

STUDENT INFORMATION

Student Center/Student IDs

The Student Center in Building 100 welcomes all students with current student identification badges. The Student Center is a place for students to relax, meet other students, and learn about planned activities, student organizations, and how students can get involved on campus. Student IDs can be purchased in the bookstore after registering for classes and must be visible when in the Student Center.

Note: All students are required to have current Student IDs in their possession while on campus. Student IDs should be visible in the Student Center and all computer labs at all times.

Student Email

Gwinnett Tech student emails are automatically issued to all students 48 business hours after registering for classes. A link to Webmail, the student email, is provided from the college website www.gwinnettech.edu. Click on "student webmail" located at the left menu. Student email addresses are issued in the form (FLLLLL9999@student) first letter of first name and first 6 letters of last name (or full last name if 6 letters or less) plus last 4 digits of your student 900 number @student.gwinnettech.edu. For example, John Williams, student ID number 900123456, would have the email address of jwillia3456@student.gwinnettech.edu. The initial password is `gtcmmddy` where `mmddy` is student's birthday in `mmddy` format. The `gtc` must be in lower case letters.

Webmail is the college's primary means of communication between students, faculty, and college administration. For help in using Webmail, email webcentral@gwinnettech.edu or call 678-226-6411.

Bookstore

The bookstore is operated by Follett Higher Education Group as a service to Gwinnett Tech. The bookstore sells new and used textbooks, supplies, clothing, gifts and miscellaneous items to students and the general public and is open Monday through Thursday from 7:30 a.m. to 6:30 p.m. and Friday from 7:30 a.m. to 12 noon. Bookstore hours are extended during the first week of the quarter. Computer software at educational prices is available to students, faculty and staff through the efollett.com website. The bookstore buys back textbooks throughout the year. Textbook refunds may be issued within seven days from the first day of the quarter. All returned texts must be accompanied by an original receipt and in original condition, i.e. software must be unopened and books still in publisher shrink-wrap with all components intact. Refunds for all other merchandise are issued within two days of purchase. Receipts must accompany all returns/refunds. Cash or charge card credit is given at the time of the refund. Textbooks may also be purchased online at www.efollett.com. Books ordered online may be picked up at the bookstore or shipped to another address. Student identification cards and locker rentals are also available from the bookstore.

Computer Use Policy

The Gwinnett Technical College network system provides access to a variety of technical resources within the campus to communicate with other users within the campus community and worldwide. Such open access is a privilege and requires that the individual user acts responsibly. Users must respect the rights of other users, respect the integrity of the systems

and related physical resources, and observe all relevant laws, regulations, and contractual obligations related to their use.

Acts of illegal use or misuse of computer resources and services include, but are not limited to the following:

1. Using an invalid or unauthorized Gwinnett Tech identification card or password.
2. Engaging in, directing, or having knowledge of unauthorized access or disruption of computer services.
3. Reading, altering, or deleting electronic files or electronic mail without authorization.
4. Copying or using software in violation of copyright laws or academic integrity.
5. Transmitting electronic messages through college computers or operating systems that contain fraudulent, harassing, unprofessional, inappropriate or obscene information and/or material.
6. Misrepresenting identity while using a college computer or college network.
7. Using a college computer/network in an attempt to disrupt computer facilities elsewhere or normal operations of the college.
8. Creating, installing or distributing a virus of any kind – whether knowingly and/or unintentionally.
9. Modifying or reconfiguring college software without expressed permission and under the direct supervision of the college.
10. Accessing any site deemed by the college to be disruptive or obscene.
11. Using the college's electronic resources to distribute any form of information electronically without the expressed permission and authorization of the college, including bulk spam.

Illegal use or misuse of computing, networking, or information resources may result in disciplinary action, up to, and including, loss of computing privileges and legal action. Additionally, some forms of illegal use or misuse can be prosecuted under applicable federal, state and municipal statutes. Complaints alleging misuse of college computer resources should be directed to the chief information officer, who will be responsible for coordinating and recommending appropriate disciplinary action in conjunction with the vice president of student affairs.

Knowingly reproducing or distributing copyrighted or patented works, including but not limited to images, text, software or hardware, without the expressed written permission of the owner is an infringement of federal copyright and patent law. Such action may be subject to both civil damages and criminal penalties, including possible fines and imprisonment.

Computer hardware, software, and other equipment are the property of Gwinnett Technical College and are intended exclusively for academic and career-related purposes. College computer resources shall not be used for personal gain or profit or for initiating or accessing offensive or obscene material.

Cosmetology Salon Services

The Cosmetology Salon is a public, unisex, salon located in building 100, room 613. The salon is open to the public, summer and fall quarter on every Tuesday and Thursday. All work is performed by students under the supervision of a licensed instructor. For a current list of prices, times, or to schedule an appointment, call 770-962-1505.

Counseling Services

Gwinnett Technical College does not provide counseling services. However, there are resources in the local area. Please contact United Way at 211 for information on resources concerning alcohol abuse, drug abuse, domestic violence, sexual abuse, and general mental health issues. Students are also encouraged to contact Gwinnett Helpline at 770-995-3339 during office hours.

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Gwinnett Helpline is open Monday through Friday from 8:00 a.m. to 5:00 p.m. Students and their families will assume full responsibility for such services.

Disability Services

Gwinnett Tech is an equal opportunity institution that admits otherwise qualified students with no regard for documented disabilities. Institutional policies comply with the regulations set forth by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Students are expected to identify themselves in a timely manner when an accommodation is needed and to provide appropriate documentation as requested. Gwinnett Tech will assist students with reasonable academic accommodations based on this documentation. However, these accommodations will not compromise academic standards in the classroom. Students are responsible for notifying the Office of Disability Services which is located in Building 100, Room 802F, with a copy of their schedule each quarter that they wish to receive services.

Since the college does not provide specialized courses or tutoring specifically for students with disabilities, existing resources such as the Learning Success Center are available for academic skills workshops and generalized tutoring.

Inquiries and requests for special services, as well as concerns and complaints regarding such services, should be directed to the Office of Disability Services at 678-226-6691 or IrRichardson@gwinnettech.edu. The procedures for coordinating receipt of services are available through the Special Populations & Disability Services Coordinator, Lisa Richardson.

Documentation Required

In order to provide the most reasonable and appropriate services for students with disabilities, Gwinnett Tech requires current and comprehensive documentation of the disability. A qualified specialist must provide a report that addresses a student's evaluation, diagnosis and appropriate recommendations. This report should address how the disability will impact the student in an academic setting. The required documentation must be provided to the Office of Disability Services located in Building 100, Room 802F. Students may email IrRichardson@gwinnettech.edu or call 678-226-6691, for additional information. Accommodations will not be provided until documentation has been received and evaluated.

Rights and Responsibilities

Gwinnett Tech has the right to identify and establish essential functions, abilities, skills, knowledge, standards, and criteria for courses, programs, and jobs and to evaluate students based on their performance. The college has the right to deny a request for accommodations, auxiliary aids, or services for the following reasons: are deemed inappropriate, ineffective, or unreasonable; may pose a direct threat to the health and safety of others; impose a substantial change to an essential element of the curriculum; or pose undue financial or administrative burden on the program, activities, faculty, or staff of the college.

Confidentiality

Gwinnett Tech adheres to all federal laws concerning confidentiality according to the Individuals with Disabilities Education Improvement Act of 2004 (IDEA). Information provided by students with disabilities will not be released to others without signed consent.

Discrimination and Sexual Harassment

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 admissions 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. Any student with a complaint or grievance involving another student, faculty member, or employee of the college related to the above provisions should contact the ADA/504 and Equity Coordinator, Lisa Richardson, 678-226-6691, Building 100, Room 259.

All investigations and proceedings will be conducted in confidentiality. Any students bringing discrimination or harassment cases are assured that they will not be subject to any form of reprisal and/or retaliation resulting from a complaint. An informal investigation will be conducted when a case is made for discrimination, and mediation will be initiated between the two parties when deemed appropriate. If satisfactory resolution cannot be attained through informal mediation, a student has the option of filing a formal complaint through the Equity Coordinator. The process is outlined below:

1. The complainant must file a written, signed statement with the equity coordinator. This statement will be shared with the accused. The charges must be brought within a reasonable time period of the alleged act that is the basis of the complaint. Unless there are extenuating circumstances, 30 working days shall be considered to be reasonable time.
2. The equity coordinator will investigate the charges and interview all witnesses or otherwise involved parties. Upon conclusion of the investigation, the equity coordinator will determine whether the complaint merits dismissal or further action.
3. In the event the complaint is determined to merit further action, the equity coordinator will provide a written recommendation regarding these charges to the president and the two or more involved parties. If adequate evidence is obtained to merit a hearing, the equity coordinator will convene a review committee composed of six faculty/staff members and one student representative. Both the complainant and defendant will have the right to choose one faculty/staff member to be on the committee.
4. The hearing will be held no later than fifteen working days after the written recommendation is provided to the president.
5. Within 72 hours of the hearing, the committee will provide the president with a formal recommendation.
6. The President will make a final decision and notify the involved parties of the decision.
7. College proceedings are private meetings and are not to be construed as legal proceedings. While an individual may choose to obtain legal counsel for advice, such counsel will not be allowed in the proceedings themselves. However, an investigation and findings do not curtail an individual from pursuing legal action in a recognized court of law.
8. Any information regarding an investigation and the subsequent findings will be held by the equity coordinator. These records will not be a matter of public record unless a subpoena or other legal action requests such documents.

Drug, Alcohol, and Weapon Free Campus

No student may engage in the unlawful manufacture, possession, use, or distribution of illicit drugs or alcohol while on the property of Gwinnett Tech or while a part of any of its sponsored activities. This policy has been developed in concert with the federal Drug-Free Schools and Communities Act and incorporates the statutory mandates required under the State of Georgia's Drug-Free Postsecondary Education Act of 1990.

GTC Is a Tobacco Free College

Effective July 1, 2008, Gwinnett Technical College became a tobacco free college. Smoking and use of tobacco products are not permitted anywhere on the GTC campus including all campus buildings, sidewalks, parking lots, building entrances and common areas, and college-owned vehicles. The college administration and campus police will fully enforce this policy and all applicable state and county laws, regulations, and ordinances related to smoking and tobacco use on a public college campus.

First Aid Emergency Services

Students needing access to first aid and medical emergency service should first notify a faculty or staff member. Minor first aid will be provided by Gwinnett Tech's paramedic/EMT instructors or other qualified personnel. For more serious medical emergencies, students should notify the campus police at 678-226-6293 (ext. 6293 if using a campus phone) or call 911.

Food Court

The food court is operated by a food service operation and serves breakfast, lunch, and dinner at posted hours. A snack bar with full-service vending machines and satellite areas with beverage and snack machines are also provided for student convenience.

Health Services

As a non-resident school, Gwinnett Tech expects students to secure medical services through a private physician. In case of a serious accident or illness, Gwinnett Tech will refer a student to the nearest medical facility for emergency care. It is understood that the student, parent, or guardian will assume full responsibility for the cost of such emergency care at the hospital, including ambulance charges if, in the opinion of school officials, such service is necessary.

Insurance

Gwinnett Tech does not provide student medical or liability insurance. Enrollment by full-time students includes a \$4.00 fee that provides student accident insurance. Student liability insurance is required for students enrolled in certain health and applied technology programs. Students requiring such insurance will be notified regarding premiums and payment.

Parking

Parking is provided to all students attending Gwinnett Tech in designated student parking lots. Signage throughout the campus directs students to additional parking. Parking decals are not required for students parking in designated student parking lots. Students who illegally park in restricted areas such as, but not limited to, handicapped, yellow curb, fire lane or driveways, are subject to traffic citations reportable to the Gwinnett County Records Court. As a courtesy to students, campus police may elect to place warning stickers on illegally parked vehicles. However, illegally parked vehicles that present a traffic hazard or public safety risk will be towed at the owner's expense.

Citations will also be issued for reckless driving, failure to observe posted speed limits, or other violations deemed a safety issue for pedestrians who always have the right of way.

Note: Parking may be further restricted during new construction, public events or other related occurrences. Additionally, campus police are not equipped or authorized to provide roadside assistance to inoperable vehicles, including battery "jumps" or access to locked vehicles.

Personal Electronic Devices

Cell phones, laptops, radios, CD-players, or electronic games should not be operated inside classrooms, labs, hallways or other areas where they may disrupt the instructional process. Any arrangement different to this policy must have the instructor's prior approval.

Public Safety

Campus public safety is provided by Gwinnett County police officers during normal operating hours. Police officers are responsible for a full range of public safety services including all crime reports, investigations, and traffic control/accident reports; enforcement of laws concerning use of alcoholic beverages, controlled substances and weapons on campus; and all other incidents requiring police assistance or emergency medical care. However, police officers are not equipped to assist students with automobile difficulties, such as dead batteries and keys locked in the car.

Each year Gwinnett Technical College publishes specific crime-related information in accordance with the guidelines of the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (formerly the *Campus Security Act of 1990*). This report is available in the office of the chief of security/campus police, located in Building 200, Room 212.

Any student who observes what appears to be suspicious or illegal activity, has a concern about personal safety on campus, wishes to discuss campus safety and security, or wishes to report an incident which may require administrative or security intervention may do so by contacting the chief of security/campus police, 678-226-6293, Building 200, Room 6212.

Students may also contact the director of Human Resources, 8:00 a.m. to 5:00 p.m., Monday through Thursday, and 8:00 a.m. to 4:00 p.m., Friday, 678-226-6324; the evening building administrator, 6:00 p.m. until closing, Monday through Thursday, 678-226-6484; or the Saturday building administrator, 7:00 a.m. to 4:00 p.m., 678-226-6600.

School Closing Notification Procedures

In the event weather conditions are such that travel to and from school for students and faculty would be hazardous or extreme temperature presents a safety comfort problem, school may be closed for the day or delayed in opening. Radio station WSB-AM 750 in Atlanta announces school closings or delayed openings. This station will be notified by 6:00 a.m. if possible or the earliest possible time that a decision can be reached regarding a delay in opening or closing of school. All staff and students should listen to WSB-AM 750 when weather conditions are a factor. If possible an announcement will be made on the GTC telephone system and can be accessed by calling 770-962-7580 or visit the website at www.GwinnettTech.edu.

Student Life

Student life provide students extracurricular experiences to enhance their educational experience. Opportunities available for students include workshops, seminars, fieldtrips, conferences, competitions, community projects, and school-wide events. Students may contact the Student Life Coordinator for additional information at 678-226-6341.

Fund-raising Activities

Any club fund-raising project must be approved by the Student Life Coordinator prior to the start of the project.

Soliciting On or Off Campus

Approved student organizations are permitted to sell their products on campus and to local merchants with written authorization from the Student Life Coordinator.

Student Complaint, Student Behavior, Student Code of Conduct Policy

Student Complaint Policy

The Student Complaint Policy is established so that students can resolve difficulties or problems encountered in college-related activities. Student complaints are taken seriously and therefore must be of a compelling, substantive, and verifiable nature. Complaints about a decision made by a member of the faculty or staff may only be filed by students who have been directly, adversely, and substantially affected by the decision. Repeated filings of the same complaint, filings of a frivolous nature, or capricious complaints made against school personnel and policies will be considered an abuse of the student complaint process and will be dismissed.

The Student Complaint Policy applies to matters that may include: classroom learning environment, course content, access to classes, student advisement, and quality of services to students. The policy also applies to matters concerning services provided by Administrative Offices, including Admissions, Registrar, Financial Aid, Assessment and Advisement, Business Office, and Facilities.

The following forms of complaints are not covered in the Student Complaint Policy and should be referred to the appropriate administrator:

Academic Grade Appeals – (Academic Affairs Office)

FERPA – (Registrar)

Financial Aid – (Director Financial Aid)

Harassment – Equity Coordinator (Coordinator of Special Populations)

Discrimination – Equity Coordinator (Coordinator of Special Populations)

Student Code of Conduct Violations – (VP Student Affairs)

The following section details the step-by-step process for resolving student complaints. Complaints that do not follow the process described below will not be considered by the college.

Student Complaint Process

Informal Procedure. Student has 10 business days from date of incident being grieved to resolve the complaint informally by meeting with the college faculty or staff member directly involved in the incident. If this process does not result in resolution of the grievance, the student may proceed to Step 2 – Formal Procedure.

Formal Procedure. Student should go to the One Stop Center in Building 100 and request a Gwinnett Tech Student Complaint Form. Within 15 business days of the incident being grieved, student should complete the form with name, date, description of incident being grieved, remedy requested, outcome of informal remedy effort, and signature at bottom of form (or typed name + “digital signature” at bottom of form if sent via email). The form may be submitted to any staff member in the One Stop Center within 15 business days of the incident being grieved. The Complaint form may also be obtained online on the college website (quick links/student complaint form), completed, saved as a Word document, and sent as an email attachment to studentcomplaints@gwinnetttech.edu within 15 business days of incident being grieved.

Processing by VPSA. The form will be forwarded directly to the Vice President of Student Affairs (VPSA) for processing. The VPSA or his designee will have 15 business days to investigate and respond to the student. In complex cases, the VPSA may notify the student that an additional 15 business days will be needed to respond. The response will be sent via email to the student college email address with copy to private email address provided on the form.

Appeal of VPSA Decision. If a student is unsatisfied with the response from the VPSA, the student may appeal his decision to the President of the college within 5 business days of receipt of the VPSA response. The student must provide all relevant documents with his appeal, as the appeal will be decided based entirely upon the documentation provided with the appeal. The President and her appeals committee will make a decision within 10 business days of receipt of the appeal. The President's decision is final.

Student Code of Conduct

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

Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus, other college sites, and in the community. Students are expected to exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of the community.

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

It is the policy of the Technical College System of Georgia (TCSG) to provide technical and Adult Education programs for the people of Georgia. 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.

Definitions

1. Appellate Board: as defined in the Student Disciplinary Policy and Procedure.
2. Faculty Member: any person hired by the Technical College to conduct teaching, service, or research activities.
3. Judicial Body: as defined by the Student Disciplinary Policy and Procedure.
4. Member of the Technical College Community: any person who is a Student, Faculty Member, contractors, Technical College Official or any other persons involved with the Technical College or the 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, Student Handbook(s), Residence Hall Handbook(s), Technical College Catalog(s), the Technical College Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.

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6. The term Student: includes all persons taking courses at the 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 the Technical College are considered "Students."
7. Student Disciplinary Officer: as defined in the Student Disciplinary Policy and Procedure.
8. System: "the Technical College System of Georgia."
9. Technical College: any college within the Technical College System of Georgia.
10. Technical College Official: any person employed by the Technical College performing assigned administrative responsibilities on a part-time, full-time or adjunct basis.
11. Technical College 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).

Acts in Violation of the Student Code of Conduct

Any student found to have committed the following misconduct is subject to the disciplinary sanctions as outlined in the disciplinary sanctions section. Questions on the interpretation of academic misconduct and policies shall be referred to the Vice President of Academic Affairs, while questions on the interpretation of student conduct other than academic misconduct shall be referred to the Vice President of Student Affairs.

Acts in violation of the Student Code of Conduct include, but are not limited to, the following:

ACADEMIC

1. Aiding and abetting academic misconduct – knowingly helping, procuring or encouraging another person to engage in academic misconduct.
2. Cheating
 - a. Use and/or possession of unauthorized material or technology during an examination any other written or oral work submitted for evaluation and/or a grade such as tape cassettes, notes, tests, calculators, computer programs, cell phones and/or smart phones, or other electronic devices.
 - b. Obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person's knowledge.
 - c. Furnishing assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade to another person.
 - d. Possessing, using, distributing or selling unauthorized copies of an examination, computer program, or any other written or oral work submitted for evaluation and/or a grade.
 - e. Representing as one's own an examination or any other written or oral work submitted for evaluation and/or a grade created by another person.
 - f. Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.
 - g. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.
 - h. Obtaining teacher edition text books, test banks, or other instructional materials that are only intended to be accessed by Technical College Officials, college administrator or Faculty Member.
3. Fabrication – the falsification of any information or citation in an examination or any other written or oral work submitted for evaluation and/or a grade.

4. Plagiarism
 - a. Submitting another's published or unpublished work in whole, in part or in paraphrase, as one's own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.
 - b. Submitting as one's own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.
5. Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

NON-ACADEMIC

6. Jurisdiction of the Technical College – generally, Technical College jurisdiction and discipline shall be limited to conduct which occurs on Technical College Premises, off-campus classes, activities or functions sponsored by the Technical College, or which otherwise adversely affects Members of the Technical College Community and/or the pursuit of Technical College's objectives.
7. Conduct Rules and Regulations – any Student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in the Student Disciplinary Policy and Procedures.

BEHAVIOR

8. **Indecent Conduct:** The Technical College prohibits disorderly, lewd, or indecent conduct, including public physical or verbal action; language commonly considered offensive (not limited to, but including profanity); or distribution of obscene or libelous written or electronic material.
9. **Violence:** The Technical College prohibits mental or physical abuse of any person (including sex offenses) on Technical College Premises or at Technical College-sponsored or Technical College-supervised functions, including verbal or 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 action which endangers the peace, safety, or orderly function of the Technical College, its facilities, or persons engaged in the business of the Technical College.
10. **Harassment:** The Technical College prohibits any act, comment, behavior, or clothing which is of a sexually suggestive, harassing, offensive, or intimidating nature. The Technical College also prohibits stalking, or behavior which in any way interferes with another Student's rights or an employee's performance or creates an intimidating, hostile, or offensive environment. (This also includes the display of or navigation to pornography and other inappropriate websites and materials.) If, in the opinion of Technical College Officials, clothing and/or behavior (including the presence of gang colors, signs, and/or symbols) are threatening, intimidating, or offensive in nature, sanctions may be imposed immediately.
11. **Disruption:** The Technical College prohibits intentional obstruction or interruption of 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.
12. **Failure to Comply:** Failure to comply with directions of Technical College Officials and/or failure to identify oneself to these persons when requested to do so.

PROFESSIONALISM

- 13. Personal Appearance:** Students are expected to maintain proper personal appearance at all times. Attire and grooming should be appropriate for the occupational area in which the Student is training. Appropriate is what one normally would wear on a job in the specific area of training. Any attire considered unsafe or disruptive to the class will not be allowed. Students inappropriately dressed or dressed in a manner that could present a safety hazard will not be allowed to attend class. Students are expected to practice good personal hygiene. These requirements are designed to instill in each student a sense of order and respect for himself/herself, other students, and the faculty. The wearing of work-related headgear is restricted to department area in which the Student is enrolled. An exception to this policy is if the headgear is part of a Technical College recognized uniform such as the nurse cap. It is inappropriate for headgear (baseball caps, stocking caps, etc.) with the exception of religious headgear, to be worn indoors by either male or female Students. A primary mission of the Technical College is to prepare Students for workplace success; appearance is a major concern employers identify as an area of needed emphasis.

USE OF TECHNICAL COLLEGE PROPERTY

- 14. 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.
- 15. Occupation or Seizure:** The Technical College prohibits 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.
- 16. Presence on Technical College Premises:** The Technical College prohibits unauthorized entry upon Technical College Premises; unauthorized entry into a Technical College Premises or a portion thereof which has been restricted in use; unauthorized presence in a Technical College Premises after closing hours; or furnishing false information to gain entry upon the Technical College Premises.
- 17. Assembly:** The Technical College prohibits participation in or conducting an unauthorized gathering that threatens or causes injury to person/s or property or that interferes with free access to Technical College Premises or that is harmful, obstructive, or disruptive to the educational process or functions of the Technical College.
- 18. 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.
- 19. 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 Gwinnett Technical College Parking Policy and Regulations.

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).

20. **Alcohol:** Georgia Law and the Technical College prohibit possession or use of alcoholic beverages on Technical College Premises unless used for educational purposes or 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. Technical 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. Any influence which may be attributed to the use alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.
21. **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 shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.
22. **Food:** The Technical College prohibits eating and/or drinking in classrooms, shops, and labs or other unauthorized areas on Technical College Premises, unless otherwise permitted by Technical College Officials.
23. **Tobacco:** The Technical College prohibits smoking, or using other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on Technical College Premises. Refer to the Gwinnett Technical College Tobacco Policy.

USE OF TECHNOLOGY

24. **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.
25. **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 Technical College computers under any circumstances.
26. **Harassment:** The Technical College prohibits the use of computer technology to harass another Student or Technical College Official by sending obscene, harassing or intimidating messages, jokes, or material.

STUDENT INFORMATION

27. **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. Gwinnett Technical College prohibits any additional violation to the Department's Acceptable Computer and Internet Use Policy.

WEAPONS

28. The Technical College System of Georgia and its associated Technical Colleges are committed to providing all employees, Students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting by expressly prohibiting the possession of a firearm, weapon, or explosive compound/material on any Technical College Premises (including all satellite campuses/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 (Policy II.C.10).

GAMBLING

29. 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.

PARKING

30. The Technical College prohibits violation of Gwinnett Technical College regulations regarding the operation and parking of motor vehicles on or around Gwinnett Technical College Premises.

FINANCIAL IRRESPONSIBILITY

31. 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.

VIOLATION OF TECHNICAL COLLEGE POLICY

32. 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.

AIDING AND ABETTING

33. Aiding, abetting, or procuring another person to do an activity which otherwise violates this Code of Conduct is prohibited.

ABUSE OF THE STUDENT JUDICIAL PROCESS

Is defined to include, but not limited to:

34. Failure to obey the notification of a Student Disciplinary Officer, Judicial Body, Appellate Board or Technical College Official.
35. Falsification, distortion, or misrepresentation of information in a judicial proceeding.
36. Disruption or interference with the orderly conduct of a judicial proceeding.
37. Initiating a judicial proceeding knowingly without cause.
38. Attempting to discourage an individual's proper participation in, or use of, the judicial process.
39. Attempting to influence the impartiality of a Student Disciplinary Officer, a member of a Judicial Body, or a member of an Appellate Board prior to, and/or during the course of, the judicial proceeding.

40. Harassment (verbal or physical) and/or intimidation of a Student Disciplinary Officer, member of a Judicial Body, or member of an Appellate Board prior to, during, and/or after a judicial proceeding.
41. Failure to comply with the sanction(s) imposed under the Student Code.

VIOLATION OF LAW

42. 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.
43. 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.
44. 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.

Filing a Complaint

1. Any member of the Technical College Community may file a complaint with the Student Disciplinary Officer against any Student for a violation of the Student Code of Conduct. The individual(s) initiating the action must complete a Student Code of Conduct Complaint Form (Notification of Student Problem Behavior Form – see SharePoint /Student Services), and forward it directly to the Student Disciplinary Officer (VP Student Affairs).
2. Academic Misconduct may be handled using this procedure or a separate Academic Misconduct Procedure at the discretion of the President.
3. Investigation and Decision
 - a. Within five business days after the Student Code of Conduct Complaint Form (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 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 Student Disciplinary Officer to schedule the meeting. This initial meeting may only be rescheduled one time. If the Student fails to respond to the Student Disciplinary Officer within 5 business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the Student Disciplinary Officer 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 Student Disciplinary Officer or his/her designee determines that the Student is guilty of a violation of the Student Code of Conduct, 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, 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 Student Disciplinary Officer or his/her designee may impose one or more of the following sanctions:
 - 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** – 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 instructor to award a failing or lowered grade in the course, a loss of credit on the assignment or examination, and may impose other additional sanctions including suspension or dismissal from the Technical College.
 - f. **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.

- g. **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 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 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 Student Disciplinary Officer or his/her designee.
- h. **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 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, 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.

3. **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 Student Disciplinary Officer or his/her 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 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.

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- c. If the student seeks to submit a signed Disciplinary Sanction Appeal Form, the Student Disciplinary Officer or his/her 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 Judicial Body 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.

Mediation

At the discretion of the President the Technical College may adopt a mediation procedure to be utilized prior to the appeals set forth herein.

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 Judicial Body within five business days of notification of the decision.
2. The Student will then have the right to appear in a hearing before a Judicial Body assigned by the President or his/her designee within 10 business days to present evidence and/or testimony. 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 Judicial Body. The Judicial Body may 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 standard of proof in all hearings shall be a preponderance of the evidence. The Chairperson of the Judicial Body shall notify the President and the Student Disciplinary Officer in writing of the Judicial Body's decision. The Technical College President or his/her designee will notify the Student in writing of the Judicial Body's decision and the opportunity to appeal directly to the President.
3. The Student shall have 5 business days after receiving written notification of the Judicial Body's decision from the President or his/her designee to request in writing an appeal hearing with the Appellate Board. The Appellate Board may be the President or his/her designee(s). This appeal hearing may only be rescheduled one time. If the student fails to request an appeal hearing by the Appellate Board within 5 business days, reschedules the hearing more than once, or fails to appear at the meeting, the decision of the Judicial Body will be final and binding.
4. The Appellate Board shall only consider evidence currently in the record, new facts not brought up in earlier stages of the appeal shall not be considered. The Appellate Board shall deliver its decision to the Student within 10 business days. The decision of the Appellate Board 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 Judicial Body and Appellate Board. 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.

Student Honors and Awards

Award of Merit

This award of recognition is for students who by their actions are recognized as outstanding. Recipients must be either full-time students or part-time students at least halfway through their programs with a minimum 2.5 GPA. Students are selected in one of the following three categories:

Demonstrated Excellence in Performance. This student has competed in state or national contests as a representative of Gwinnett Tech and has proven outstanding as a representative for our school, or this student has performed in a role which has reached out into the community, state, or nation and has promoted the good name of Gwinnett Tech. This role cannot be part of a required internship or clinical experience.

Demonstrated Improvement as a Student. This student has progressed within the program at a rate that deserves recognition. The student who receives this award has given the extra time and/or effort required to achieve exceptional improvement as a student.

Demonstrated Excellence in Spite of Undue Hardship. This student has demonstrated academic or performance excellence despite financial, family, or time demands. The student who receives this award has made special efforts to succeed while addressing personal hardships.

Best Portfolio Award

This annual award recognizes the commercial photography graduate who earns the highest total score on the evaluation of his/her portfolio. The portfolio must contain images in finished presentation form in each of the following areas: black and white/color techniques, commercial applications, portrait/wedding, advertising, and a specialized study with images that support a serious involvement in a specific job area. The Best Portfolio Award is presented at Gwinnett Tech's formal graduation ceremony.

Dean's List

At the end of each quarter, students who have achieved a quarterly grade point average of 3.69 or higher while carrying a minimum of 12 credit hours will be placed on the dean's list.

Distinguished Student Award

To be eligible for this award, students must first have been selected as outstanding program students. Their credentials are then judged by a screening committee on the following criteria:

- Academic achievement.
- Instructor rating in the areas of leadership ability, quality of work, attendance, dependability, and cooperation.
- Representation of Gwinnett Tech (participation in school-related activities such as student advisory committees and student organizations; holding office in a student organization – local or state; or participation in student competitions – local, state and/or national).

The three top candidates are then interviewed by the selection committee and judged on their expressed personal goals, value of training, ability to communicate, enthusiasm, and confidence.

Georgia Occupational Award of Leadership (GOAL)

This annual award is presented to the student selected most outstanding from a group of nominees submitted by instructors. Selection is based on grades, instructor rating of personal traits, and an interview before a screening committee. Gwinnett Tech's GOAL winner then competes with other postsecondary technical college winners for this coveted state award.

Honor Graduate

Students who achieve a cumulative grade point average of 3.69 or higher will be designated as honor graduates. Honor recognition will be in the graduation program, and students may wear special stoles available for purchase in the bookstore. Spring quarter graduate GPAs are calculated as of winter quarter for honor designations.

Rad Tech Award of Excellence

This award recognizes exceptional performance by a radiologic technology student for the entire two-year period of enrollment. The award is given to the graduating student who has maintained academic excellence, outstanding clinical performance, and a professional rapport as defined by fellow radiologic technologists.

Outstanding Student for a Program

The recipients of this award must be program students who have completed a minimum of two quarters as full-time students or 50 percent of their programs as part-time students. These students must also have a minimum 3.0 GPA, demonstrated leadership ability and excellence in performance of their chosen career, and experience with representing Gwinnett Tech in a positive manner and promoting good public relations.

Student Organizations and Clubs

Organizations and clubs offer students another opportunity to broaden their environment within the educational process. The purpose, mission, and proposed activities of all groups are clearly related to the educational goals and mission of Gwinnett Tech. Current organizations and clubs on campus include:

Association of Future Radiologic Technologists (AFRT)

This organization is for students in the radiologic technology program. The mission of AFRT is to advance student involvement in the profession by promotion of school activities and community service. Members participate in local and state professional association activities and keep abreast of current practices and equipment used in the industry.

Association for Information Technology Professionals (AITP)

This organization is for computer information systems students and others with an interest in the computer information systems field. The mission of AITP is to develop an understanding of information technology; promote sound principles and study methods used in IT; and foster a better understanding of the vital role of IT and how it relates to management. Gwinnett Tech's student chapter is sponsored by the Atlanta Chapter of AITP, an international organization composed of data processing managers, analysts, programmers, and support personnel.

Circle K International Club

Circle K Club is the college level affiliated Club of Kiwanis International. It is sponsored by the Kiwanis Club of Lawrenceville and has a primary focus of service to the community, leadership training, building positive relationships, and interaction with the areas Kiwanis Clubs with the goal of building better communities. The Kiwanis Club of Lawrenceville also provides scholarships to eligible students who are active in Circle K.

Commercial Construction Guild (CCG)

This organization is for commercial construction students. CCG was established to gather, receive and disseminate information helpful to members and to provide professional advice and guidance to members. CCG will accomplish this purpose by acquainting student members with issues of importance in the construction industry and with members of an active professional association involved in all phases of the industry.

Delta Epsilon Chi

Delta Epsilon Chi is a professional organization for business sciences students. Its mission is to provide opportunities for members to develop leadership skills and an understanding of their civic and social roles in society. Through local, state, and national activities, members are challenged to excel in their business careers.

The Design Club

This organization is for students in the Interiors program. The mission of the GTC Design Club is to offer students trade resources, networking opportunities, and events and educational opportunities in which to participate.

Hotel, Restaurant, and Tourism Travel Club

This organization is for students in the Hotel, Restaurant, and Tourism Management program. Its purpose is to encourage and assist HRT students to travel and experience the countless number of tourism opportunities outside the classroom. The organization plans and takes trips around the world and the United States. Members help recommend locations for future trips including the organization of tours and seminars.

National Technical Honor Society (NTHS)

NTHS promotes the ideals of honesty, service, leadership, career development, and skilled workmanship among vocational-technical students in America. The organization encourages and assists students in their pursuit of educational and career goals. It also develops a greater awareness within the business, industrial, and service communities about the talents and abilities of students engaged in technical education. Membership in NTHS is by faculty nomination, and induction ceremonies are held during fall and spring quarters.

Phi Theta Kappa (PTK)

Phi Theta Kappa is an international honor society that recognizes and encourages academic achievement among two-year college students. This organization will also provide leadership and service opportunities to members. Gwinnett Tech's chapter is named Beta Rho Rho. All students who have earned a 3.5 GPA and at least 12 associate level degree hours are eligible to join. All admitted members must maintain a 3.25 GPA. An induction ceremony will be held during spring quarters.

Respiratory Care Club

This organization is for students in the respiratory care technology program. Its mission is to exchange professional knowledge, expertise, and ideas in the field of respiratory care; to promote a high standard of respiratory care performance for quality patient care; and to stimulate interest in continuing education for respiratory care.

Skills USA-VICA

This national student organization serves trade, industrial, technical, and health science students and emphasizes leadership, dignity of work, quality workmanship, citizenship, respect, and concern for others. Its mission is to develop professional and leadership skills through active contest participation.

Sport and Recreation Management Club

The Sport and Recreation Management Club was established to gather, receive, and disseminate information that is helpful to members and to provide vocational advice and guidance to them. Members are given industry specific information, as well as contact with industry professionals in the field.

Student Leadership Council (SLC)

This organization is composed of representatives from various instructional programs. Its mission is to provide a channel through which students may build leadership skills, voice concerns and/or suggestions, and enhance communication among students, faculty, and staff. The Student Leadership Council meets monthly and plans activities that involve students in promoting the college and serving the community.

Surgical Technology Club

This organization is for students enrolled in the surgical technology program. Its mission is to promote the surgical technology profession and allow students to market ideas and products to assist them in meeting surgical technology goals.

The Veterinary Technicians' Society

This organization is for students enrolled in the veterinary technology program. Its mission is to promote professional excellence, to bring about awareness of the need for the program, and to involve students in the community.

Voices of the World

Voices of the World an organization available to all students enrolled at Gwinnett Tech. Its purpose is to promote cultural awareness and understanding through personal acquaintance and cooperative program presentations that provide activities encouraging cultural exchange. Voices of the World sponsor programs that encourage interaction among the many cultures represented by students, faculty, staff and community.

Student Rights

The framework of a democratic society is based on the concept of individual freedom and certain inalienable rights guaranteed by the constitution. Inherent in the concept of rights is the obligation for each individual to assume responsibility in the expression of those rights. To this end, Gwinnett Technical College has installed written codes of conduct and laws of governance which serve to protect the majority rights of both the student body and the college. Within these boundaries, Gwinnett Technical College guarantees the rights of students as stated in this text.

Graduates of certificate, diploma and degree programs shall have the right to a quality educational program consistent with the course and program descriptions made available to them during the admission process. This includes content, number of contact hours, credit hours and credentials to be earned.

Students who graduate shall have the right to retraining without cost if an employer finds them lacking in competency in the occupational field for which they were trained.

Students shall have the right to academic advisement including advisement from the faculty as to standards of academic performance, criteria for grades, and other expectations related to the course. Any student who believes that the student's academic rights have been violated may seek re-dress according to the procedures outlined on in the catalog.

Students shall have the right to due process when accused of a violation of any campus regulation or code of conduct. The disciplinary responsibilities of institutional officials and the disciplinary procedures shall be clearly formulated and published. In all cases students shall be informed of the nature of the charges against them, given a fair opportunity to refute them, and guaranteed the right of appeal.

Students shall have the right of protection against prejudiced academic evaluation and assessment. At the same time, however, students are responsible for maintaining the standards of academic performance established by the college and by the faculty for each course in which they are enrolled.

Students shall have the right to take stands on issues through the Student Leadership Council, the right to examine and discuss questions of interest to them, and the right to support causes, by orderly means, which do not disrupt the regular and essential campus operation.

Students shall have the right to have their academic, disciplinary, and counseling records kept confidential, and have the right of access to those records, as subject to existing institutional policy and state and federal law. All practices and policies dealing with the acquisition and retention of information for records shall be formulated with due regard for the student's right to privacy. No permanent records shall be available to unauthorized persons within or to any person outside the institution without the express consent of the student involved except under legal compulsion. No permanent records shall be kept which reflect any alleged political activities or beliefs of students.

Disabled students shall have the right to and accessibility to all college programs and activities. Please refer all questions concerning special services for the disabled to the Disability Services Office located in Building 100, Room 802F or call 678-226-6672.

Any student who believes that his or her rights have been violated in any way should immediately contact the vice president of student affairs. This includes those violations that are the result of discrimination or harassment based on race, color, sex, religion, creed, national origin, disability, or age. The institution is committed to maintaining an atmosphere on campus which allows each individual student the unhampered freedom to study, investigate, write, speak, and debate.

Student Right to Know and Campus Security Act

The Student-Right-To-Know and Campus Security Act is an amendment to the Higher Education Act of 1992. The act requires colleges and universities to make graduation/completion rates, transfer-out rates, and campus crime statistics available to enrolled student and prospective students. This information is available in the Student Center and in the registrar's office in Building 100.

Telephone and Mail for Students

Courtesy phones are provided to students in each building on campus. Calls are limited to local calling areas only, long distance calls can be made by using a calling card which the student must purchase themselves. Students should not use the College as their mailing address since there is no mail service for students.

Visitors on Campus

All visitors are expected to adhere to all campus regulations. Parents or guardians must supervise children who are visiting on campus at all times. Generally, children are not allowed on campus grounds, inside classrooms, science labs, or computer labs. Parents or guardians may be asked to remove the child or children from campus.