

Student Code of Conduct and Grievances Handbook

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Preface

Dear Chattahoochee Technical College Students,

We are excited that you have chosen to continue your education at Chattahoochee Technical College. CTC is a vibrant, diverse educational destination. Our faculty and staff are dedicated to supporting you throughout your time as a student. We endeavor to create a safe and supportive learning environment that promotes teaching, learning, and student success. The Student Code of Conduct establishes the expectations concerning student behavior. The Code of Conduct exists to protect and assist all students.

The Student Code of Conduct is essential, and students are encouraged to familiarize themselves with its entire content. By enrolling at CTC, a student agrees to abide by the Student Code of Conduct and acknowledges CTC's right to act in response to misconduct. Lack of awareness of policies is not an excuse for failure to observe regulations and policies. Chattahoochee Technical College strives to provide an environment conducive to learning and growth. Each student plays a vital role in maintaining that environment.

Best wishes for success at CTC.

Missy Cusack

Vice President of Student Affairs

Section 1 - College Standards

Overview

1. Student Code of Conduct and Administrative Policies and Procedures

The College has established the policies and procedures that comprise the Student Code of Conduct to promote the college mission and protect the rights of students, faculty, and staff. The official college rules and regulations are contained within the Chattahoochee Technical College Catalog. In the event of a conflict between the Student Code of Conduct and other college policies, the most current Code governs.

2. Interaction between the Student Code of Conduct and Law

Student conduct is governed by the Student Code of Conduct, college policies, and applicable laws. Students involved in criminal matters may be sanctioned by the College in addition to any which a court of law may impose. However, the relationship a student has with the state or federal court system does not alter the student's relationship with the College unless the student is charged with a violation of a law that is also a violation of college policy if both violations result from the same factual situation.

Student Rights and Responsibilities

1. General

Acceptance into Chattahoochee Technical College is a privilege and carries with it responsibilities to participate in and contribute to the educational mission of the institution. Concurrent with these responsibilities are rights and freedoms for each individual as guaranteed by the United States Constitution, including, but not limited to, the right to inquire, to learn, to communicate by speech and action, to assemble peaceably and the right to due process. The College desires to maintain an orderly climate in which academic inquiry and freedom may occur while still preserving the freedom and rights of all members of the college community.

2. Statement of Freedom of Expression

Chattahoochee Technical College is committed to freedom of expression, ensuring that all members of the college community have a broad latitude to speak, write, listen, challenge, and learn. Chattahoochee Technical College values all individuals and their rights. The College encourages meaningful dialogue and respectful exchange of ideas and opinions so that the voices of every student, faculty, staff, and visitor to our campus can be acknowledged.

When members of the college community choose to express their thoughts and opinions – be that through words, peaceful actions, or visuals – all should expect some form of opposing views. The role of the college administration is not to weigh in on the varying perspectives, but rather to foster an environment in which differences can be explored, safely, and productively. The First Amendment protects virtually all speech, no matter how unorthodox, offensive, or distasteful.

3. Statement of Students Rights

Subject to respect for the rights of others, every student enjoys the assurance of the full exercise of those rights expressed in the Statement of Freedom of Expression, and are including, but not limited to, the following specific rights:

- The right to engage in the free exchange of ideas.
- The right to protest and to dissent peaceably and to join with others in other nonviolent forms of joint action.
- The right to complain of injustice and to bring grievances to the appropriate offices of the College without fear of retaliation.

- The right to attend functions and to utilize College facilities, subject to prescribed rules. The right to reasonable peace and quiet in academic areas and to an atmosphere conducive to study.
- The right to be free from harassment for reasons of one's race, religion, national origin, ethnic identification, age, political affiliation and/or belief, sex, sexual orientation, gender, gender identity, gender expression, economic status, veteran status, or physical or mental disability.
- The same rights of privacy as any other person and students surrender none of these rights by becoming members of the academic community. The rights of privacy include the right to be secure in their persons, papers, and effects against unreasonable searches and seizures. Privacy for electronic communication is subject to the [Student Computer Use Policy](#), the [Internet Use Policy](#), and the [Wireless Access Policy](#).

4. Statement of Privacy of Educational Records

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. These records include any and all information obtained by the College for the purpose of investigating, concluding, or reviewing an alleged violation of the Student Code of Conduct.

- Students have the right to inspect and review their education records maintained by the school.
- Students have the right to request correct school records which they believe to be inaccurate, misleading, or in violation of the student's right to privacy. If the school decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.
- Dual enrollment students who will be taking classes for credit both at a high school and at the College are afforded the same rights as any other student at Chattahoochee Technical College. As college students, parents of students over the age of 18 are not privy to student record information, i.e., attendance, grades received, tuition and fee payments, etc., without the express written consent by the student in a FERPA Waiver. Once a waiver is filed and processed, parents may obtain general student record information from the Records Office. However, the existence of a signed FERPA waiver does not allow parents to contact faculty. Students should communicate all questions and concerns regarding instruction directly with their faculty.

5. Compliance with College Policy

In addition to the general rights and responsibilities of the college community, each student is obligated to apprise him/herself of and comply with all college rules, regulations, and policies. Students are individually responsible for understanding and exercising their rights, fulfilling their obligations, and respecting the rights of others. Lack of knowledge of college policy will not be accepted as an excuse for failure to observe it.

6. Purpose and Scope of the Student Code of Conduct

This Student Code of Conduct is adopted to provide a precise set of expectations to students and, at the same time, offering the assurance that all students will be afforded fair and reasonable treatment in matters involving alleged or determined violations of the Student Code of Conduct. It applies to all students who take classes through Chattahoochee Technical College regardless of location, such as on-campus, satellite campus, or online.

The Student Code of Conduct will apply to any student or student organization engaging in activities on all of the College campuses or at any of the College's off-campus centers and/or satellite campuses (referenced as "College Premises" in this Student Code of Conduct). The College Premises includes the College and Career Academies, high school locations, and any regional or other locations where the College maintains an office and conducts activities. The Student Code of

Conduct also applies to any student or student organization sponsoring any approved off-campus function or otherwise representing the College in an off-campus setting. Additionally, the College can take action regarding off-campus incidents when such violation(s) adversely affect(s) the College.

7. Conduct Administration

Presidential Designee serves as the official Student Conduct Officer for the College. Other designees may serve as investigators or in some additional capacity to adjudicate academic and student misconduct instances.

All students shall adhere to the college policies and guidelines below.

[Unlawful Harassment and Discrimination of Students Policy](#)

[Computer Use Guidelines](#)

[Wireless Access Guidelines](#)

[Internet Use Guidelines](#)

[Student Printing Policy](#)

[Student Email Policy and Guidelines](#)

[Drug-Free Schools and Communities Act](#)

Definitions

“ADA/Section 504 Coordinator” serves as the primary contact for all college instances of alleged violations of federal ADA law, ensuring ongoing compliance with ADA/Section 504 and investigating any suspected cases of discrimination concerning ADA/Section 504.

“Administrative Meeting” means the Respondent will meet with the Student Conduct Officer to discuss the alleged violation(s).

“Advisor” means any person (student or non-student) of a student’s choosing, and at his/her own expense, who accompanies the student to a meeting and/or proceeding. The advisor may be present during meetings and proceedings during the investigatory and/or resolution process at which his/her advisee is present. The advisor may advise the student in any manner, including providing questions, suggestions, and guidance on responses to the student’s questions, but shall not speak on behalf of the student or participate directly in the proceeding. The advisor may not directly address the Student Conduct Investigation Committee, Student Conduct Officer, or the Student Conduct Hearing Panel. **Please note:** Respondent or Complainant must notify the Conduct Investigation Team, Student Conduct Officer, or Conduct Student Conduct Hearing Panel if an advisor will be attending, with a name and relation, at least 72 hours before the meeting.

“Business Day(s)” means any day(s) on which the offices of Chattahoochee Technical College are open for regular business.

“Code” means the Student Code of Conduct.

“College President or designee” serves as the de facto appellate officer for all student conduct decisions.

“Complainant” means any person(s) who initiates a complaint about an alleged violation of the Code.

“Disciplinary Hold” means that a hold will be placed on a Respondent’s record, which will prohibit course registration, self-withdrawing from a course, and release of official transcript.

“Discrimination” means unfair or unequal treatment of an individual based on race, color, sex, religion, creed, age, sexual orientation, gender, disability, veteran status, or national origin.

“Due Process” means fair treatment through the **judicial process**.

“**FERPA**” means the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99), a federal law that governs the privacy of student education records. The rule applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Under certain conditions, FERPA requires schools to disclose personally identifiable information from a student’s education records. (For more details: <https://www.chattahoocheetech.edu/family-educational-rights-and-privacy-act-ferpa/>)

“**Grievance**” means a matter to be investigated according to formal grievance processes. The grievance includes complaints that are unable to be resolved through informal procedures or **mediation** and issues relating to allegations of misconduct where disciplinary action against a student or staff member may be an outcome of the investigation.

“**Grievant**” is one who submits a complaint.

“**Information**” means any witness, testimony, documents, statements, or other material presented in support of either the Complainant’s or Respondent’s case.

“**Interim Contact Restrictions**” may be issued when a respondent poses a threat. The Student Conduct Officer can restrict communication between the parties before completing an investigation and/or hearing.

“**Investigative Meeting**” means that a Student Conduct Investigator will meet with all parties listed in a grievance or student conduct incident to obtain the facts.

“**Investigator**” means any person or persons authorized by the College to conduct investigations of alleged Student Conduct, Academic Misconduct, or Title IX/Equity violations.

“**Mediation**” means with the prior written consent of the Student Conduct Officer, students involved in a General Conduct matter may elect to have the issue informally resolved through mediation. If a meaningful resolution of the issue is not achievable through mediation, then the issue will be referred to and resolved through the student conduct process, as described in the Code.

“**Member of the College Community**” means any officer, administrator, faculty member, staff member or, an employee of Chattahoochee Technical College, or any Student of Chattahoochee Technical College as defined, as well as any person authorized to participate in an institutional activity at the time applicable.

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

“**Retaliation**” means intimidating, threatening, or taking adverse action against a student, faculty, or staff for making a good faith report of misconduct or for participating, cooperating, or being associated with an investigation or the student conduct process. Retaliation is a violation of the Student Code of Conduct, and anyone who believes she or he has been the target of retaliation should immediately contact the Student Conduct Officer. Students found to have engaged in prohibited retaliation shall be subject to disciplinary action according to the Student Code of Conduct.

“**Respondent**” means the Student(s) or Student Organization(s) charged with violating one or more of the provisions of the Student Code of Conduct and Policies.

“**Sanction**” indicates requirements set forth by the Student Conduct Hearing Panel or Administrative Hearing upon a finding of responsibility for violating the Code of conduct, Academic Misconduct policy, or the Title IX/Equity policy.

“**Student Conduct Investigator**” means any entity authorized by the Student Conduct Officer or his/her Designee established to conduct fact-finding meetings with the Student or Student Organization who has allegedly violated the Student Code of Conduct to determine whether disciplinary charges should be initiated.

“**Student Conduct Hearing**” means the Respondent will meet with the Student Conduct Hearing Panel to discuss the alleged violation(s).

“**Student Conduct Hearing Panel**” means any entity authorized by the Student Conduct Officer or his/her Designee established to determine whether a Student or Student Organization has violated the Student Code of Conduct and to recommend imposition of sanctions. The panel will be comprised of faculty, staff, and/or students.

“**Student Organization**” refers to groups recognized as official organizations through the Office of Student Involvement.

“**Warning**” implies a formal notice given to a respondent stipulating that inappropriate behavior or action, if repeated, may lead to a more severe sanctioning through the conduct process.

Section 2 - Conduct Violations

The Student Code of Conduct Violations are established as the following; however, this is not an exhaustive list. Should the behaviors, activities or actions of a student endanger the life, health, safety or wellbeing of others in the College Community, prohibit the normal processes of the school day, or be determined to be detrimental to the mission and values of the College, they are also subject to disciplinary action via the Student Code of Conduct.

Violations Against Persons

- 1. Physical Violence/ Abuse.** Physical violence in any form will not be tolerated in a civil, educational environment. This category of misconduct encompasses any action where physical contact is made, resulting in harm or with the intent to cause harm. Such actions include, but are not limited to, assault and battery (simple and/or utilizing a dangerous weapon), fighting/brawling, slapping, shoving, and restraining. Under no circumstance is physical violence an acceptable means to resolve problems, disputes, or interpersonal relations.
- 2. Endangering Behavior.** Intentionally or unintentionally, knowingly or unknowingly or recklessly causing physical harm to any person, or causing reasonable apprehension of such harm or threat.
- 3. Intimidation.** Implied or actual threats or acts that cause a reasonable fear of harm in another, and maybe inferred from conduct, words, or circumstances reasonably calculated to cause fear.
- 4. Hazing.** Defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
- 5. Harassment.** Verbal or physical conduct that has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creates an intimidating, hostile, or offensive working or educational environment. Specific exclusions apply to instances characterized as Title IX offenses.
- 6. Bullying and Cyberbullying.** Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.
- 7. Retaliation.** Intimidating, threatening, or taking adverse action against a student for making a good faith report of misconduct or for participating, cooperating, or being associated with an investigation or the student conduct process. Retaliation is a violation of the Student Code of Conduct, and anyone who believes she or he has been the target of retaliation should immediately contact the Student Conduct Officer. Students found to have engaged in prohibited retaliation shall be subject to disciplinary action according to the Student Code of Conduct.
- 8. Stalking.** Engaging in the course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. The course of conduct means two or more acts, including, but not limited to, acts in which

the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with person's property.

Violations Against Property

- 1. Destruction of Property.** Attempted or actual destruction, defacing, tampering with, materially altering or otherwise damaging property, not one's own, and/or creating a condition that endangers or threatens property, not one's own.
- 2. Theft of Property.** Attempted or actual theft of property of the College or a Member of the College Community or other personal or public property.

Violations Against the College / College Community

- 1. Abuse of the Student Conduct System.** This violation encompasses but is not limited to:
 - a. Failure to obey the notice from the Student Conduct Officer or Title IX officer and/or hearing board to appear for a meeting or hearing as part of the student conduct system
 - b. Falsification, distortion, or misrepresentation of information before the Student Conduct Officer or hearing panel
 - c. Disruption or interference with the orderly conduct of a judicial proceeding
 - d. Knowingly initiating a judicial proceeding without cause
 - e. Attempting to discourage an individual's proper participation in, or use of, the judicial system
 - f. Attempting to influence the impartiality of a member of a judicial body before and/or during the judicial proceeding
 - g. Harassment (verbal or physical) and/or intimidation of a member of a judicial body before, during, and/or after a judicial proceeding
 - h. Failure to comply with the sanction(s) imposed under the Student Code of Conduct
 - i. Influencing or attempting to influence another person to commit an abuse of the judicial system
 - j. Making repeated or false reports of offenses through the Grievance or Student Conduct process
- 2. Acts of Dishonesty.** Having false or misleading information given to the College through a third party on behalf of the student; forgery, alteration or misuse of any College document, record, or instrument of identification; furnishing false information to any College official, faculty member, or office.
- 3. Disorderly or Disruptive Conduct.** Activities or behaviors that disrupt teaching, research, administration, conduct proceedings, online services, or other Technical College activities, including the public-service functions on or off-campus or other authorized non-college activities.
- 4. Gambling.** Including unlawful games of betting for money or anything of value .
- 5. Reasonable Request.** Failure to comply with a reasonable request from faculty, staff, college officials, or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- 6. Theft of Computer Time/ Unauthorized Use of Computers.** Including but not limited to:
 - a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose
 - b. Unauthorized transfer of a file
 - c. Unauthorized use of another individual's identification and password
 - d. Use of computer facilities to interfere with the work of another student, faculty member or College official

- e. Use of computer facilities to send obscene or abusive messages or to view obscene electronic information
 - f. Use of computing facilities to interfere with the regular operation of the college computing system
 - g. Violation of the College's Student Computer Use Policy and Internet Use Policy
 - h. Violation of the College's Student Printing policy or theft of printing services, in include unauthorized use of another individual's account
- 7. Trespassing/Unauthorized Entry.** Knowingly entering or remaining in a college building, office, room, or any other College property at any time without appropriate permission or authorization. This includes unauthorized possession, duplication or use of keys to any College premises.
- 8. Social Media and Other Electronic Platforms.** This Code governs behavior conducted through social media and other electronic platforms that is detrimental to the College, its students, faculty, or staff in their roles as members of the campus community. Chattahoochee Technical College reserves the right to take action that addresses policy violations through educational intervention or sanctions. This includes but is not limited to using social media and other electronic platforms to objectively and unreasonably interfere with another's legal rights or uses that create an objectively intimidating, hostile, or offensive environment.
- 9. Academic Misconduct.** The intentional act of deception in which a student seeks to claim credit for the work of another person or uses unauthorized materials or fabricated information in any academic work. Students are expected to be honest and ethical in their academic work.
- a. Plagiarizing any assignment or part of an assignment.
 - b. Copying and submitting another's work as one's own.
 - c. Using unauthorized notes or equipment (programmable calculator, PDA, cell phone, etc.) during an examination, proctored event, or any other assessed activity.
 - d. Stealing an examination or using a stolen examination for any purpose.
 - e. Allowing another student to have access to your work, thereby enabling that student to represent the work as his/her own.
 - f. Having someone else take a quiz or exam in one's place, taking an exam for someone else, assisting someone in any way during a quiz or exam, or using any unauthorized electronic device or another unauthorized method of support during a quiz or exam.
 - g. Falsifying or fabricating information such as data for a lab report.
 - h. Falsifying a patient's medical record, a student's clinical record, or any other student record, including a record of attendance.
 - i. Using or copying another person's electronic file or copying any electronic information or computer program.
 - j. Other forms of cheating or misconduct are forbidden, even if not listed here specifically.

Academic misconduct violations will follow the disciplinary measures set forth by Academic Affairs and will be addressed according to the Student Code of Conduct.

Violations Involving Weapons

- 1. Weapons.** The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on College premises shall be governed by Georgia state law. All individuals are expected to comply with the related laws. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises or use of any such item, or otherwise, any failure to follow laws pertaining to weapons is considered a violation of the Code.

- 2. Fire/Explosives Materials or Devices.** Any action that causes or attempts to create a fire or explosion (including bomb threats), false reporting of a fire, tampering of safety devices, and/or the failure to leave a College building during a fire alarm.

Violations Involving Substances

- 1. Alcohol.** Use, possession, or distribution of alcoholic beverages (except as expressly permitted by College regulations), and/or public intoxication on College's premises or at off-campus activities sponsored by the College. Alcoholic beverages may not, in any circumstances, be used by, possessed by, or distributed to any person under twenty-one (21) years of age or any violation of the Drug-Free School and Alcohol Prevention Policy.
- 2. Use of Tobacco Products.** Use of products in or around campus buildings except in marked designated smoking areas.
- 3. Controlled Substances.** Use, possession, manufacturing, or distribution of narcotics, or other controlled substances, and/or related paraphernalia except as expressly permitted by law or any violation of the [Drug-Free Schools and Communities Act](#).

Other / Unclassified Violations

- 1. Conduct Unbecoming of a Student.** Including but not limited to conduct that is disorderly, lewd or indecent; a breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at other locations where classes, activities, or functions sponsored or participated in by the College may be held.
- 2. Disruptive activity or behavior not previously specified.** Deemed to have a negative interference with the College, the College community, or to the student, staff, or faculty of Chattahoochee Technical College.

Section 3 – Conduct Processes

The process to address the alleged Student Code of Conduct violations has been established to provide the student with the due process while ensuring the safety of the college community as a whole. This process is static and may change only when extreme, unpredictable circumstances arise.

When a complaint is received, the Student Conduct Officer or his/her Designee will meet with the Respondent. The Respondent will be advised of the allegation(s), the student conduct process, and student's rights and responsibilities.

If, during this meeting, the Respondent accepts responsibility, then the student can choose between an informal resolution meeting with sanctions or mediation between the Complainant and Respondent. Please note: mediation will only happen if both parties agree. Mediation may never be used in cases of alleged sexual misconduct.

If, during the meeting, the Respondent does not accept responsibility, then the Student Conduct Officer or a designee will initiate an investigation. The Student Conduct Investigator will interview all parties involved and determine whether the Respondent committed the alleged conduct and whether the alleged conduct constitutes a violation of the Student Code of Conduct. If the Student Conduct Investigator does not find any evidence of a potential violation of the Student Code of Conduct, the Student Conduct Investigator can recommend that the Student Conduct Officer dismiss the case.

If the Student Conduct Investigator finds any evidence of a potential violation of the Student Code of Conduct, the investigator can recommend that the case moves forward to a Formal Hearing Process.

Please note: All meetings will be recorded for the accuracy of the information and will remain confidential. This is permitted under the [Georgia Recording Law](#).

Informal Resolution Meeting

The Student Conduct Investigator will request an initial meeting with the Complainant, Respondent, and/or witnesses to determine whether the Respondent committed the alleged conduct and whether the alleged conduct constitutes a violation of the Student Code of Conduct. The Respondent will be advised of the allegation(s), the student conduct process, and the student's rights and responsibilities. Every effort will be made to resolve the matter by mutual agreement. Following the preliminary meeting(s), a report will be sent to the Student Conduct Officer who will take one of the following actions:

- a. If the Respondent fails to respond to a meeting request and / or fails to appear, the Student Conduct Officer may consider the available evidence without the Respondent's input and make a determination. If the Student Conduct Officer finds the Respondent responsible, s/he may impose sanctions. The Respondent will be notified of the sanction via his or her official college email address and/or certified mail. The Respondent will be granted (five) 5 Business Days to appeal the sanction to the Vice President of Student Affairs.
- b. If there is no basis for the allegation or if it does not warrant disciplinary action, the Conduct Officer will dismiss the allegation.
- c. If the Respondent accepts the responsibility of the alleged violations, sanctions will be determined by the Student Conduct Officer. However, depending on the severity of the alleged violation(s), sanctions may be referred to the Student Conduct Panel.

Interim Contact Restrictions. 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 all allegations against him/her. However, an interim suspension may be imposed upon a finding by the Student Conduct Officer that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and wellbeing of the accused student or any other member of the College community or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other College-related activities. If an interim disciplinary suspension is imposed, the matter must be referred to the Hearing Panel.

Formal Hearing Process

The Respondent may choose an Administrative Meeting or Student Conduct Panel Hearing unless extenuating circumstances require a panel hearing.

Administrative Meeting

- a. The Respondent will receive a letter identifying charges for the alleged violations. The charge letter will specify allegations of misconduct in sufficient detail to enable the Respondent to respond.
- b. The Respondent will be required to attend an Administrative Meeting with the Student Conduct Officer within five (5) Business Days from the date of the charge letter from the Student Conduct Officer. If the Respondent fails to schedule or attend the required Administrative Meeting with the Student Conduct Officer, the Student Conduct Officer may proceed with the case in the Respondent's absence, including making an administrative decision about the Respondent's responsibility regarding the charges.
- c. At the Administrative Meeting, the Student Conduct Officer will review the Code of Conduct with the Respondent and provide the following:
 - i. an explanation of charges;
 - ii. a copy of the Code, upon request;

- iii. a copy of the complaint, upon request;
- iv. a review of the Respondent's due process rights:
 1. the right to a notice in writing of all charges; and
 2. the right to a fair and impartial meeting resolution which may not include the person(s) who brought the charges;
- v. an explanation of the Student Conduct process, including:
 - the opportunity to admit or deny responsibility for the alleged violation, and choose between having the Student Conduct Officer resolve the case administratively or having the Student Conduct Hearing Panel resolve the case
 - the right to introduce documents, to call witnesses, and to present other evidence during a conduct proceeding. NOTE: The right to call witnesses is accompanied by the obligation to provide the name(s) of and rationale for each witness, in writing, at least two (2) Business Days in advance of a meeting or hearing to the Student Conduct Officer;
 - the right to pose questions of witnesses presented against the Respondent at a student conduct proceeding. All questions posed by the Respondent are to be directed towards the Student Conduct Officer during proceedings;
 - the right to not be compelled to be a witness against oneself or to have his or her silence taken as an indication of responsibility for a violation;
 - the right to be accompanied by an advisor of his or her choice according to Section 1 of the Student Code of Conduct. Advisors acting out of order, as determined by the Student Conduct Officer or his/her Designee, will be asked to leave the hearing/meeting;
 - the right to request postponement of a disciplinary proceeding if circumstances warrant. In most cases, a postponement will only be granted due to an academically related commitment. The decision to postpone a conduct proceeding rests with Student Conduct Officer; and
 - the right to appeal the decision of a conduct proceeding under the Student Code of Conduct appeal procedures.

No later than twenty (20) Business Days after meeting with the Respondent, an official investigation will be completed. Depending on the alleged violation(s), more time may be needed to complete the official investigation in which case the Respondent will be notified in writing.

Student Conduct Hearing Panel

The Student Conduct Hearing Panel will conduct a formal hearing on all cases assigned to them to review the evidence and recommend a finding of responsibility and disciplinary actions to the Student Conduct Officer. The Student Conduct Officer will arrange the meeting and the chairperson for the meeting(s) will develop a written statement of the findings and recommended action(s) from the Student Conduct Panel. The panel hearing will follow the procedures outlined below.

Please note: All meetings will be recorded for the accuracy of the information and will remain confidential. This is permitted under the [Georgia Recording Law](#).

- a. At the beginning of the hearing, the Respondent will be introduced to others who are present. The Respondent will be informed of standards alleged to have been violated and will be advised that he/she has rights specified in Section B.1.c.v.
- b. The chair will read the incident report and ask the Respondent to respond.
- c. If present, the Complainant will have an opportunity to describe what happened, and the Respondent will have a chance to respond.
- d. If present, witnesses will be asked to describe what happened, and the Respondent will have a chance to respond.

- e. All communication between the Respondent, Complainant, and witnesses will be directed to the chairperson. The chairperson will decide which questions to ask of each person.
- f. The chairperson may reasonably limit the scope and time devoted to each matter or item of discussion during hearings, as well as the number of persons testifying.
- g. The chairperson will decide the order of witnesses and when the Complainant and witnesses will be in the hearing room.
- h. The chairperson and/or members of the Student Conduct Hearing Panel may ask questions of any Respondent, Complainant, or witness during the hearing.
- i. After the hearing, the Respondent, Complainant, Advisors, and witnesses will be asked to leave the room. These individuals will not be present during the deliberations of the student conduct panel. A decision letter will be sent to the Respondent within five (5) business days after the hearing. The Complainant will receive a notification of the panel's decision.

Sanctions, Appeals, and Disciplinary Impact

Sanctions are penalties that are imposed upon a respondent that, through due process, has been found to be responsible for a Student Code of Conduct Violation. Sanctions are divided into two categories, sanction applicable to an Informal Resolution Meeting and sanctions applicable to a Formal Resolution Meeting.

In determining appropriate sanctions for violations of the Student Code of Conduct consideration may be given to:

- The nature of the severity of, and circumstances surrounding the violation.
- The student's or organization's acceptance of responsibility.
- Conduct history of the student or organization.
- The impact of a sanction on a student or other students in the organization.
- Previous cases involving similar conduct.
- Any other information deemed relevant by the Student Conduct Hearing Panel or the Student Conduct Officer.

Types of Sanctions – Informal Resolution Meeting

Warning: A warning to the student that the behavior is unacceptable and that if the pattern of behavior continues, the student will face disciplinary action up to and including suspension from the College. Verbal warnings will be documented by the instructor or College official and included as evidence in the event of subsequent violations.

Reprimand: A written reprimand may be given to any student. Such a reprimand does not restrict the student in any way. Still, it signifies to the student that he/she is, in effect, being given another chance to conduct himself/herself as a proper member of the College community and that any further violation may result in more severe sanctions.

Educational Assignment: Educational sanctions may include work assignments, essays, community service, participation in college-sponsored programs or activities, behavioral contracts, alcohol and/or drug education and counseling with a certified drug and/or alcohol counselor, and other related educational assignments.

Types of Sanctions – Formal Resolution Meeting

Formal Resolution Meeting sanctions include all Informal Resolution sanctions and the following additional 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.

Restriction: A restriction upon a student's privileges for a period of time may be imposed. This restriction may include but is not limited to, denial of the right to represent the College in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.

Disciplinary Probation: Continued enrollment of a student on disciplinary probation may be conditioned upon adherence to specified terms. Any student placed on disciplinary probation will be notified of the terms and length of probation in writing. If the student is found "in violation" of these terms or for violating another part of the Student Code of Conduct after due process, more severe sanctions may be imposed as specified by the terms of probation, such as suspension. Restrictive conditions may be imposed and vary according to the severity of the violation. While on Disciplinary Probation, restrictive conditions may include, but may not be limited to the following: loss of good standing, which may become a matter of record; denial of the privilege to occupy a position of leadership or responsibility in any College registered student organization, publication, or activity, or ability to represent the College in an official capacity or position; denial of use of College facilities; or no contact with another specified person(s). Under Disciplinary Probation, the student may continue to attend classes and is given a chance to show capability and willingness to act in accordance with College rules, however, if the student is subsequently found in violation of a rule. In contrast, on Disciplinary Probation, the College may suspend the student from the College. While on Disciplinary Probation, a disciplinary hold will be placed on a student's record during the probation period.

Disciplinary Suspension: If a student is suspended, he/she is separated from the College for a stated period of time. This includes but not limited to, not being enrolled in classes, participate in College-related activities, whether they occur on or off-campus, may not be an active member of a Registered Student Organization, may no longer use College facilities, may no longer be permitted on College property, and may not be employed by the College. Depending on the violation, a student may not be permitted to re-enroll, resume courses, and/or take courses from specified instructors in the original program of study in which the violation took place. This determination is set forth and established by the Dean of the program of study.

Conditions of reinstatement, if any, must be stated in the notice of disciplinary suspension. A student under disciplinary suspension may not otherwise be present on College premises unless authorized in writing in advance under conditions approved by the Student Conduct Officer or his/her Designee for a limited specified purpose. Student are subject to the standard refund period as established by the Technical College System of Georgia.

A disciplinary hold will be placed on a student's record during the suspension period.

If a Respondent chooses to withdraw from a course or Chattahoochee Technical College, all sanctions will stand, even if the Respondent returns at a later date.

Appeals

Upon the conclusion of either the Informal Meeting Resolution or the Formal Meeting Resolution, the sanctioned Respondent may appeal the decision established by the Student Conduct Officer or the Conduct Hearing Panel. The appeal process is as follows:

- a. Appeals are to be submitted in writing with the Vice President of Student Affairs within five (5) Business Days of the decision. The Vice President of Student Affairs will accept the appeal by email or mail within the allotted period indicated in the Respondent's decision letter. Please note, if the decision letter states that the Respondent may not be permitted to re-enroll, resume courses, and/or take courses from specified instructors in the original program of study in which the violation took place, this appeal should be submitted to the Vice President of Academic Affairs.
- b. Appeals requests are limited to the following grounds:
 1. A procedural or substantive error occurred that significantly impacted the outcome of the decision. The specific error(s) alleged to have occurred must be identified in the appeal request.
 2. The sanctions imposed are substantially outside of the guidelines set by Chattahoochee Technical College for this type of offense or the cumulative conduct record of the sanctioned student.
- c. The Vice President of Student Affairs reviews all appeals unless it's related to the note in 3.a above. A decision concerning said appeal shall be determined no less than five (5) Business Days and no more than fifteen (15) Business Days from the date the student requests the appeal. All decisions established by the Vice President of Student Affairs and or Vice President of Academic Affairs are final.
- d. The Vice President of Student Affairs may decide on one of the following as a result of the appeal request:
 1. Uphold the decision of the hearing panel or the Student Conduct Officer. In this instance , the case will not be reheard or modified, and the original decision and sanctions stand.
 2. Uphold but modify. In this instance, the Vice President of Student Affairs may elect to uphold the decision established by the hearing panel but modify the sanctions imposed.
 3. Appeal granted. The Vice President may determine that either insufficient due process was given to the individual. Therefore the initial decision is vacated, and the violation is returned to a hearing panel for a new hearing.

Disciplinary Impact

Once sanctions have been imposed and the appeals process has expired, there may be an outstanding impact of the sanctions placed on a student. They are as follows:

- a. **Conditions of Disciplinary Suspension.** A student who has been suspended from the College shall be denied all privileges afforded a student and shall be required to vacate College premises at a time determined by the Student Conduct Officer or his/her Designee.

Also, after vacating the College Premises, a suspended student may not enter upon the College premises at any time, for any purpose, in the absence of written permission from the Student Conduct Officer or his/her Designee. A suspended student must contact the Student Conduct Officer or his/her Designee for permission to enter the College premises for a limited, specified purpose.

A scheduled appeal hearing before the Student Conduct Hearing Panel shall be understood as express permission from the Student Conduct Officer for a student to enter the technical college premises for the duration of that hearing.

- b. **Withdrawals/Completion of Semester with Pending Disciplinary Action.** Students who elect to withdraw during a semester when they have a pending disciplinary action will still be held accountable for the alleged behavior, and the conduct process will continue. Students who elect to remain registered

for a class may continue in their studies until a conduct process has concluded, except for instances where the interim suspension is required for the safety and wellbeing of the college community.

A student who elects to withdraw from the College will be subject to the standard refund period as established by the Technical College System of Georgia.

- c. **Administrative Withdrawal of Students.** A student may be administratively withdrawn from the institution when, in the judgment of the Vice President for Student Affairs, the Vice President for Academic Affairs, and relevant healthcare practitioner (if required): (1) it is determined that the student suffers from a physical, mental, emotional, or psychological health condition which: (a) poses a significant danger or threat of physical harm to the student or to the person or property of others, (b) causes the student to interfere with the rights of other members of the school or with the exercise of any proper activities or functions of the school or its personnel, or (c) causes the student to be unable to meet institutional requirements for admission and continued enrollment; or (2) if a student is suspended. They will be administratively withdrawn from their course(s) and receive a “W.”

Students who are administratively withdrawn from the College will be subject to the standard refund period as established by the Technical College System of Georgia.

Section 4 – Filing a Report and Reporting Parties

Filing a Report

The established method for filing reports is through the Advocate system link available on the College’s website via [Concerns and Complaints](#).

Reporting Parties

Any member of the College community may report violations of the Code of Conduct to be investigated. This includes students, faculty, staff, administration, campus police, or community members/partners. Individuals who report violations of Student Conduct cannot be guaranteed anonymity during an investigation. Additionally, contact information from the Complainant is crucial to best process a case.

Suggested Timeline for Reporting and Investigations (in Business Days)

Day 1:	Incidents are reported according to categories via the Concern and Complaints page
Day 2-6:	Preliminary investigation
Days 7 – 12:	Establishment of Administrative Meeting or Student Conduct Panel Hearing
Days 13 – 20:	Student Conduct Panel Hearing held, sanctions imposed

Please note: Depending on the violations, more time may be required.

Section 5 – Applicable College Organizations and Affiliations

- a. **Registered Student Organizations.** The Student Code of Conduct applies equally to individual students and Registered Student Organizations. Organizations will be held accountable for violations of the Student Code of Conduct if the alleged violations took place in the name of or due to the activities or actions of the organization rather than just the actions of a few students who share membership in a

common organization. Organizations follow the same conduct processes as individual students. Still, all cases of an alleged violation of the Code of conduct by an organization will automatically be placed before a hearing panel.

- b. Registered Student Organizations and Competitive Activities.** Travel is a privilege afforded to our faculty, staff, and students by Chattahoochee Technical College, and it should not be considered a right. Therefore, as organizations plan to travel with students, regardless of the number of attendees, all travel policies should be respected and adhered to in the strictest of sense. While off-campus on school business, any location should be considered an extension of Chattahoochee Tech and treated appropriately. Any faculty, staff, student, or organization with repeated instances of disregard for CTC and state travel policies may have their travel rights revoked.
- c. Study Abroad.** Study Abroad provides students and faculty to expand their knowledge on a specific subject matter by traveling overseas for an experiential learning experience. Since traveling with Study Abroad is an extension of the classroom environment, all Student Conduct regulations apply at all times. Additionally, all state and college travel policies should be respected and adhered to in the strictest sense. While off-campus on school business, any location should be considered an extension of Chattahoochee Tech and treated appropriately.

Students violating the Code of Conduct may be immediately sent home from the Study Abroad event should the faculty/staff/administrator responsible for the group overseas deem it necessary for the safety and wellbeing of all students/faculty. Even if a student does not need to return early from a Study Abroad trip, if it is determined that a violation was possible, the College will follow the appropriate process for the alleged violation.

Section 6 – Grievances and Complaints

It is the policy of Chattahoochee Technical College, a unit of the Technical College System of Georgia, to maintain a grievance process available to all staff and students that provide an open and meaningful forum for grievances, the resolution of grievances, and is subject to clear guidelines. This procedure does not address grievances related to unlawful harassment, discrimination, and/or retaliation for reporting harassment/discrimination against students. The Title IX Coordinator handles those complaints.

All parties have the right to submit and discuss grievances without fear of preconceptions or prejudice due to prior experiences on the admin's part. All grievances will be treated unbiasedly until facts prove it should be handled in a differing manner.

Repeated filings of the same complaint, filings of a frivolous nature, or capricious complaints made against school personnel and policies will be considered an abuse of the student complaint process and will be dismissed. The grievance process is not designed to replace open communication and understanding, which are vital to the academic process.

Please note: All meetings will be recorded for accuracy of the information, which will remain confidential. This is permitted under the [Georgia Recording Law](#).

Complaints Procedure

- 1. Informal Procedure:** In order to properly investigate, a student has up to 6 months from the date of the incident being grieved to resolve the complaint informally by meeting with the College faculty or staff member directly involved in the incident. It is incumbent upon the student to document the date, time, and place of the meeting as well as the concern. If the grievance is not informally resolved after

attempting, then the student may proceed to the formal grievance process any time before the six (6) month period ends.

2. **Formal Procedure:** To submit a grievance/concern at the local College level, please access the [Concerns and Complaints](#) page via the Chattahoochee Technical College website. The student has up to six (6) months from the date of the incident and/or informal meeting to submit a formal grievance/concern.
3. **Processing by Conduct Officer:** The Student Conduct Officer or his/her Designee will have fifteen (15) Business Days to investigate and respond to the student. In complex cases, the Student Conduct Officer may notify the student that an additional fifteen (15) Business Days will be needed to respond. The response will be sent via email to the student college email address or to the private email address provided on the form if the grievant is not a student.
4. **Appeal of Conduct Officer Decision:** If a student is unsatisfied with the response from the Student Conduct Officer, the student may appeal his/her decision to the Vice President of Student Affairs for the College within five (5) Business Days of receipt of the Student Conduct Officer response. The student must provide all relevant documents with his/her appeal, as the appeal will be decided based entirely upon the documentation provided with the appeal. The Vice President of Student Affairs and his/her appeals committee will decide within ten (10) Business Days of receipt of the appeal. The Vice President of Student Affairs decision is final.

Complaint Procedure for Faculty / Staff

1. The Student Conduct Officer or his/her Designee will notify the faculty/staff member that a grievance has been filed against the faculty/staff member, which will include information about the grievance.
2. Within 5 – 7 days of receiving the grievance, the Student Conduct Officer or his/her Designee conduct a fact-finding meeting with the faculty/staff member as a part of the investigation.
3. The faculty/staff person may provide additional information in writing within three (3) Business Days to the Student Conduct Officer after their initial meeting.
4. Once the grievance process has been completed, the Student Conduct Officer or his/her Designee will share the outcome in writing with the faculty/staff member, as well as that person's supervisor.

Faculty/staff have the right to be accompanied by an advisor of his or her choice, according to Section 1 of the Student Code of Conduct.

Applicability

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

Referred Complaints

The following forms of complaints will be referred to the appropriate administrator:

Academic Grade Appeals	Academic Affairs
Classroom Management	Academic Affairs
Harassment	Title IX/ Equity Coordinator
Sexual Harassment/ Sexual Violence	Title IX/ Equity Coordinator
Discrimination	Title IX/ Equity Coordinator
Section 504/ADA	Section 504/ADA Coordinator

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

Chattahoochee Technical College, the Technical College System of Georgia and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following persons have been designated to handle inquiries regarding the nondiscrimination policies: the Chattahoochee Technical College Title IX Coordinator, Shanequa D. Warrington, 980 South Cobb Drive, Building C 1102B, Marietta, GA 30060, 770-975-4023 or sdwarrington@chattahoocheetech.edu, and the Chattahoochee Technical College Section 504/ADA Coordinator Caitlin Barton, 5198 Ross Road, Building A1320, Acworth, GA 30102, 770-975-4099, or Caitlin.Barton@ChattahoocheeTech.edu, and the Chattahoochee Technical College Section 508/ADA Coordinator Stephanie Meyer, 980 South Cobb Drive, Building A 2114, Marietta, GA 30060, 770-528-3761, or Stephanie.Meyer@Chattahoocheetech.edu.

Disclaimer: The College reserves the right to make changes in the Student Code of Conduct and Grievances Handbook at any time. The Handbook is formally reviewed and updated each spring semester. Suggestions and updates may be sent to grievances@chattahoocheetech.edu for consideration in the next review process. Revised 4/2021