



2016 Annual Safety and Security Report

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, formerly the Campus Security Act of 1990, requires Gwinnett Technical College to disclose to the public specific crime-related information on an annual basis. In compliance with this legislation, the college must report campus crime statistics, campus offenses, and security measures to all students and employees by October 1 of each year.



For information contained in this report, please contact the Gwinnett Technical College Police 678-226-7377

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Gwinnett Technical College

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Clery Act

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Prospective students and employees shall receive a notice of its availability and a brief summary of its contents. The college may publish the report electronically, but the college must give students, employees, and potential students or employees a paper copy upon request and individually inform them of the availability of the report in electronic format. The college sends official annual notifications of the availability of the new report to all currently enrolled students via their @student.gwinnettech.edu address and to all faculty and staff via their official college e-mail address. Contact the Chief of Police at 678-226-7377 for clarification or additional information.

Crime Statistics

Gwinnett Technical College reports statistics on the following crimes and offenses annually:

- **Criminal Homicide** – the willful (non-negligent) killing of one human being by another
- **Manslaughter by Negligence** – the killing of another person through gross negligence
- **Rape** – the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females, including instances where the victim is incapable of giving consent
- **Fondling** – the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. This offense includes both males and females
- **Incest** – non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- **Statutory Rape** – non-forcible sexual intercourse with a person who is under the statutory age of consent

- **Robbery** – taking or attempting to take anything of value from the car, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear
- **Aggravated Assault** – an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. Usually, this offense occurs by the use of a weapon or by means likely to produce death or great bodily harm
- **Burglary** – the unlawful entry (breaking and entering) into a building or other structure with the intent to commit a felony or theft
- **Arson** – any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Motor Vehicle Theft** – the theft or attempted theft of a motor vehicle
- **On-campus Arrests for Alcohol, Drug, and Illegal Weapon Violations**
- **Certain Referrals for Campus Disciplinary Actions for Alcohol, Drug, or Illegal Weapon Violations** – If these referrals are included in the report as an arrest, the college does not need to report the referral under this category
- **Hate Crimes** – includes all of the crimes listed as reportable Clery crimes that manifest evidence that the victim was chosen based on one of the categories of bias listed below, plus the following crimes. Hate crimes are defined as criminal offenses that manifest evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim
 - **Larceny/Theft**—includes, pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny
 - **Simple Assault**—an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness
 - **Intimidation**—to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack
 - **Destruction/Damage/Vandalism of Property (except Arson)**—to willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it

Categories of Prejudice:

- **Race** – A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind
- **Gender** – A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender
- **Religion** – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being
- **Sexual Orientation** – A pre-formed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation

- **Ethnicity** – A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry
- **National Origin** – A preformed negative opinion or attitude toward a group of people based on their actual perceived country of birth
- **Disability** – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/ challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness
- **Gender Identity** – A pre-formed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity

Dating violence, domestic violence, and stalking (VAWA)

- **Dating Violence**- Violence committed by a person who is or has been in a social relationship of romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship. It is not limited to sexual or physical abuse or the threat of such abuse.
- **Domestic Violence**- A felony or misdemeanor crime of violence committed:
 - By a current or former spouse or intimate partner of the victim;
 - By a person with whom the victim shares a child in common;
 - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - By a person similarly situated to a spouse of the victim under domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
 - By any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **Stalking**- Engaging in a course of conduct directed at a specific person that would cause a reasonable person to
 - Fear for the person's safety or the safety of others; or
 - Suffer substantial emotional distress.

Furthermore, Gwinnett Technical College must provide the following geographic breakdown of the crime statistics:

- On campus
- In a non-campus building or on non-campus property
- On non-campus public property including thoroughfares, streets, sidewalks, or parking facilities that are within the campus or immediately adjacent to and accessible from the campus

The number of crimes determined to be unfounded and removed from crime statistics must be reported.

2015 Gwinnett Technical College Crime Statistics, Main Campus

Category	On-Campus Criminal Offenses			Non-Campus Buildings			Public Property		
	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Sex Offenses – Forcible	1	N/A	N/A	0	0	0	1	N/A	N/A
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Sex Offenses – Non-Forcible	0	N/A	N/A	0	0	0	0	N/A	N/A
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	1	1	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	1	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
ARRESTS									
Liquor Law Violations	2	0	0	0	0	0	2	0	0
Drug Abuse Violations	1	0	0	0	0	0	1	0	0
Weapon Possessions	0	0	1	0	0	0	0	0	0
DISCIPLINARY ACTIONS									
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Weapon Possessions	0	0	0	0	0	0	0	0	0
Domestic Violence	N/A	1	1	N/A	0	0	N/A	0	0
Dating Violence	N/A	0	0	N/A	0	0	N/A	0	0
Stalking	N/A	1	0	N/A	0	0	N/A	0	1
Unfounded Incidents	N/A	0	0	N/A	0	0	N/A	0	0

For offences of domestic violence, dating violence, and stalking, such statistics shall be compiled in accordance with the definitions used in section 40002(9) of the Violence Against Woman Act of 1994 (42 U.S.C. 13925(a)). Such statistics shall not identify victims of crimes or persons accused of crimes.

2015 HATE CRIMES – LAWRENCEVILLE CAMPUS

No reportable occurrences of Hate Crimes, either on campus or public property, for the criminal offenses of: Murder, Manslaughter by Negligence, Rape, Fondling, Incest, Statutory Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Simple Assault, Larceny-Theft, Intimidation and Destruction/Damage/Vandalism of Property, which includes all categories of Bias of: Race, Religion, Sexual Orientation, Gender, Gender Identity, Disability, Ethnicity, and National Origin.

Gwinnett Technical College Main Campus



5150 Sugarloaf Parkway, Lawrenceville, GA 30043

Campus Security

Campus Security Authorities & Procedures for Reporting Incidents

In an effort to enhance safety and security on the campuses of Gwinnett Technical College and in compliance with O.C.G.A. 20-8-2 a Campus Police Department was created in July, 2009. The Campus Police possess full police powers and are charged with the responsibility of enforcing all college rules and regulations as well as the local, state and federal laws, statutes, and ordinances within 500 yards of the college. Gwinnett Technical College Police are sworn Police Officers and have full law enforcement authority, including powers of arrest in and upon all property owned or leased by the college.

The College previously maintained the Security Department and all Security Officers. The Security Department is now part of the Gwinnett Technical College Police Department and under the command of the Chief of Police. The Police Department maintains a close relationship with local, state, and federal law enforcement agencies. The department also employs police officers from local jurisdictions to serve as campus police officers.

The safety of students, visitors, faculty, and staff is a top priority of Gwinnett Technical College. Campus Police and Security Officers are responsible for completing crime and accident reports and for responding to emergencies. They are also responsible for enforcing other regulations such as parking, the use of controlled substances, weapons, and underage drinking.

Police and Security Officers file incident reports by their nature, date, time, general location, and disposition of the complaint. The Chief of Police maintains a record of the incident reports for a maximum of three years, and the college shall make the incident reports available to the public within two business days of receiving a written request unless disclosure of such information would:

- Be prohibited by law;
- Jeopardize the confidentiality of the victim;
- Jeopardize an on-going criminal investigation;
- Jeopardize the safety of an individual;
- Cause a suspect to flee or evade detection; or
- Result in the destruction of evidence.

Gwinnett Technical College Police Department employs police and security officers to provide police and security services on the Lawrenceville and Alpharetta North-Fulton campuses. The police officers have the authority to make arrests on all Gwinnett Technical College campuses.

If you are a victim of domestic violence, dating violence, sexual assault, stalking, or any other crime on any campus of Gwinnett Technical College you should report this to the Vice President of Student Affairs, the Chief of Police, or other Police Agencies having jurisdiction on the campus. Reporting of the above crimes is voluntary and may be reported in a confidential basis directly to the Vice President of Student Affairs or the Chief of Police.

In the event of accidents or injuries, other medical emergencies, or crime-related incidents, someone witnessing the incident should notify the nearest instructor or staff member immediately. This procedure does not prohibit or impede the reporting of an emergency directly to the appropriate party (i.e., police, fire, ambulance, hospital, etc.). A college administrator will secure professional emergency care if needed.

As a nonresidential college, Gwinnett Technical College expects students to secure normal medical services through a family physician. In the case of serious accidents or illnesses, the college will refer students to the nearest hospital for emergency care and will notify their emergency contacts. Students and/or their families are responsible for the cost of such emergency care.

College officials notify the Gwinnett Technical College Police Department or the local police when someone commits a crime on campus or at college-sponsored events. In case of accidents or injuries, other medical emergencies, or crime-related incidents involving students, visitors, or employees, the persons involved must complete and return incident report forms to the Gwinnett Technical College Police.

Faculty advisors of chartered campus organizations must report criminal incidents committed by students while participating in college-sponsored activities both on and off campuses and properties. The advisors must submit conduct violations in writing to the Vice President of Student Affairs. Students who violate the Student Conduct Code or who commit crimes of misdemeanor or felonious nature, as defined by the Criminal Code of Georgia, while participating in college-sponsored activities will be subject to a hearing before a duly appointed judicial body (see *Student Code of Conduct*). The Vice President of Student Affairs will report violations of local, state, and/or federal laws to the Campus Police or appropriate law enforcement officials.

Daily Crime Log

The Gwinnett Technical College Police Department maintains a Daily Crime Log of all crimes reported to the College Police Department. The Chief of Police maintains the Daily Crime Log in an electronic format and a paper copy is published for public review in the lobby of the Police Department.

Campus Facilities and Security Access

The Maintenance Department maintains college buildings and grounds with concern for safety and security. This department inspects campus facilities regularly and promptly makes repairs. Students and employees must call the Facilities Department at 678-226-6748 to report any hazard. The Maintenance Department routinely inspects college facilities to review lighting and environmental safety.

Most campus facilities are open to the public during the day and evening hours when classes are in session. Members of the maintenance staff on the Lawrenceville and Alpharetta campuses unlock and lock buildings each day. When officially closed, all college facilities remain locked and accessible only to employees with keys.

Emergency Response and Evacuation Procedures

Each classroom and laboratory contains a posted emergency action plan for fire or hazardous weather conditions. The plan includes evacuation instructions in case of emergency. Student and employees should familiarize themselves with these placards at the beginning of each class.

In the event of fire, personal injury, or criminal action, someone witnessing the incident should notify the nearest instructor or staff member immediately. That person should also notify the Police Department (678-226-7377). If the situation is a dire emergency, an employee should call 911 before contacting the Police Department.

A student who experiences any personal injury must complete and submit an incident report to the Chief of Police as soon as possible.

Gwinnett Technical College emails and/or posts crime alerts without delay to give prompt warning to members of the college community regarding the occurrence of serious crimes and to encourage members of the college community to take appropriate safety precautions. Emails are sent to students' official @student.gwinnettech.edu email accounts and to faculty and staff via their official college email address. The president, a vice president, a campus director, or the Chief of Police is responsible for issuing these warnings.

Timely Warning

The Gwinnett Technical College will provide Timely Warnings to the campus community regarding any Clery Act crime that is reported to Campus Police or Security Authorities or local Police and is considered a serious or continuing threat to students and employees.

The President, Vice Presidents, or Chief of Police are responsible for issuing timely warnings.

Timely Warnings will be issued through the EVERBRIDGE ALERT SYSTEM. They will be broadcast by email, text, and phone message. Timely Warnings may also be displayed on the campus TV Monitor Systems, website and Facebook.

Personal Safety and Crime Prevention

All members of the campus community share responsibility for ensuring their personal safety and securing their personal property. Gwinnett Technical College places a priority on safety and security through its commitment to providing a safe and secure environment. The majority of crimes occurring on college campuses across the United States are preventable crimes of opportunity.

Following these safety tips helps reduce the chance of becoming a victim of crime:

- Avoid dark, secluded places when alone.
- Walk with others, making sure to stay in well-lit areas.
- Lock car doors while on campus and keep valuables locked in the automobile trunks and/or out of sight.
- Tell someone where you are going and when you can be expected to return.
- Vary your route and schedule if you exercise outdoors on a regular basis.
- Do not overload yourself with books or other items. Keep your hands free.
- Carry a purse close to your body, preferably in front. If it has a shoulder strap, be prepared to let it go if snatched.
- When confronted by thieves, give them what they want. Do not pursue the thieves. Get a detailed description and call campus Police at 678-226-7377 immediately.
- Never leave laptop computers, textbooks, cellular telephones, book bags, purses, or other valuables unattended in classrooms, the library, common study areas, or outdoor spaces.
- Head to an area with other people present if a stranger approaches you and you feel concerned or uncomfortable.

Students and employees should participate in safety seminars offered throughout the academic year. The Director of Student Life posts notices announcing these seminars on bulletin boards around campus, the electronic message boards, and the college website.

Protect Yourself from Identity Theft

Identity theft is one of the fastest growing and most personally devastating crimes in the country. The Federal Trade Commission and the Consumer Sentinel Network reported in 2009 nearly 1.3 million fraud and identity theft complaints.

What exactly is identity theft? It is the theft of your good name and credit that occurs when a criminal co-opts your name, Social Security number, credit card number, or some other piece of personal information. Once “armed” with this information, identity thieves can open new credit accounts, obtain cellular phone service, or open a new checking account—all without your knowledge! You may not know this has happened for months— until you start getting bills about which you know nothing.

Here are some tips to help prevent this type of theft:

- Take your credit card receipts with you. Never toss them into a public container.
- Do not allow your financial institution to print your social security number on your checks.
- Safeguard your credit, debit, and ATM card receipts.
- Do not carry extra credit cards, your Social Security Card, birth certificate, or passport in your wallet or purse unless absolutely necessary.
- Reconcile your check and credit statements in a timely manner.

Safety Escorts

Students who would like safety escorts from classes to their vehicles should contact campus Police at 678-226-7377.

Weapons

Gwinnett Technical College and the Technical College System of Georgia are committed to providing all employees, students, volunteers, visitors, vendors, and contractors a safe and secure workplace and academic setting by expressly prohibiting the possession of a firearm, weapon, or explosive compound or material on any campus and center or within the designated school safety zone. This policy extends to any college-sanctioned function.

Unless otherwise provided by law, it is unlawful for individuals to carry, possess, or have under their control any firearm, weapon, or unlawful explosive compound while within a school safety zone, a technical college building, on technical college property, at a college-sanctioned function, or on a bus or other transportation furnished by the college. Such buildings include any public-owned, public-leased, or public-operated building that houses any governmental or educational function.

The following are applicable exemptions to the weapons restrictions:

- Participants in organized sport shooting events or firearm training courses
- Persons participating in military training programs conducted by the armed forces of the United States or the Georgia Department of Defense
- Persons participating in law enforcement training conducted by a certified police academy
- Peace officers, law enforcement officers, prosecuting attorneys, campus police or security officers, and medical examiners employed by the state when acting in the performance of their official duties or en route to or from their official duties
- A weapon that is in a locked compartment of a motor vehicle or a locked firearms rack which is on a motor vehicle when that vehicle is being used by an adult over 21 who is not a student attending the college in order to bring or pick up a student at the college
- Teachers and other school personnel who are otherwise authorized to possess or carry weapons provided the weapon is in a locked compartment of a motor vehicle or in a located container or a locked firearms rack which is on a motor vehicle
- Any person who is 18 years of age or older or currently enrolled in classes on the campus in question and carrying, possessing, or having under such person's control an electroshock weapon while in or on any building or real property owned by or leased to such public technical school, vocational school, college or university or other public institution of postsecondary education; provided, however, that, if such person makes use of such electroshock weapon, such use shall be in defense of self or others. The exemption under this paragraph shall apply only to such person in regard to such electroshock weapon. As used in this paragraph, the term "electroshock weapon" means any commercially available device that is powered by electrical charging units and designed exclusively to be capable of incapacitating a person by electrical charge, including, but not limited to, a stun gun or taser as defined in subsection (a) of Code Section 16-11-106

Unless otherwise provided by law, it is an express violation of college policy for any individuals to use, possess, manufacture, distribute, maintain, transport, or receive any of the following on any technical college campus, on technical college property, at a college-sanctioned function, or on a bus or other transportation furnished by the college:

- Any firearm whether operable or inoperable as defined in O.C.G.A. §16-11-127.1 or any facsimile thereof including, but not limited to, paintball guns, BB guns, potato guns, air soft guns, or any device that propels a projectile of any kind
- A dangerous weapon, machine gun, sawed-off shotgun or rifle, shotgun, or silencer as defined in O.C.G.A. §16-11-121
- A weapon whether operable or inoperable as defined in O.C.G.A. §16-11-127.1 or any facsimile thereof including, but not limited to, any knife with a blade that is three or more inches in length (e.g., switchblade, ballistic knife, straight-edge razor or razor blade, any bludgeon-type instrument (e.g., blackjack, bat, or club), any flailing instrument (e.g., nun chuck or fighting chain), or weapon designed to be thrown (e.g., throwing star or oriental dart)
- Any bacteriological weapon, biological weapon, destructive device, detonator, explosive, incendiary, over-pressure device, or poison gas as defined in O.C.G.A. §16-7-80

- Any explosive compound or material as defined in O.C.G.A. §16-7-81
- Any hoax device, replica of a destructive device or configuration or explosive materials with the appearance of a destructive device including, but not limited to, fake bombs and packages containing substances with the appearance of chemical explosives or toxic materials

Any employee or student who violates the provisions of this weapons policy shall be subject to disciplinary action up to and including dismissal. From a legal perspective, any person who violates this restriction shall be guilty of a felony and upon conviction shall be punished by a fine of up to \$10,000 and/or imprisonment for between two and ten years. Vendors or contractors who violate the provisions of this policy shall be subject to the termination of their business relationship with the college.

Alcohol & Drug-Free Campus Policy

In accordance with the Drug Free Schools and Communities Act Amendments of 1989, Gwinnett Technical College implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. College standards of conduct clearly prohibit the unlawful possession, use, or distribution of alcohol, marijuana, a controlled substance, or other illegal or dangerous drugs on campus or as part of any student-sponsored activities.

College policies prohibit the possession or consumption of alcoholic beverages and illicit drugs on the campuses, in college facilities, or at college-related functions. College policies also prohibit students under the influence of alcohol or nonprescription drugs from appearing on the campuses, at clinical facilities, or at student-related functions and activities.

The Family Educational Rights and Privacy Act (FERPA) has given colleges/universities the option to notify parents/guardians about specific types of information from a student's conduct record. The Office of Student Conduct will notify parents/guardians the first time and any subsequent time a student is found to have violated Code of Conduct policies on the use or possession of alcohol or other drugs when he/she is under the age of 21.

As noted in the Student Code of Conduct, the college will impose sanctions up to and including dismissal and referral for prosecution for the violation of these standards. The Office of Student Affairs at Gwinnett Technical College assists students with drug- or alcohol-related problems by referring them to appropriate community resources designed to address these problems.

Criminal Sanctions

Federal law prohibits the possession, manufacture, or distribution of various controlled substances. Penalties for these offenses vary depending upon the severity of the convictions, but may include imprisonment of up to 40 years with large fines. Penalties double when the offenses occur within 1,000 feet of a postsecondary educational institution.

Georgia law states that public educational institutions shall, as of the date of conviction, suspend students convicted of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, a controlled substance, or a dangerous drug except for cases in which the institution previously took disciplinary action against the students for the same offense. Such suspension shall be effective as of the date of conviction even though the educational institution may not complete all administrative actions necessary to implement such suspension until a later date.

Except for cases in which the institution previously imposed sanctions for the term, quarter, semester, or other similar period for which students were enrolled as of the date of conviction, students shall forfeit any right to any academic credit otherwise earned or earnable for that term, quarter, semester, or other similar period. The educational institution shall subsequently revoke any such academic credit granted prior to the completion of administrative actions necessary to implement such suspensions.

Georgia law specifies that college-sanctioned student organizations that, through its officers, agents, or responsible members, knowingly permits or authorizes the sale, distribution, serving, possession, consumption, or use of marijuana, a controlled substance, or dangerous drug in violation of state laws at any function shall have its recognition withdrawn. Furthermore, state laws also specify that the college must expel that organization from campus for a minimum of one calendar year from the year of determination of guilt.

The Georgia Penal Code prohibits the possession of alcohol by a person under the age of 21 or providing alcohol to such a person. State laws also specify fines for violators in the amount of \$1,000 and a prison sentence of 12 months.

Employee misconduct related to alcohol or other drug abuse will not be tolerated. The unlawful manufacture, distribution, sales, use, or possession of a controlled substances, marijuana, or a dangerous drug by employees of Gwinnett Technical College is prohibited by federal and state law, as well as, the Technical College System of Georgia policy. Violation of this policy will result in appropriate disciplinary sanctions, including but not limited to dismissal, demotion or suspension of employment and/or referral to the appropriate state agency for legal prosecution.

Alcohol/Drug Use and Substance Abuse

Much has been written in recent years about the health benefits of moderate alcohol use. Unfortunately, that information has also been viewed by some as permission to continue their ongoing abuse of alcohol. Likewise, while there are valid medical reasons to take legally prescribed drugs, it is not uncommon for an individual to lose control over their use of those medications and in some instance advance to such risk-taking behavior as seeking illegal drugs as a substitute.

Once an addiction begins, it can carry a host of additional issues, including loss of self-control, judgment, motivation, memory, and the ability to learn. People who choose to abuse alcohol and/or drugs run the risk of incurring serious health problems such as high blood pressure, increased risk of cancer, heart disease, hepatitis, cirrhosis, alcoholism, drug addiction, brain damage, and in extreme cases sudden death.

Additionally, individuals with substance abuse problems pose a serious risk to themselves and to others when they elect to drive under the influence.

Any student who suspects that they or a friend might have a problem with alcohol or drug use should contact one of the following for assistance:

- The Georgia Crisis and Access Line 1-800-715-4225
- Alcoholics Anonymous 404-525-3178

The Student Life office schedules alcohol and substance abuse seminars throughout the academic year. The Director of Student Life posts notices announcing these seminars on bulletin boards around campus, electronic message boards, and the college website.

Drug Testing/Background Checks

Certain host sites require students to complete drug testing and/or criminal background checks prior to allowing students to participate in internship, practicum, or clinical activities at those sites. Gwinnett Technical College follows the policies and procedures established by the Technical College System of Georgia and by the requirements of the facilities that serve as internship, practicum, and clinical sites for students.

Unless otherwise noted, students are responsible for the costs associated with drug testing and/or criminal background checks. Based on program and internship/practicum/clinical host site policies, the results of background checks and/or drug tests may prevent students from completing the internship, practicum, or clinical components of their programs of study. Although they may be allowed to continue in the classroom portion of the course and/or programs of study, students with unsatisfactory background checks and/or drug tests must understand that they may be ineligible to graduate from their program of study because they will be unable to fulfill program requirements.

Violation of Clinical Site Policies

The college's agreements with its affiliates that provide opportunities for internship, clinical, practicum, or similar experiences stipulate that we remove immediately any student who violates host site policies or procedures or who fails to observe all rules, regulations, dress codes, and other requirements or expectations of the affiliate at its request. Students are hereby informed that such removal may result in their inability to complete required portions of the curriculum (and thus to graduate) and in consequences up to and including dismissal from the program and/or college according to the policies and procedures outlined in the college's Catalog and Student Handbook.

Use of Tobacco Products

In an effort to establish a healthier, cleaner educational environment, Gwinnett Technical College is now a tobacco-free/smoke-free campus. The use of tobacco products (including e-cigarettes) in any form will be banned from all campuses of the college. This ban extends to all outdoor areas including parking lots. Smoking will be permitted inside of personal vehicles.

Mental Health

While attending college can be an exciting time in the life of a student, it can also come with a number of stressors as family, work, and school responsibilities begin to compete for a student's time. In the event it proves too much to bear, students are urged to seek help from Student Affairs staff on the Gwinnett Campus.

Although they are not able to provide ongoing counseling services, the staff can assist students who are in crisis and then refer them to counseling agencies in the community for continued care. Students can also find help there in developing career goals, in learning to manage academic problems, and in dealing with work-related, personal, or financial problems. The Office of Student Affairs is available to assist with:

- Personal problems that affect academic progress
- Interpersonal relationships that impact individual development
- Financial issues
- Career exploration in selecting a program of study
- Job search assistance upon graduation

If any student's needs for mental health services goes beyond the scope of the college's offerings, Student Affairs counselors can refer that student to community agencies, or Cameron & Associates, which are better equipped to ensure appropriate long-term care in this area.

Sexual Health

According to the World Health Organization, "Sexual health is a state of physical, mental, and social well-being in relation to sexuality. It requires a positive and respectful approach to sexuality and sexual relationships, as well as the possibility of having pleasurable and safe sexual experiences, free of coercion, discrimination, and violence."

In order to help students gain a greater understanding of the various aspects of sexual health, the Student Life Office, in conjunction with the Office of Student Affairs, will offer educational programming on this subject throughout the academic year. Topics may include information on safe sex practices, treatment for sexually transmitted diseases, intimacy in relationships, and individual rights in sexual encounters. The Director of Student Life and the Office of Student Affairs will post notices in advance announcing these seminars on the college website, on electronic message boards, and bulletin boards around campus.

Sexual Assault and Other Crimes

It is important for all students, faculty, and staff members to know where to turn for help and what to do if they or someone they know becomes the victim of domestic violence, dating violence, stalking, and sexual assault. Whether the assailants are strangers, acquaintances, close friends, or dates, everyone needs to know how to get necessary treatment, counseling, and other services. Domestic violence, dating violence, stalking, and sexual assault are criminal offenses subject to prosecution under the law. These acts are also violations of the Student Conduct Code.

Studies show that “acquaintance rape” occurs more frequently among college-age students than among any other group. This form of rape is one of the most unrecognized and under-reported crimes because few people identify it as a crime punishable by law.

Reducing Risk

Steps to take to reduce your risk of being a victim of sex crimes include:

- See the Personal Safety and Crime Prevention section for steps to follow for your own personal safety.
- Consider your alternatives if confronted by a rapist. Practice possible responses to situations so that you can recall them, even under the stress of a real encounter. Realizing that you could be a victim is the first step in self-protection.
- Use awareness and common sense to avoid potentially dangerous situations.
- Participate in a self-defense training class.

With regard to date rape and acquaintance rape, remember the following precautions:

- Know your own sexual values, expectations, wishes, and intentions, and communicate them clearly and openly.
- Be observant of your acquaintance’s or date’s attitudes toward you.
- Avoid using mood-altering chemicals such as drugs and alcohol. Studies have shown that being under the influence of alcohol or drugs contributes to increased incidences of date rape.
- Be assertive about your needs and rights. Reinforce your verbal “no” with physical resistance, unless you feel this will further endanger you. Tell your assailant that he or she is committing a sexual act to which you do not consent and that he or she is breaking the law.

If You Are a Victim

You need to remember to take the following steps if someone attacks you:

- Be aware of your capabilities and limitations. Your judgment and thinking will be your best weapons.
- Evaluate the situation for possible avenues of escape.

- Your first concern should be for your safety and survival. Use your judgment to do what is necessary to save your life. That may mean making a scene and drawing attention to yourself so that the assailant leaves. It may buy you enough time to escape. This action may mean fighting back. It may mean not physically resisting.
- If you choose not to physically resist the attack, it does not mean that you have asked to be raped. It means that you did what you needed to do to survive.
- Remember—there is no one “right” way to respond. The person under attack is the best judge of which options will work well in that situation.

If someone assaults or attempts to assault you or someone you know, you should take the following steps:

- Get to a safe place as soon as you can.
- Try to preserve all physical evidence. Do not bathe, douche, use the toilet, or change clothing.
- Consider calling the Gwinnett Sexual Assault Center at 770-476-7407, www.gsac-cac.org. The center will provide counseling, resources, and referrals on issues of sexual abuse. These services are available at no charge. The center keeps all calls completely confidential.
- If the attack occurred on campus, contact the Vice President of Student Affairs at 678-226-6302, or Campus Police at 678-226-7377. If the attack occurred off campus, immediately contact a local law enforcement agency by dialing 911.
- Get medical attention as soon as possible to determine the presence of physical injury, sexually transmittable diseases, or pregnancy. Medical personal can also obtain evidence to assist in criminal prosecution.
- Sex crimes can cause psychological after-effects. Counseling is a good idea, whether or not you think you need it. Remember, sex crimes are never the victim’s fault.

The Office of Student Affairs will, upon request, help address any judicial and academic concerns victims might have because of an assault. The college will also assist victims in changing their academic or living situations after the assault if requested and reasonably available. If the assailant is a student, the victim may file a written complaint with the Vice President of Student Affairs. Under the Student Code of Conduct, the college affords both the accused and the accuser the same rights.

The Student Life Office schedules seminars on Domestic Violence, Dating Violence, Stalking, and Sexual Assault prevention throughout the academic year. The Director of Student Life posts notices announcing these seminars on bulletin boards around campus, electronic message boards, and the college website.

Campus Sex Crimes Prevention Act

The Campus Sex Crimes Prevention Act amended the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act to require certain convicted sex offenders to notify states of each institution of higher education at which the individual is a student or employee. The act also requires states to make such information available promptly to law enforcement agencies having jurisdiction of the location of the applicable institutions of higher education. The act also specifies that local law enforcement officials must enter this information into appropriate state records or data systems. The act also requires institutions to notify the campus community where they can obtain from law enforcement agencies' information concerning registered sex offenders.

Georgia Sex Offender Registry

The Georgia Bureau of Investigation maintains a searchable sex offender database to obtain this information. The address for this site is <https://gbi.georgia.gov/georgia-sex-offender-registry>. Additional information on Megan's Law, which was enacted into federal law in 1995, www.georgiasexoffenderlist.org/megans-law.

Preventing and Responding to Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Gwinnett Technical College will not tolerate domestic violence, dating violence, sexual assault, stalking, or other forms of sexual misconduct. Offenders may be subject to appropriate campus adjudication processes, disciplinary action, and/or criminal proceedings.

If you are a victim of domestic violence, dating violence, sexual assault, stalking, or other forms of sexual misconduct you should consider reporting it immediately to the Vice President of Student Affairs 678-226-6302 or the Chief of Police 678-226-7377.

Gwinnett Technical College utilizes procedures that provide prompt, fair, and impartial investigation and resolution in cases involving domestic violence, dating violence, sexual assault, and stalking.

Sexual violence is a form of sexual harassment, and services are available to students, faculty, and staff who experience sexual violence, domestic violence, dating violence, and instances of stalking. In these situations, Gwinnett Technical College is committed to providing crisis intervention measures for students, faculty, and staff, as well as appropriate administrative response for the complainant and respondent; referring individuals to criminal authorities; and educating and promoting discussion on interpersonal abuse and violence issues. The college's process does not preclude adjudication under state law.

Gwinnett Technical College prohibits retaliation by its officers, employees, students, or agents against a person who exercises his or her rights or responsibilities under any provision of federal or state law, including Title IX and the Campus SAVE Act, or this policy.

Title IX Coordinator	Lisa Richardson	678-226-6691
Student Affairs	Dr. Julie Post	678-226-6302
Campus Police	Chief Mike Blouin	678-226-7377
Gwinnett Sexual Assault Center	gsac-cac.org	770-476-7407

Definitions Applicable to Georgia Law

- ***Rape and Sexual Assault***

- In Georgia, Rape is defined under O.C.G.A. § 16-6-1 as a “male having carnal knowledge of a female forcibly and against her will. Carnal knowledge in rape occurs when there is any penetration of the female sex organs by the male sex organs.” The Code recognizes that rape can occur even between spouses so the defendant cannot use the fact that he is married to the person accusing him of rape as a defense. Rape is punishable by death, life imprisonment with or without parole, or a minimum of 25 years imprisonment, followed by probation for life.
- In Georgia, Sexual Assault is defined under OCGA § 16-6-5.1 as “sexual contact” is that is perpetrated by “a person who has supervisory or disciplinary authority over another individual.”
- In Georgia, the term Domestic Violence is not defined but Family Violence is defined under OCGA § 19-13-1 as “The occurrence of one or more of the following acts between past or present spouses, persons who are parents of the same child, parents and children, stepparents and stepchildren, foster parents and foster children, or other persons living or formerly living in the same household: (1) Any felony or (2) Commission of offenses of battery, simply battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, or criminal trespass”.
- In Georgia, the term Dating Violence is not defined however “Family Violence” as defined under OCGA § 19-13-1 to include some dating situations – i.e. persons who are parents of the same child, other persons living or formerly living in the same household.
- In Georgia, Stalking is defined under OCGA § 16-5-90 as “(a)(1) A person commits the offense of stalking when he or she follows, places under surveillance, or contacts another person at or about a place or places without the consent of the other person for the purpose of harassing and intimidating the other person. For the purpose of this article, the terms ‘computer’ and ‘computer network’ shall have the same meanings as set out in Code Section 16-9-92; the term ‘contact’ shall mean any communication including without being limited to communication in person, by telephone, by mail, by broadcast, by computer, by computer network, or by any other electronic device; and the place or places that contact by telephone, mail, broadcast, computer, computer network, or any other electronic device is deemed to occur shall be the place or places where such communication is received. For the purpose of this article, the term ‘place or places’ shall

include any public or private property occupied by the victim other than the residence of the defendant. For the purposes of this article, the term 'harassing and intimidating' means a knowing and willful course of conduct directed at a specific person which causes emotional distress by placing such person in reasonable fear for such person's safety or the safety of a member of his or her immediate family, by establishing a pattern of harassing and intimidating behavior, and which serves no legitimate purpose. This Code section shall not be construed to require that an overt threat of death or bodily injury has been made. (2) A person commits the offense of stalking when such person, in violation of a bond to keep the peace posted pursuant to Code Section 17-6-110, standing order issued under Code Section 19-1-1, temporary restraining order, temporary protective order, permanent restraining order, permanent protective order, preliminary injunction, or permanent injunction or condition of pretrial release, condition of probation, or condition of parole in effect prohibiting the harassment or intimidation of another person, broadcasts or publishes, including electronic publication, the picture, name, address, or phone number of a person for whose benefit the bond, order, or condition was made and without such person's consent in such a manner that causes other persons to harass or intimidate such person and the person making the broadcast or publication knew or had reason to believe that such broadcast or publication would cause such person to be harassed or intimidated by others."

- **Consent** – is when someone agrees, gives permission, or says yes enthusiastically to sexual activity with someone else. Central to the concept of consent is the understanding that every person has a right to control his/her body and to not be acted upon by someone else in a sexual manner unless he/she gives clear permission to do so. The person initiating the sexual activity is responsible for obtaining permission from the person or persons he/she wants to engage in sexual activity with. Consent is always freely given, and every person involved in a sexual situation must feel that they are able to say "yes" or "no" at any point during sexual activity. Absence of clear permission means you *can't* touch someone, not that you *can*. In most cases, consent should be a clear verbal agreement. However, if a person is seeking consent from someone who cannot communicate verbally, he/she should obtain consent using another agreed upon method of communication. Non-verbal communication includes sign language, writing or typing messages, gestures, nodding or shaking one's head, and blinking, to name just a few.

How To Be An Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 9-1-1. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are OK.
- Confront and report people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on- or off-campus resources listed in this document for support in health, counseling, or with legal assistance.

Prevention Efforts

Gwinnett Technical College attempts to foster a safe learning and working environment for all members of the campus community. To accomplish this, Gwinnett Technical College considers the educational programming that addresses all aspects of domestic violence, dating violence, sexual assault, and stalking (safety precautions and prevention, crisis management, reporting, medical and counseling services, Gwinnett Technical College discipline systems, academic schedules, the campus response to sexual violence, domestic violence, dating violence, and instances of stalking, and physical surroundings throughout the campus community).

Gwinnett Technical College develops educational programs concerning domestic violence, dating violence, sexual assault, and stalking. Involved students, faculty, staff, and community members provide information and promote discussion on interpersonal abuse and violence issues. The College Police Department supports the educational programs by providing input and personnel to accomplish this task. For additional information about campus educational programs concerning domestic violence, dating violence, sexual assault, and stalking, contact the Vice President of Student Affairs or Director of Human Resources.

The College continually reviews and modifies its physical surroundings to enhance security and safety, such as campus lighting, locking procedures, signage, etc. For additional safety information, contact Gwinnett Technical College Police at 678-226-7377.

Risk Reduction Tips

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment.

- **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- **Try to avoid isolated areas.** It is more difficult to get help if no one is around.
- **Walk with purpose.** Even if you don't know where you are going, act like you do.
- **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
- **Make sure your cell phone is with you** and charged and that you have cash money.
- **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
- **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
- **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.).
- **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, get a new one.
- **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

If you need to get out of an uncomfortable or scary situation, here are some things that you can try:

- **Remember that being in this situation is not your fault.** You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
- **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
- **Have a code word with your friends or family** so that if you don't feel comfortable, you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.

- **Lie.** If you don't want to hurt the person's feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything

Ongoing Care

Students may seek assistance at any time from Cameron & Associates Life Balance Program, 800-334-6014, www.caiguquality.com, at no charge. Referrals may be made upon request for relatives, partners, and friends of either the complainant or respondent to various support agencies.

Benefited staff and faculty may seek assistance at any time from any medical facility or the Employee Assistance Program (EAP).

Discrimination or Harassment

Gwinnett Technical College affirms to all students their right to study and learn in an educational environment free of discrimination or harassment based on race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). 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.

Harassment, which is a specific form of sex discrimination, is sometimes difficult to talk about to other people. It is uncomfortable and seems ambiguous; it is also something that the college is committed to preventing and resolving if it does occur. Do not be afraid to ask for help. Men and women, who believe they are victims of sexual harassment, as well as those who observe sexual harassment, should report such incidents at the earliest possible time.

College officials will not condone any form of harassment either by its employees or by another student. Any student acting alone or in concert with others who harasses other members of the college community is subject to disciplinary sanctions up to and including dismissal/expulsion. A student aggrieved by an employee of the college or by another student may contact the Vice President of Student Affairs or the individuals identified in the statement of non-discrimination. Harassment includes:

- Any slurs, innuendos, or other verbal or physical conduct reflecting an individual’s race, ethnic background, gender, or disabling condition which has the purpose or effect of creating a hostile, intimidating, or offensive educational environment; has the purpose or effect of unreasonably interfering with the individual’s school performance or participation; or otherwise adversely affects an individual’s educational opportunities.
- The denial of or the provision of aid, benefits, grades, rewards, employment, faculty assistance, services, or treatment on the basis of sexual advances or requests for sexual favors.
- Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the perpetrator explicitly or implicitly makes the submission to such conduct a term or condition of an individual’s educational career; when the perpetrator uses submission to or rejection of such conduct as a basis for educational decisions affecting the individual; or when such conduct has the purpose or effect of unreasonably interfering with an individual’s educational performance or creating an intimidating, hostile, or offensive educational environment.

First Aid

First aid supplies and first aid to the injured are available. Since Gwinnett Technical College is nonresidential, students normally secure medical services through their primary care physicians. In case of serious accidents or illnesses, staff members refer students to the nearest hospital or to the hospital of the injured student’s choice for emergency care. The staff person will also attempt to notify relatives of students. Students and/or their families are responsible for the cost of such emergency care and ambulance service if needed. The college requires all students to purchase state-mandated accident insurance at registration. This coverage protects students while they are engaged in college activities for the entire semester. In case of accidents, students are responsible for any expenses not paid by this accident insurance.

Hazardous Weather

The college will contact the following radio and television stations as early as possible to announce college closings due to hazardous weather conditions:

Station		City
WXIA	Channel 11	Atlanta
WAGA	Channel 5	Atlanta
WGCL	Channel 46	Atlanta
WSB	Channel 2	Atlanta

Since Gwinnett Technical College serves a large geographic area and since conditions may vary on occasion in areas out should use their own judgment regarding travel conditions. In case of hazardous weather (tornados or severe thunderstorms), campus personnel will provide notification. When possible, the college will post closings on its website at www.gwinnetttech.edu.

The emergency action plan posted in each classroom and laboratory recommends the actions that members of the college community should take to protect their safety and welfare. The plan displays the locations of the safest areas on campus.

Emergency Messages

If immediate family members need to contact students on campus because of a medical emergency or death in the family, they can call 678-226-7377. This service is for major emergencies only.

Children and Pets on Campus

Students are not to bring children or pets to class. Neither children nor pets may be left unattended on campus or inside vehicles while attending class or while conducting college-related business. Students who violate this policy may be charged with a violation of the Student Code of Conduct. The college reserves the right to contact local authorities if children or pets are left unattended in vehicles.

Student E-mail Accounts

All official communications from the College, which includes Student Affairs, Academic Affairs, Admissions, Career Services, Disabilities Services, Financial Aid, Registration and Records, and Testing, will be sent to students' @student.gwinnettech.edu e-mail addresses once they begin their first semester of enrollment at the college. The Offices within Student Affairs will e-mail information on registration, financial aid eligibility, academic probation/dismissal, and all other forms of official communication to currently enrolled students via their official college e-mail address. Students must check their @student.gwinnettech.edu e-mail account on a regular basis.

Voter Registration

The 1998 Higher Education Act requires all postsecondary institutions to make a good-faith effort to distribute voter registration forms to each degree, diploma, or certificate-seeking student who attends classes on campus and to make such forms widely available to students. The Director of Student Life on the Gwinnett Campus has voter registration forms available for students.

Academic Honesty Policy

Academic honesty is essential to the individual growth and development of students at Gwinnett Technical College. Upon admission to the college, each student is obligated to uphold the highest ethical standards in academic endeavors. Gwinnett Technical College has a responsibility for ensuring that the grades assigned are indicative of the knowledge and skill level of each student. Acts of academic dishonesty hinder the college's ability to fulfill this responsibility. Faculty have the primary responsibility of ensuring that academic honesty is maintained in the courses they teach. Students share the responsibility for maintaining academic honesty by refraining from acts of academic dishonesty and by notifying instructors of observed or known incidents of academic dishonesty committed by others. Students who fail to report incidents of academic dishonesty are subject to being charged with violating this academic honesty policy.

Student Code of Conduct

One purpose of Gwinnett Technical College is to Advance the knowledge of individuals to enrich lives and develop workforce opportunities. Gwinnett Tech, a unit of the Technical College System of Georgia, is a public two-year college that serves the communities of Gwinnett and North-Fulton by offering campus and distance learning for associate degrees, diplomas and certificates in credit programs as well as for adult and continuing education training. To fulfill this mission, Gwinnett Technical College must provide students with opportunities for intellectual, emotional, social, and physical growth. Technical college students assume an obligation to act in a manner compatible with the mission of the college. The college 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. With these principles in mind, Gwinnett Technical College established this Student Code of Conduct.

Definitions

- The terms "technical college" and "college" mean Gwinnett Technical College.
- The term "Technical College System of Georgia" is synonymous with the term "Department of Technical and Adult Education."
- The term "students" includes all persons taking on a part-time or full-time basis any adult literacy, associate degree, diploma, technical certificate of credit, general education, developmental studies, business and industry, continuing education, or special populations course at Gwinnett Technical College. People not enrolled officially for a particular term but who have continuing relationships with the technical college remain classified as "students."
- The term "faculty member" means any person hired by the college to conduct teaching, service, or research activities.
- The terms "technical college official" and "college official" include any person employed by the college to perform assigned administrative responsibilities.

- The terms “member of the technical college community” and “member of the college community” include any person who is a student, faculty member, technical college official, or any other person employed by Gwinnett Technical College.
- The terms “technical college premises” and “college premises” include all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the technical college. These terms encompass all adjacent streets and sidewalks.
- The terms “student organization” and “organization” means any number of persons who complied with the formal requirements for recognition by the college.
- The term “judicial body” means any person or persons authorized by the president of the college to determine whether students are in violation of the Student Code of Conduct or other regulations and to recommend the imposition of sanctions.
- The term “judicial advisor” means a technical college official authorized on a case-by-case basis by the president of the college to impose sanctions upon students found to be in violation of the Student Code of Conduct. 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 Gwinnett Technical College is the Vice President of Student Affairs.
- The term “appellate board” means any person or persons designated by the president to consider appeals of a judicial body’s determination that students violated the Student Code of Conduct or other regulations or of the sanctions imposed by the judicial advisor. The president may serve as the appellate board.
- This Code of Conduct uses the term “shall” in the imperative sense.
- This Code of Conduct uses the term “may” in the permissive sense.
- The term “policy” means the written regulations of Gwinnett Technical College as found in, but not limited to, the Student Code of Conduct, catalog and student handbook, program addendums to the catalog and student handbook, the college policy manual, and the policy manual approved by the Board of Directors of Gwinnett Technical College.
- The term “System” means the Technical College System of Georgia.
- The term “business days” means, for disciplinary purposes, weekdays that the college administrative offices are open.
- The term “continuing relationship” means any person who has been enrolled as a student and may enroll in the future as a student of Gwinnett Technical College.
- 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).

Filing a Complaint

Any member of the technical college community may file a complaint with the judicial advisor against any student for a violation of the Student Code of Conduct. Unless otherwise noted, the Vice President of Student Affairs serves as the judicial advisor responsible for the administration of the college judicial system. The individual(s) initiating the action must submit the acquisition in writing, using the form link studentcomplaints@gwinnettech.edu , to the Vice President of Student Affairs as soon as possible after the event takes place, preferably within 10 business days. Academic misconduct shall be handled using the procedures outlined in the Academic Honesty Policy (see Academic Honesty Policy).

Investigation and Decision

Within five business days after a complaint that does not involve academic misconduct is filed, the judicial advisor or 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 judicial advisor will notify the student in writing. Written notification of the need to extend the time will be sent by certified mail and by email to the student's @student.Gwinnettech.edu account, unless the student has already met with the vice president. After discussing the complaint with the student, the judicial advisor or designee shall determine whether the student is guilty of the alleged misconduct and whether the alleged misconduct constitutes a violation of the Student Code of Conduct. If the student fails to appear at the meeting, the Vice President of Student Affairs or the technical college president's designee will consider the available evidence without student input and make a determination.

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. If it is determined that the student is guilty of a violation of the Student Code of Conduct, the judicial advisor or designee shall impose one or more of the following disciplinary sanctions:

- **Restitution**—A student who has committed an offense against property may be required to reimburse the 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.
- **Reprimand**—A written reprimand may be given to any student in order to notify him/her that he/she violated college regulations. Such a reprimand does not restrict a student in any way, but it signifies to the student that any further violation of the Student Code of Conduct may result in more serious sanctions.
- **Restriction**—A restriction upon a student's privileges for a period of time may be imposed. This restriction may include, but is not limited to, denial of the right to represent the college in any way, denial of the use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities. A restriction signifies to the student that any further violation of the Student Code of Conduct during the period of time the restriction is in effect may result in more serious sanctions.

- **Disciplinary Probation**—Students placed on disciplinary probation may remain enrolled in classes provided they adhere to specific 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 disciplinary probation may result in the imposition of more serious disciplinary sanctions as specified by the terms of the probation.
- **Failing or lowered grades**—Students who are found to have committed academic misconduct may receive failing or lowered grades as specified in the college’s Academic Honesty Policy (see Academic Honesty Policy).
- **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.
- **Disciplinary Expulsion**— Removal and exclusion from the technical college, Technical College controlled facilities, programs, events, and activities. A record of the reason for the student’s dismissal is maintained by Vice President of Student Affairs or the technical college president’s designee. Students who have been dismissed from the technical college for any reason may apply in writing to the Vice President of Student Affairs for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, the student will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Vice President of Student Affairs or the technical college president’s designee.
- **System-Wide Suspension**— Where a student has been expelled or suspended three times from the same or different colleges in the Technical College System of Georgia in the past seven years, the student will not be permitted to register at any college in the Technical College System of Georgia for a period of ten years after the most recent expulsion/suspension.
- **Interim Disciplinary Suspension**— As a general rule, the status of a student accused of violations of the Student Code of Conduct should not be altered until a final determination is made regarding the allegations against him/her. However, interim suspension may be imposed upon a finding by the Vice President of Student Affairs or his/her designee that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and well-being of the accused student or any other member of the technical college community or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other technical college-related activities. If an interim disciplinary suspension is imposed, the matter must be referred as soon as possible to the Hearing Body. The student need not request an appeal.

Conditions of Disciplinary Suspension and Expulsion

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

The judicial advisor shall notify the student(s) in writing of his/her final decision. In cases involving sanctions that include probation, suspension, or expulsion, the judicial advisor shall provide written notification to the President, Vice President for Academic Affairs, Director of Admissions and Registrar and effected parties.

Appeals Procedures

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

If the Vice President of Student Affairs or the technical college president's designee recommended a sanction of disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the matter will be referred to the Hearing Body by the Vice President of Student Affairs. The student need not file a written notice of his or her desire to appear before the Hearing Body. The person filing the initial complaint shall also be given notification of the hearing.

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

If the student appeared before the Hearing Body to appeal the Vice President of Student Affairs or the technical college president's designee's sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade, the Hearing Body's decision regarding the appeal is final. A copy of the Hearing Body's written decision will be provided to both the student and the person who filed the original complaint.

If the student appeared before the Hearing Body after the Vice President of Student Affairs or the technical college president's designee recommended disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the student shall have the opportunity to appeal directly to the technical college president.

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

The president of the technical college or his/her designee's review shall be in writing and shall only consider evidence currently in the record, new facts not brought up in earlier stages of the appeal shall not be considered. The technical college president or his/her designee shall deliver the decision to the student and the person who filed the original complaint within 10 business days. The decision of the technical college president or his/her designee shall be final and binding.

Privacy and Attendance

- The judicial body normally shall conduct hearings in private.
- Admission of any person to the hearing shall be at the discretion of the chair of the judicial body.
- The complainant and the accused have the right to receive assistance at their own expense from any advisor they choose. The advisor may be an attorney. The complainant and/or the accused students are responsible for presenting their own cases and, therefore, advisors may not speak or participate directly in any hearing before a judicial body.

Witnesses

- The complainant, the accused, and the judicial body shall have the privilege of presenting witnesses, subject to the right of cross-examination by the judicial body.

Procedural Issues

- At the discretion of the chair, a judicial body may accept pertinent records, exhibits, and written statements as evidence for consideration.
- All procedural questions are subject to the final decision of the chair of a judicial body.
- After the hearing, the judicial body shall determine (by majority vote if the judicial body consists of more than one person) whether to uphold the original sanctions. **The standard of proof in all hearings shall be a preponderance of the evidence.**
- There shall be a single, verbatim record, such as a tape recording, of all hearings before a judicial body. The record shall be the property of the technical college.
- The chair of the judicial body shall notify the judicial advisor in writing of the judicial body's decision. The judicial advisor or designee will notify the student in writing of the judicial body's decision and of the opportunity to appeal directly to the president.

In the event that the student chooses to contest the decision of the judicial body, he/she has the right to appeal the decision to the president of the college within five business days of receiving the notification of the judicial body'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 in writing to the student and judicial advisor within 10 business days. The decision of the president shall be final and binding.

Violations of Federal, State, or Local Law

If a student is convicted or pleads nolo contendere to an off-campus violation of federal, state, or local law but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the college's vital interests and stated mission and purpose.

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. These proceedings may be instituted 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.

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

Prohibited Conduct

Any student found to have committed any of the following types of misconduct is subject to the disciplinary sanctions as outlined in the student disciplinary policy and procedure 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.

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

1. **Aiding and Abetting Academic Misconduct**—knowingly helping, procuring, encouraging or otherwise assisting another person to engage in academic misconduct
2. **Cheating**
 - a. use and/or possession of unauthorized material or technology during an examination, or any other written or oral work submitted for evaluation and/or a grade, such as tape cassettes, notes, tests, calculators, computer programs, cell phones and/or smart phones, or other electronic devices
 - b. obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person's knowledge
 - c. furnishing assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade to another person
 - d. possessing, using, distributing or selling unauthorized copies of an examination, computer program, or any other written or oral work submitted for evaluation and/or a grade
 - e. representing as one's own an examination or any other written or oral work submitted for evaluation and/or a grade created by another person
 - f. taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person
 - g. obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files
 - h. obtaining teacher edition text books, test banks, or other instructional materials that are only intended to be accessed by technical college officials, college administrator or faculty member
3. **Fabrication**—the falsification of any information or citation in an examination or any other written or oral work submitted for evaluation and/or a grade

4. Plagiarism

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

Non-Academic Misconduct includes but is not limited to:

1. Behavior

- a. Indecent Conduct: 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
- b. Violence: 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
- c. Harassment: 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 and inappropriate behavior on social media and/or networking applications.); 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.
- d. Disruption: 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
- e. 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

2. Professionalism—Infractions of the dress code include, but are not limited to, the following:

- a. Failure to wear attire appropriate for a mature learning environment: inappropriate attire includes, but is not limited to, the following: excessive skin exposure and display of undergarments.
- b. Failure to have on footwear
- c. When instructed, failure to wear attire designated for classrooms, laboratories, shop areas, internships, and clinical courses, according to the requirements of the work for which the student is being trained.
- d. Failure to maintain personal hygiene: cleanliness of body and clothing, etc.

- e. Failure to refrain from wearing emblems, insignia, badges, symbols or attire that contain inappropriate, lewd, vulgar messages, displays illegal substances or that connote gang affiliation, where the effect thereof may be construed as offensive to a reasonable person or might otherwise cause disruption of interference with the orderly operations of the College

3. Use of Technical College Property

- a. Theft and Damage: prohibits theft of, misuse of, or harm to technical college property, or theft of or damage to property of a member of the technical college community or a campus visitor on technical college premises or at a technical college function
- b. Occupation or Seizure: occupation or seizure in any manner of technical college property, a technical college premises, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use
- c. Presence on technical college premises: prohibits unauthorized entry upon technical college premises; unauthorized entry into technical college premises or a portion thereof which has been restricted in use; unauthorized presence in technical college premises after closing hours; or furnishing false information to gain entry upon technical college premises
- d. Assembly: prohibits participation in or conducting an unauthorized gathering that threatens or causes injury to person or property or that interferes with free access to technical college facilities or that is harmful, obstructive, or disruptive to the educational process or functions of the technical college
- e. Fire Alarms: prohibits setting off a fire alarm or using or tampering with any fire safety equipment on technical college premises or at technical college-sponsored activity sites, except with reasonable belief in the need for such alarm or equipment; in the event of a fire alarm sounding, students must evacuate the building unless otherwise directed by a technical college official
- f. Obstruction: prohibits obstruction of the free flow of pedestrian or vehicular traffic on technical college premises or at technical college sponsored or supervised functions; Possession, use, or charging of hover boards, Skagway's, or similar devices is prohibited; refer to Gwinnett Technical College Parking Policy and Regulations

4. Drugs, Alcohol and Other Substances—substances referred to under this policy include all illegal drugs, alcoholic beverages, and misused legal drugs (both prescription and over-the-counter).

- a. Alcohol: Students must comply with all state and federal laws regulating alcohol as well as TCSG Policy II.C.6, Alcohol on Campus. Alcoholic beverages may not be served or sold at any student sponsored function. Students being in a state of intoxication on technical college premises or at technical college-sponsored or supervised functions (including off-campus functions), internships, externships, practicum, clinical sites, co-operative or academic sponsored programs or activities or in a technical college-owned vehicle is prohibited.
- b. Controlled substances, illegal drugs and drug paraphernalia: The technical college prohibits possession, use, sale, or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.
- c. Food: The technical college prohibits eating and/or drinking in classrooms, shops, and labs or other unauthorized areas on technical college premises, unless otherwise permitted by technical college officials.

- d. **Smoking/Tobacco:** The technical college prohibits smoking via any type of tobacco products or electronic smoking devices in classrooms, shops, and labs or other unauthorized areas on technical college premises. Refer to the Gwinnett Technical College Tobacco Policy.

5. Use of Technology

- a. **Damage and Destruction:** Destruction of or harm to equipment, software, or data belonging to the technical college or to others is considered unacceptable usage. This may include altering, downloading, or installing software on technical college computers, tampering with computer hardware or software configuration, improper access to the technical college's network, and disconnection of technical college computers or devices.
- b. **Electronic Devices:** Unless otherwise permitted by technical college officials, the technical college prohibits use of electronic devices in classrooms, labs, and other instructional, event, or affiliated facilities on technical college Premises. Such devices include, but are not limited to cell phones, beepers, walkie talkies, cameras, gaming devices, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. The technical college also prohibits attaching personal electronic devices to college computers under any circumstances.
- c. **Harassment:** The technical college prohibits the use of computer technology to harass another student or technical college official with obscene, harassing or intimidating messages, communications, jokes, or material.
- d. **Unacceptable Use:** The technical college prohibits the 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 college's Acceptable Computer and Internet Use Policy.

- 6. Weapons**—The Technical College System of Georgia is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on college buildings or property (including all satellite campuses/off-site work units), shall be governed by Georgia state law. All individuals are expected to comply with the related laws. Failure to follow laws pertaining to weapons is considered a violation of the Student Code of Conduct. Relevant Georgia laws to be aware of and compliant with include but may not be limited to O.C.G.A. § 16-8-12(a)(6)(A)(iii), O.C.G.A. § 16-7-80, O.C.G.A. § 16-7-81, O.C.G.A. § 16-7-85, O.C.G.A. § 16-11-121, O.C.G.A. § 16-11-125.1, O.C.G.A. § 16-11-126, O.C.G.A. § 16-11-127, O.C.G.A. § 16-11-127.1, O.C.G.A. § 16-11-129, O.C.G.A. § 16-11-130, O.C.G.A. § 16-11-133, O.C.G.A. § 16-11-135, O.C.G.A. § 16-11-137, O.C.G.A. § 43-38-10.

- 7. Gambling**—The Technical College System of Georgia prohibits the violation of federal, state or local gambling laws on technical college premises or at technical college sponsored or supervised activities.
- 8. Parking**—The technical college prohibits violation of regulations regarding the operation and parking of motor vehicles on or around college premises.
- 9. Financial Irresponsibility**—The technical college prohibits the theft or misappropriation of any technical college, student organization or other assets.

10. **Violation of Technical College Policy**—Violation of system or technical college policies, rules or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program, internships, externships, practicum, clinical sites, co-operative, or any academic sponsored programs or activities, student organizations or students who reside in on-campus housing.
11. **Aiding and Abetting**—Aiding, abetting, or procuring another person to do an activity which otherwise violates this Code of Conduct is prohibited.
12. **Falsification of Documentation**—Disciplinary proceedings may be instituted against a student who falsifies any documentation related to the technical college either to the technical college or to others in the community, including, but not limited to falsification of: technical college transcripts; transcripts or other documentation from other institutions to obtain credit from or admission to the technical college; technical college report cards or other grade reports; documentation related to a student's citizenship status; tests, homework, attendance records; signature of any technical college employee in his or her official capacity; signatures of any employee of a clinical or internship site where the student is participating in an educational program associated with the technical college or records related to any clinical, internship or other academic activity associated with the technical college.
13. **Violation of Law**
 - a. If a student is convicted or pleads Nolo Contendere to an on-campus or off-campus violation of federal, state, or local law, but not has not been charged with any other violation of the Student Code of Conduct, disciplinary action may nevertheless be taken and sanctions imposed if the violation of federal, state or local law is detrimental to the technical college's vital interests and stated mission and purpose.
 - b. Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.
 - c. When a student is charged by federal, state, or local authorities with a violation of law, the technical college will not request or agree to special consideration for that individual because of his/her status as a student. The technical college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
14. **Abuse of the Student Judicial Process**, including but not limited to:
 - a. failure to obey the notification of the Vice President of Student Affairs or the technical college president's designee, Hearing Body, Appellate Board or Technical College Official
 - b. falsification, distortion, or misrepresentation of information in a judicial proceeding
 - c. disruption or interference with the orderly conduct of a disciplinary proceeding
 - d. initiating a disciplinary proceeding knowingly without cause
 - e. attempting to discourage an individual's proper participation in, or use of, the disciplinary process
 - f. attempting to influence the impartiality of a member of a Hearing Body, or Appellate Board prior to, and/or during the course of, the disciplinary proceeding

- g. harassment (verbal or physical) and/or intimidation of a member of a Hearing Body, or Appellate Board prior to, during, and/or after a disciplinary proceeding
- h. failure to comply with the sanction(s) imposed under the Student Code

The administration reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of technical college officials, a student's conduct disrupts or threatens to disrupt the technical college community, appropriate disciplinary action will be taken to restore and protect the atmosphere of collegiality and mutual respect on campus. This procedure is intended to provide an orderly protocol for handling student disciplinary cases in accordance with the principles of due process and justice. Documents shall be held for no less than five (5) years after the graduation of the student or the date of the student's last attendance.

Document Retention

The judicial advisor or 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 judicial advisor or 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. A record of the final decision must 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 seven years.

Public Statement for Gwinnett Technical College

Gwinnett Technical College is an equal opportunity employer and offers the following career and technical education programs for all regardless of race, color, religion, sex, marital status, age, disability, or national origin.

Gwinnett Technical College offers almost 50 programs in these broad areas of study: automotive; business and finance; computer sciences; construction; cosmetology; culinary arts and hotel, restaurant and tourism management; early education; health sciences; horticulture; public safety and service; veterinary technology; visual arts and design; and welding.

Persons seeking further information concerning the career and technical education offerings and specific pre-requisite criteria for admission to these programs should contact the Admissions Office at 678-226-6600.

Gwinnett Technical College offers additional services to students with limited English language skills or with disabilities so that they may benefit from these programs. For additional information regarding these services, your rights, grievance procedures, or the College's non-discrimination policies please contact: contact Lisa Richardson, Title IX and Section 504 Coordinator, 5150 Sugarloaf Parkway, Building 100, Room 323B, Lawrenceville, GA 30043, 678-226-6691, lrichardson@gwinnettech.edu.

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A Unit of the Technical College System of Georgia