator of Career Evaluation, Retention, and Special Populations at 706-754-7837 for additional information and/or to schedule high school testing.

Career Placement Service

Career placement services are available to assist students as they complete training. The primary purpose of this service is to assist in the placement of graduates in jobs for which they have been trained. Continuous communication is maintained with employers and with the Georgia State Employment Service to provide a wide range of employment opportunities for the students. Employers send representatives to the college for personal interviews with graduating students. NGTC is an Internet “access zone” to America’s

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Job Bank through the U.S. Department of Labor which provides information on job openings both locally and nationally. Lifelong job placement services are available to all NGTC graduates.

EXCELL Center (Excellence through Commitment to Education and Lifelong Learning)

The EXCELL Center is available to assist prospective NGTC students in career exploration, assessment, and interest and aptitude inventories in order to make a valid and informed career choice. The center is designed with NGTC's current and prospective students in mind. Student Affairs staff are available to assist those current students who are preparing to graduate with their job search, resume preparation, and electronic resume posting. Students may investigate the facts for which they are considering employment, such as wages, benefits, stability, and opportunities for advancement. Students Affairs staff are available to assist prospective students with one-on-one complete career planning. The staff will walk students through the processes of admissions, financial aid, career planning, career services, testing, first quarter registration, and disability services.

Key features of the EXCELL Center are:

Assistance to aid the student in deciding on a program:

- Career exploration resources (interest and aptitude testing)
- Enhanced job analyzer for career exploration
- Links to newspapers and career sites
- Career counseling

Becoming a student at North Georgia Technical College:

- Completing the North Georgia Technical College application online
- Financial aid resources
- COMPASS placement testing
- Registering for first quarter classes

Nearing completion of program:

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

Hours of Operation 7:00 a.m.-6:00 p.m., Monday-Thursday
..... 8:00 a.m.-12:00 p.m., Friday

Testing schedule may vary, or an appointment may be made. For more information about the EXCELL Center, contact the Student Affairs Director at 706-754-7855 or via email at fchas@northgatech.edu.

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Non-Traditional Students

Students enrolled in a program in which they are of a minority gender are considered non-traditional students. North Georgia Technical College encourages and promotes open enrollment in all programs. Students are encouraged to participate in their program of choice regardless of traditional patterns of enrollment. For additional information, call 706-754-7837.

Welfare-to-Work Partnerships

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

RESIDENCE LIFE – CLARKESVILLE CAMPUS

Residence life is a laboratory in growth toward maturity. It allows students to become independent while maintaining community responsibility and identity. It is one of the most rewarding and important facets of the postsecondary educational experience. North Georgia Technical College offers residential living on the Clarkesville Campus to (1) provide an environment in which the learning experience may be enhanced and developed in accordance with traditional values and objectives of the college, and (2) meet the demand of physical living accommodations.

Resident students must accept the responsibility of community living. The resident student is expected to be fair and just in all his/her dealings with the college, and particularly in caring for the facilities provided. He/she will be required to exercise patience and kindness with his/her roommate and other students. Resident students should respect the rights of others at all times. Excessive noise, profane language, or offensive acts are prohibited.

The suspension of a student's privileges, including campus housing, is a serious action, which may be imposed for violation of housing regulations or other institutional policies. When a student is no longer enrolled or when violation of resident or general campus policies results in cancellation of the right to occupancy, all personal belongings must be removed from the campus. If the student cannot remove his or her belongings at that time, they will be given two weeks or the last date of the quarter (whichever comes first) to remove all their belongings from campus. Any belongings remaining on campus after that time will become property of NGTC.

Each resident student is subject to the terms of any and all stated regulations in this catalog/handbook and regulations issued by the Vice President for Student Affairs. Any new regulation that affects the student body and/or the residents of the residence halls becomes effective 24 hours after it is posted. Legal action may be taken against persons

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violating local, state and federal laws, including destroying, stealing, or defacing college property.

Students at the branch campuses may contact the Student Affairs Department for information on boarding opportunities.

Residence Hall Operations

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

Coin-operated washers and dryers, a kitchen, computer lab, and vending machines are located in the common areas of the residence hall. Cable television service is provided to each resident's room, and telephones are permitted in rooms through a contract agreement between the student and the telephone company. NGTC does not accept responsibility for a student's private telephone contracts. Please refer to the residence hall contract for additional information concerning the residence hall.

To live in the residence hall, a student must complete a residence hall application and contract. These forms should be returned with the \$100 room deposit to the cashier. Room and board fees must be paid in full before receiving room keys.

Residents' belongings are their personal responsibility. NGTC is not responsible for any damage or theft of personal belongings.

All residents should bring single sheets, pillowcases, blankets, spreads, pillows, towels, alarm clock, toiletries, dishes, and cleaning supplies. A television, small refrigerator, and an air conditioner (no more than 5000 BTU) are optional. Wireless Internet access is available at the residence hall.

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

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Guidelines for Residence Privileges

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

- Be currently enrolled at any North Georgia Technical College campus with an occupational major in a diploma, degree, or certificate program.
- Have an acceptable attendance record as determined by the North Georgia Technical College attendance policy.
- Be in acceptable standing with North Georgia Technical College in the area of discipline. Probationary status may cause residence privileges to be revoked. Eviction from Bryant Hall is mandatory upon disciplinary suspension from the college.
- Continue to make satisfactory progress toward completion of diploma, degree, or certificate program.
- Be in good standing with the NGTC Business Office with regard to payment of all required fees.

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

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

Residence Hall Policies

The residence hall program at the Clarkesville Campus of North Georgia Technical College is responsible for providing an environment that will be conducive to academic achievement and maximum intellectual stimulation. Therefore, NGTC established the following regulations:

- Quiet hours are from 10:00 p.m. to 7:00 a.m. Quiet hours are designed to provide an optimum learning and living environment. During these hours, distractions and noise should be contained within residents' rooms. Excessive noise inside or outside a resident's room should be avoided at all times.
- After being assigned to a room, no student is permitted to move to another room without permission from the Student Affairs Director. If a change is made, the resident must go through proper checkout procedures.
- Rooms should be kept clean and free of any remnants of food or drink.
- Students must be properly dressed when outside their rooms. Adequate clothing must be worn in the lobby, halls, and recreation rooms.
- Students are expected to be punctual and attend all residence hall meetings. Resident Assistants will advise students of designated times.
- Students must turn off lights and all electrical equipment when they leave their rooms.

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- Visitors under 16 years of age are not allowed in the residence hall without expressed, written permission from the Vice President for Student Affairs or designee.
- No overnight guests are allowed in Bryant Hall including NO cohabitation of Bryant Hall residents not assigned to the same room. Guests must follow the same residence hall guidelines as students. Hosts and hostesses are responsible for the conduct of their guests and should escort their guest(s) to and from their room and the building.
- Visitation Hours – Non Residents
 - Sunday-Thursdays 10 a.m.-10 p.m.
 - Friday-Saturday 10 a.m.-midnight
- After 11 p.m., residents should leave their room doors ajar when other residents are visiting in the room.
- Cooking and heating appliances are not permitted in the residence hall rooms; however, students are allowed to have an air conditioner and compact refrigerator in their residence hall room.
- Air conditioners of the window unit type must not exceed 5,000 BTU capacities and must be of adequate size to fit windows without change or damage to any part of the window or room.
- Resident Assistants will inspect appliances during installation and determine safety and conformance to the building policies.
- Any student having such appliances will be responsible to the college for any abuse of the privilege or damage to college property.
- Incense burners of all types, candles, fireworks, aerosol spray paint cans and solvents, and other similar objects are strictly prohibited in the residence halls. Any such items found in rooms will be confiscated. Violation of this regulation may result in severe penalties not only from the institution, but also from the state Fire Marshall's Office.
- Pets are not allowed in the residence hall under any circumstances.
- Damage to the room or any common areas will result in charges to all residents unless the responsible party is discovered. The minimum damage charge is \$5.
- No weapons of any kind are allowed in Bryant Residence Hall.
- No items, other than those issued or approved by NGTC, are to be displayed from the window.
- Herbal/non-tobacco cigarettes are not permitted on campus or any college sponsored event or activity.
- Beverages identified as non-alcoholic beer are prohibited on any campus of NGTC or any college-sponsored event.
- Bicycles or similar recreational vehicles are not allowed in Bryant Residence Hall. Bicycle racks are provided for use outside the residence hall.
- Operation of any motorized vehicle on NGTC property requires proof of Department of Motor Vehicle registration, license, and proof of insurance by the driver.

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- ALL furniture assigned to a residence hall room MUST remain in the room unless removed by NGTC staff.
- NO couches, sofas or other large furniture are to be moved into residence hall rooms.

Disregard for the policies or rules established for Bryant Residence Hall can result in monetary fines. Typically, any violation of the policies or rules will first be addressed with a verbal or written warning. However, the Student Affairs Director will determine the most appropriate action. If the student believes the warning or fine is unwarranted they can ask for a review of the action by completing the Request for Review of Residence Hall Violation form. This form must be submitted to the Office of the Vice President for Student Affairs within seven (7) calendar days of notification of the decision. The decision of the Vice President for Student Affairs is final.

Violation of the Student Code of Conduct will be addressed through the established Disciplinary Procedures.

Students who do not plan to return the following quarter must schedule a checkout time with a Resident Assistant (RA). The RA will complete a checkout form that reports the room's condition. The RA must bring the form to the Office of the Vice President for Student Affairs, and return the residence hall keys and student identification card. This process will activate the refund process for the deposit, if applicable. Failure to check out properly will result in forfeiture of the deposit.

Roommate Courtesy

Your enjoyment of life in Bryant Residence Hall depends on thoughtful consideration and common courtesy among roommates and neighbors. The basic expectations of a roommate or fellow Bryant Hall resident include the following:

- To live in a clean building and room.
- To expect that a roommate will respect one's personal belongings.
- The redress of grievances. Resident Assistants (RAs) are available to assist in resolving conflicts.
- To read and study without undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
- To sleep without undue disturbance from noise, roommate's guests, etc.
- Free access to one's room and facilities without pressure from a roommate.
- To be free from fear or intimidation and physical or emotional harm.
- The ability to have guests during visitation hours with the expectation that guests are to respect the rights of the host's/hostesses' roommate and other hall residents.
- To expect reasonable cooperation in the use of the room utilities and space.

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Shared Responsibility

When two students share a room, each student is responsible for the contents, noise level/activities, and damages that occur in the room. If the contents, activities, or damage in the room are in violation of college policy, both students may be charged with such violations. If a student is concerned about possible violations, it is his/her responsibility to discuss this with an RA or other Student Affairs staff.

Bryant Residence Hall Alcohol Policy

The following policies will be enforced by the Department of Student Affairs:

- Georgia law prohibits possession or consumption of alcoholic beverages by those under the legal drinking age and prohibits making alcoholic beverages available to persons under the legal drinking age.
- Underage students found in possession of or under the influence of alcohol will face full disciplinary action.
- Any student found providing alcoholic beverages to those under the legal drinking age will face full disciplinary action.
- Inappropriate behavior related to the consumption of any alcoholic beverage or any illegal drug is prohibited, and students will face full disciplinary action.
- Failure to follow the alcohol policy will result in a referral to the Office of the Vice President for Student Affairs for disciplinary action. In addition, the student may be subject to arrest for violating state and/or federal law.

Mail Services

Resident students may pick up mail at the receptionist's desk located in the Mobley Administration Building on the Clarkesville Campus.

STUDENT ORGANIZATIONS

General Information

Participation in student organizations plays an important role in the North Georgia Technical College experience at all campuses. Student organizations and clubs offer individuals another opportunity within the educational process to broaden their environment. The purposes and proposed activities of all groups or organizations shall be clearly related to the educational goals and mission of the college. Fundraising projects are under the ultimate control of the President and must follow NGTC, State Board of Technical College System of Georgia, and State of Georgia guidelines and procedures.

Recognition of a group/organization grants to that group/organization the right to use facilities and to identify themselves with the college. The group/organization agrees to accept regulations and administrative procedures that may be necessary to protect the essential functions of teaching and learning, to allow equitable sharing of time and space, to ensure the reasonable health and safety of the community, and to uphold the statutes

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and regulations of North Georgia Technical College and the governing boards of the college. Recognition shall be denied if there is a substantial likelihood that the proposed organization will interfere with the educational process.

An organization seeking recognition must submit the following information in writing to the Vice President for Student Affairs:

1. Once interest among students has been established for a curriculum related organization, a faculty/staff advisor must be secured.
2. With assistance from advisor, fill out the Application for New Student Organization form; and submit it to the Vice President for Student Affairs.
3. The Vice President for Student Affairs will evaluate the application packet made up of the application and the by-laws and will make recommendations for changes/adjustments, if necessary.
4. The Vice President for Student Affairs will submit the application packet to the President for final approval. Representatives of the proposed student organization and/or the faculty/staff advisor may be asked to respond to questions or explain any parts of the application packet.
5. The Vice President for Student Affairs and the President give final approval to the organization.

Student Leadership Council (SLC)

The North Georgia Technical College Student Leadership Council represents the student body and consists of students recommended by the faculty from each diploma and/or degree program. Each year the Student Leadership Council members elect to sponsor various events. Any student interested in holding office should contact his/her program advisor or department head.

Skills USA

Skills USA is a national organization for students in trade, industrial, technical, and health occupations programs. Skills USA clubs are found in public high schools, technical colleges, junior colleges, and universities. Skills USA was chartered at North Georgia Technical College in the 1991-1992 academic year. Since its first year of existence, the club has won numerous awards at sub-region, region, state, and national competitions.

Phi Beta Lambda (PBL)

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

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National Technical Honor Society (NTHS)

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

HEROES

The HEROES club (Having Equity Resources and Opportunities Equal Success) is an organization for special population students. Special population students are persons who meet one of the following criteria: must be 27 years of age or older, a single parent, a single pregnant woman, a displaced homemaker, a dislocated worker, a language other than English is their primary language, or enrolled in a program in which they are of a minority gender. The purpose of the HEROES club is to develop leadership, teamwork, and assist students in reaching their educational goals.

Rotaract

Rotaract is a non-profit, international organization centered on community service, professional development, and leadership development. Rotaract is the college version of the professional organization, Rotary, and is sponsored by a local Rotary Club. NGTC Rotaract is sponsored by the Habersham Sunrise Rotary Club and supported by the Habersham Rotary Club. Working in cooperation with their sponsoring Rotary Club, NGTC Rotaract members develop rewarding contacts with professionals in their area and become part of a global effort to bring peace and international understanding to the world.

CAMPUS LIFE/STUDENT ACTIVITIES

Social Activities

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

Intramural Activities

Athletic facilities on the Clarkesville Campus include a gymnasium with indoor courts for basketball and other games. Outdoor facilities include a swimming pool, softball field, basketball goals, tennis courts, badminton court, horseshoe pit, sand volleyball court, and multi-purpose field. A program of intramural sports is provided for all students wishing to participate. Students may join a team for flag football, softball,

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basketball games, and campus cup competitions making competition keen as each team seeks to capture the institution championship.

Student Centers

The Carlton Center on the Clarkesville Campus offers a meeting room for students, a television room, movies, and vending machines for food and drinks. Many activities are available such as video games, pool tables, ping pong, darts, foosball, air hockey, and a fitness center. The Eagle's Nest Student Center at the Blairsville Campus and the Eagle's Landing at the Currahee Campus offer a similar leisurely setting for the enjoyment of students and staff.

Vending Service

Vending services are available in convenient locations around the campuses and include coin-operated drink and snack machines.

Mountain Recreation Opportunities

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

NGTC ALUMNI ASSOCIATION

Graduates of credit programs are encouraged to join the North Georgia Technical College Alumni Association. The association gives graduates an opportunity to provide needed input to the college on ways it can effectively promote technical education. The Alumni Association holds a reunion once a year at which time it gives Career Achievement Awards to those graduates who have excelled in their field of study at NGTC, and one graduate is inducted into the Alumni Hall of Fame. Requirements for membership and notification of the annual reunion are a membership fee of \$5.00 and keeping the alumni director informed of your correct address.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Right to Know

Every postsecondary education institution is required by law to disclose its graduation rate annually. The 2009 graduation rate, based on the TCSG System Score Card, is 60.9%.

Privacy of Student Records

Privacy of Student Records required by the Family Educational Rights and Privacy Act of 1974 (FERPA)—North Georgia Technical College encourages students to exercise all rights under the Family Educational Rights and Privacy Act. Because a student's

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educational record will be used repeatedly by institution officials and others to make important decisions affecting the student's program and future career, the student should assume a personal responsibility to make certain that records are complete and accurate. Every student at North Georgia Technical College has the right to:

- Inspect and review his/her educational records; students who wish to inspect, review, or amend their records should complete a *Request to Inspect or Review Educational Records* form and submit it to the FERPA Coordinator.
- Exercise control (with some limitations) over disclosure of information contained in his/her educational records.
- Seek to correct his/her educational records (including a hearing if necessary) when records are believed to be inaccurate or violation of privacy.
- Report violation of FERPA to the Family Policy Compliance Office.
- Be informed about FERPA rights.

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

Directory Information

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. If you do not want North Georgia Technical College to disclose directory information from your education records without your prior written consent, you must notify the FERPA Coordinator. The FERPA Coordinator's office is located in the Clegg Building on the Clarkesville Campus. The mailing address is: P. O. Box 65, Clarkesville, GA 30523.

The personally identifiable information contained in the student's educational record is listed below as directory information in order that the institution may, at its discretion, disclose such information without the student's further prior written consent.

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Electronic mail address

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- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Diploma/degrees and awards received
- Full or part-time enrollment status

The directory information is posted on institution bulletin boards. The student has two weeks from the initial posting to notify the FERPA Coordinator in writing on any items he/she does not wish designated as directory information.

Policy of Nondisclosure

All North Georgia Technical College officials will follow a strict policy that information contained in a student's record is confidential and may not be disclosed to a third party without the student's prior written consent except as otherwise provided in the master policy manual located in the Office of the Vice President for Student Affairs.

Fees for Copies

Transcripts will be issued at a fee of \$5 each. The fee for copying any other records is the actual copying cost of 25 cents per page. The institution reserves the right to deny transcripts or copies of records not required by the FERPA in any of the following situations:

- The student has unpaid financial obligations to the institution
- There is an unresolved disciplinary action against the student
- There is an unresolved litigation between the student and the institution

Nondiscriminatory Policy

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, 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 admission policies, scholarship and loan programs, athletic, and other Technical College System and Technical College-administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the 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.

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Contact Person for Student and General Public Complaints

Dr. Michael King, VP of Student Affairs, Title VI, IX, II
North Georgia Technical College
P.O. Box 65
Clarksville, GA 30523
Telephone: 706-754-7711

Mr. Daniel Gregg, Director of Career Development and Disability Services
Sec. 504/Title I/ADA
North Georgia Technical College
P.O. Box 65
Clarksville, GA 30523
Telephone: 706-754-7728

Sexual Harassment

It is the policy of North Georgia Technical College that all employees and students should be able to enjoy a work and educational environment that is free from all forms of discrimination, including sexual harassment.

The U.S. Department of Education defines sexual harassment as: verbal or physical conduct of a sexual nature imposed on the basis of sex, by an employee or student that denies limits, provides different, or conditions the provision of aid, benefits, services, or treatment protected under Title IX. Prohibited conduct is that which:

- Is sexually motivated or of a sexual nature when that conduct creates an intimidating, hostile, or offensive environment;
- Is used as a factor in employment or academic decision;
- Unreasonably interferes with an individual's work or academic performance.

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

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

Personal Belongings

When a student graduates or terminates training at North Georgia Technical College, all personal belongings must be removed from campus at time of checkout. If a student cannot remove their belongings at that time, he/she will be given two weeks or the last

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date of the quarter (whichever comes first) to remove all of his/her belongings from campus. College personnel will not be responsible for any personal items left in the classroom, the residence hall, or any other campus location. Any unclaimed items, including motor vehicles or major appliances, will be removed from the campus after two weeks; and the student will be charged for the removal.

Withdrawal

Whenever any student leaves North Georgia Technical College through graduation, termination for any reason, or dismissal, in order to clear his/her record and receive any refunds due, he/she is required to complete a withdrawal form and return the completed form to the Registrar's Office.

Disciplinary Procedure

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

Students admitted to North Georgia Technical College are expected to be mature, law-abiding, and have acceptable personal standards of conduct and ethics. Also, students are expected to have a responsible attitude toward regulations and standards of the college and the laws of the community, state, and nation and to respect their fellow students. These regulations state clearly some things which students must do and some specific things which they must not do if they wish to remain associated with the institution. NORTH GEORGIA TECHNICAL COLLEGE, HOWEVER, DOES NOT ATTEMPT TO DEFINE BY FORMAL RULES EVERY ACTION THAT IS FORBIDDEN.

Definitions

1. The term "Technical College" means North Georgia Technical College.
2. The term "Student" includes all persons taking courses at the North Georgia Technical College, both full-time and part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the Technical College are considered "students."
3. The term "Faculty Member" means any person hired by North Georgia Technical College to conduct teaching, service, or research activities.
4. The term "Technical College Official" includes any person employed by North Georgia Technical College performing assigned administrative responsibilities.
5. The term "Member of the Technical College Community" includes any person who is a student, faculty member, technical college official, or any other person employed by North Georgia Technical College.

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6. The term “Technical College Premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by North Georgia Technical College (including adjacent streets and sidewalks).
7. The term “Organization” means any number of persons who have complied with the formal requirements for North Georgia Technical College recognition.
8. The term “Judicial Body” means any person or persons authorized by the President of North Georgia Technical College to determine whether a student has violated the Student Code or other regulations and to recommend imposition of sanctions.
9. The term “Judicial Advisor” means a North Georgia Technical College official authorized on a case-by-case basis by the President to impose sanctions upon students found to have violated the Student Code. The President may authorize a Judicial Advisor to serve simultaneously as a Judicial Advisor and the sole member or one of the members of a judicial body. Nothing shall prevent the President from authorizing the same Judicial Advisor to impose sanctions in all cases. Unless otherwise noted, the “Judicial Advisor” of North Georgia Technical College is the Student Disciplinary Officer.
10. The term “Appellate Board” means any person or persons designated by the President to consider an appeal from a Judicial Body’s determination that a student has violated the Student Code, other regulations, or from the sanctions imposed by the Judicial Advisor. The President may serve as the Appellate Board.
11. The term “shall” is used in the imperative sense.
12. The term “may” is used in the permissive sense.
13. The term “policy” is defined as the written regulations of North Georgia Technical College as found in, but not limited to, the Student Code of Conduct, North Georgia Technical College Course Catalog/Student Handbook, the Technical College Policy Manual, and the Policy Manual approved by the State Board of Technical College System of Georgia.
14. The term “System” means the Technical College System of Georgia (TCSG).
15. The term “business day or days” means, for disciplinary purposes, weekdays that classes are in session.
16. The term “continuing relationship” means any person who has been enrolled as a student and may enroll in the future as a student at North Georgia Technical College.
17. The term “academic misconduct” means any incident involving any act which improperly affects the evaluation of a student’s academic performance or achievement (i.e. cheating, plagiarism, etc).
18. The term “Student Disciplinary Officer” refers to the person designated by the President to administer this procedure.

Procedure for Filing a Complaint

Any member of the North Georgia Technical College community may file a complaint with the Student Disciplinary Officer against any student for a violation of the Student Code of Conduct, Bryant Residence Hall policies, and/or the policies on the residence hall contract. The individual(s) initiating the action must complete a Student Code of

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Conduct Complaint Form and forward it directly to the Student Disciplinary Officer or his/her designee. An officer with the Technical College Campus Police Department may submit an incident report in lieu of a complaint form. Forms for filing a complaint are available through the Student Affairs Office. Academic misconduct may be handled using this procedure or a separate Academic Misconduct Procedure at the discretion of the President.

Investigation and Decision

1. Within five (5) business days after the complaint is filed, the Student Disciplinary Officer or his/her 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 charges. In the event that additional time is necessary, the student will be notified. After discussing the complaint with the student, the Student Disciplinary Officer or his/her designee shall determine whether the student is guilty of the alleged conduct and whether the alleged conduct constitutes a violation of the Student Code of Conduct, Bryant Residence Hall policies, and/or the policies on the residence hall contract. If the student fails to appear at the meeting, he or she will be considered guilty; and the appropriate actions will be taken.
2. 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.
3. If the Student Disciplinary Officer or his/her designee determines that the student is guilty of a violation of the Student Code of Conduct, Bryant Residence Hall policies, and/or the policies on the residence hall contract, he/she shall impose one or more disciplinary sanctions consistent with those described below. If the Student Disciplinary Officer or his/her designee determines that the alleged conduct did not occur, or that the conduct was not a violation of the Student Code of Conduct, Bryant Residence Hall policies, and/or the policies on the residence hall contract, he/she shall not impose any disciplinary sanctions on the student; and the investigation shall be closed.

Disciplinary Sanctions

1. After a determination that a student has violated the Student Code of Conduct, the Bryant Residence Hall policies, and/or the policies on the residence hall contract, the Student Disciplinary Officer or his/her designee may impose one or more of the following sanctions:
 - a. **Restitution** – A student who 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.

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- b. **Reprimand** – A written reprimand may be given 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. **Discretionary Sanctions** – Work assignments, service to the college, community service, monetary fines, or other related discretionary assignments may be assigned to students for violation of campus regulations and for damages to campus or personal property.
- e. **Disciplinary Probation** – Continued enrollment of a student on probation may be conditioned upon adherence to specified terms. Any student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to be in violation of these terms while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.
- f. **Failing or Lowered Grade** – In cases of academic misconduct, the Student Disciplinary Officer or his/her designee will make a recommendation to the Vice President for Academic Affairs or his/her designee who may authorize the faculty to award a failing or lowered grade in the course or a loss of credit on the assignment or examination and may impose other additional sanctions including suspension or dismissal from the Technical College. Reference Policy V.H. Academic Standards, Evaluations and Appeals.
- g. **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.
- h. **Disciplinary Expulsion** – Removal and exclusion from North Georgia Technical College, North Georgia Technical College controlled facilities, programs, events, and activities. A record of the reason for the student’s dismissal is maintained by the Student Disciplinary Officer or his/her designee. Students who have been dismissed from the Technical College for any reason may apply in writing for reinstatement once they have completed the expulsion period. If approval for reinstatement is granted, students 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 Student Disciplinary Officer or his/her designee.
- i. **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 charges against him/her. However, interim suspension may be imposed upon a finding by the Student Disciplinary Officer or his/her designee that the continued presence of the

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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.

2. 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, without any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to North Georgia Technical College's vital interests and stated mission and purpose.
 - b. Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.
 - c. When a student is charged by federal, state, or local authorities with a violation of law, North Georgia Technical College will not request or agree to special consideration for that individual because of his/her status as a student. North Georgia Technical College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

3. Conditions of Disciplinary Suspension and Expulsion
 - a. A student who has been suspended or expelled from North Georgia 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 Student Disciplinary Officer or his/her designee.
 - b. In addition, after vacating the Technical College premises, a suspended or expelled student may not enter the Technical College premises at any time, for any purpose, in the absence of written permission from the Student Disciplinary Officer or his/her designee. A suspended or expelled student must contact the Student Disciplinary Officer or his/her 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 Student Disciplinary Officer or his/her designee will 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.

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- d. A scheduled appeal hearing before the Student Judicial Committee shall be understood as expressed permission from the Student Disciplinary Officer or his/her designee for a student to enter the Technical College premises for the duration of that hearing.

Appeals Procedure

1. A student who wishes to appeal a disciplinary decision by the Student Disciplinary Officer or his/her designee must file a written notice of appeal through the President's Office for review by the Student Judicial Committee within five (5) business days of notification of the decision.
2. The student will then have the right to appear in a hearing before a Student Judicial Committee assigned by the President or his/her designee within ten (10) business days to present evidence and/or testimony. The student has the right to be assisted by any 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 participate directly in any hearing before a judicial body. The Committee will consist of two faculty members, one staff member, and two students. There shall be a single verbatim record, such as a tape recording, of all hearings before the judicial body. The record shall be the property of the Technical College. The Chairperson of the Student Judicial Committee shall notify the President and the Student Disciplinary Officer in writing of the Committee's decision. The Technical College President or his/her designee will notify the student in writing of the Committee's decision and the opportunity to appeal directly to the President within five (5) business days of notification of the decision.
3. In the event that the student chooses to contest the decision of the Student Judicial Committee, he/she has the right to appeal the decision to the President of the College within five (5) business days of notification of the Committee's decision. The appeal to the President shall be in writing. The President shall only consider evidence currently in the record; new facts not brought up in earlier stages of the appeal shall not be considered. The President shall deliver his/her decision to the student within ten (10) business days. The decision of the President shall be final and binding.

Document Retention

The Student Disciplinary Officer or his/her 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 Student Disciplinary Officer or his/her 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 Student Judicial Committee. A record of the final decision must also be retained in the event that the decision is appealed to the President. All records specified in this section shall be retained for a period of five (5) years.

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Grievance Procedure

Any person can make a verbal or written complaint to any faculty or staff member concerning a decision(s) or alleged violation(s) of the standards of conduct of students and/or college employees. Immediate resolution of the matter at the lowest level is the goal of the institution. Therefore, when appropriate, violations of a minor nature will be resolved through informal procedures.

Informal Complaint Procedure: Where possible, student complaints should be resolved on an informal basis without the filing of a formal grievance. A student has ten (10) business days from the date of the incident being grieved to resolve his/her complaint informally by approaching his/her faculty, department chair, or any other staff or faculty member directly involved in the grieved incident. Where this process does not result in a resolution of the grievance, the student may proceed to the formal grievance procedure.

Formal Complaint Procedure: When a student cannot resolve his/her complaint informally, he/she may use the formal grievance procedure. Forms for filing a complaint are available through the Student Affairs Office. Within fifteen (15) business days of the incident being grieved, the student must file a formal grievance in the Office of the Vice President for Student Affairs (VPSA) with the following information: name, date, brief description of the incident being grieved, remedy requested, signature, and a description of the informal remedy attempted by student and outcome. If the grievance is against the VPSA, the student must file the grievance in the Office of the President. The VPSA, or his/her designee, will investigate the matter and supply a written response to the student within fifteen (15) business days. The same timeline for response to the student will be followed if the investigation is conducted by the President or his/her designee. If the grieved incident involves possible unlawful harassment, discrimination, or retaliation for reporting unlawful harassment/discrimination, the investigation will be handled pursuant to the *Procedure: Unlawful Harassment and Discrimination of Students*. If the grieved incident is closely related to an incident being processed through the disciplinary procedure, the disciplinary procedure will take precedence; and the grievance will not be processed until after the disciplinary procedure has run its course. The VPSA, or his/her designee, shall be granted an additional fifteen (15) business days to investigate the grievance upon notice to the student filing the grievance.

Appeal of Response: If a student is dissatisfied with the response from the VPSA, the student may appeal the decision to the President of the college. The college staff has no right to appeal. A student shall file a written appeal to the President within five (5) business days of receiving the response from the Office of the VPSA. The appeal will be decided based entirely on documents provided by the student and the administration; therefore, the student must ensure that he/she has provided all relevant documents with his/her appeal. At the sole discretion of the President, grievance appeals at the College may be held in one of the following two ways: the President may review the information provided by the student and administration and make the final decision; or the President may appoint a cross-functional committee comprised of three (3) to five (5) members,

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including one chair, to make the final decision. The decision of either the President or the cross-functional committee will be made within ten (10) business days of receipt by the President of the appeal. The President shall send notification of the decision to the student in writing within five (5) business days of the final decision. Whichever process is chosen by the President, the decision of the grievance appeal is final.

Student Code of Conduct

Students admitted to North Georgia Technical College are expected to be mature, law-abiding, and have acceptable personal standards of conduct and ethics. Students are expected to have a responsible attitude toward regulations and standards of the college and the laws of the community, state, and nation and to respect their fellow students. These regulations state clearly some things which students must do and some specific things which they must not do if they wish to remain associated with the institution. NORTH GEORGIA TECHNICAL COLLEGE, HOWEVER, DOES NOT ATTEMPT TO DEFINE BY FORMAL RULES EVERY ACTION THAT IS FORBIDDEN.

These regulations are effective at the time of entrance and continue until graduation or withdrawal. By the act of registration, students imply acceptance of the standards and regulations stated in this catalog/handbook and other publications and official memoranda of this college. Any behavior reflecting adversely upon the students or the college will result in disciplinary action, whether the incident occurs on or off campus.

Disorderly Conduct

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

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

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

Any behavior on campus which is obscene or which is clearly beyond the acceptable standards of the community is prohibited. Intoxicating liquors, all forms of illegal drugs, profane language, gambling, and hazing are prohibited.

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Expressly Prohibited Are:

- Obstruction or disruption of, or interference with, any institutional activity or with an authorized program conducted on college premises by non-members of the college community.
- Unauthorized obstruction or disruption of, or interference with, vehicular or pedestrian traffic on college roadways or walkways or on public streets adjoining or in the vicinity of college property.
- Behavior that jeopardizes the safety or well being of other members of the college community or persons coming onto college property.
- Harassment of, or interference with, security officers, law officers, fire fighters or other persons engaged in the performance of their official duties.
- Small children present on the training site or in the residence hall at any time for visiting or babysitting purposes. (Safety and insurance considerations make this policy mandatory).

Campus Dress Code

One of the major objectives of North Georgia Technical College is to provide realistic occupational training for all students. Working conditions common to those found in business and industry are simulated as closely as possible. Statistics have shown that an individual's success in finding employment depends as much on personal qualities as on job skills. For this reason, students will be required to meet standards of dress determined by faculty, the campus safety officer, and the Vice President for Student Affairs.

Standards of personal grooming for students are established in accordance with those generally accepted by business and industry.

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

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

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

Disorderly Assembly

No student or group of students shall assemble on campus for the purpose of creating a riot or disturbance or disorderly diversion that interferes with the normal operation of the college. Students do have the right to peaceful, non-disruptive assembly.

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

Drug-Free Workplace

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

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

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

If a student is dismissed for violation of an institutional regulation of controlled substances, he or she must have a professional evaluation before re-admission will be considered. If the evaluation indicates that a treatment or counseling program is necessary, the student must complete such a program before there can be any consideration for re-admission. After completion of a treatment or counseling program,

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the student may appeal for re-admission upon the recommendation of his or her counselor. Such an appeal must be directed to the Vice President for Student Affairs.

Drug and Alcohol Policy

The use, possession, distribution, or transportation of alcoholic beverages by North Georgia Technical College students is strictly forbidden on campus and at any off-campus activity that is sponsored by or in the name of any institutional organization, department, or group. Beverages identified as non-alcoholic beer are prohibited. Any student who returns to a NGTC campus under the influence of alcohol and/or drugs shall be subject to full disciplinary action. All students are subject to a breathalyzer test. Failure to cooperate will result in full disciplinary action. NOTE: All city, state, and federal laws will be enforced.

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

Tobacco Free Policy

The use of tobacco in any form is NOT permitted on NGTC campuses. Students may use tobacco products while in a private automobile.

Firearms, Weapons, and Explosives

The possession of a firearm (operable or inoperable; or any facsimile thereof); weapon (including but not limited to any knife with a blade of two or more inches in length, razor blade, blackjack, bat, club, taser, or throwing star); or explosive compound or materials (including but not limited to any hoax device, fake bomb or replica of a destructive device) is expressly prohibited on the North Georgia Technical College campus (including all satellite campuses and off-site work units) within the designated school safety zone or at any technical college-sanctioned function in a manner contrary to state or federal law.

Fire Safety

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

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

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

Hazing

Hazing in any form is prohibited.

Campus Loitering

Loitering will not be permitted anywhere on any of the North Georgia Technical College campuses at any time.

Theft

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

Cellular Phones/Beepers

Beepers and cellular phones should be kept on silent alarm within classrooms, lab areas, and the library and study areas. A student may be asked to remove a beeper or cellular phone if faculty or administration deems it to be disruptive to the educational atmosphere.

Misuse of College Name

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

Unauthorized Entry of College Facilities

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

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

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

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Academic Irregularity

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

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

Students committing plagiarism will face disciplinary action and will receive a zero for the assignment, project, or exam. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Falsification of Records

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

Acceptable Computer Use Policy

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

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

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Inspection, Search, and Seizure

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

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

Campus Security Act

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