

# STUDENT SUPPORT SERVICES AND CAREER PLACEMENT

## STUDENT SUCCESS CENTER

The philosophy of Wiregrass Georgia Technical College is that a student's career path should be one suited to him or her and that each student should receive the guidance and support needed to succeed academically, from the initial term of enrollment through graduation. The Student Success Center (SSC) is designed to support these goals by providing individualized guidance to students from the time they attempt to select a program of study to the time they receive their degree, diploma, or certificate. Services offered through the Student Success Center include career counseling, career assessment, pre and post-placement test remediation, tutoring services, study skills assistance, email and BanWeb training, and general problem resolution assistance.

### Career Counseling

Career counseling is available upon request to both potential and current students. Counseling sessions provide individuals with the information necessary to make more realistic and informed choices about careers. Career counselors meet with students to review all program options (including wage data), discuss the students' interests, academic history, work history, and other areas of concern. Information available to students includes:

- Extensive information on individual programs of study
- Employment trends and salary ranges from regional and national sources including Georgia Career Information System (GCIS)
- In-depth program information provided through meetings with program coordinators or other instructors
- Career assessment (interest and/or aptitude testing)

### Career Assessment

A person's success in a given field depends on his or her interest in the field and on his or her potential to learn and excel in that area of work. Standardized career assessment is available to assist students in exploring career opportunities by discovering their interests, aptitudes, and abilities in different types of employment. Career assessment tools currently being utilized to assist the student and counselor in making an informed career path choice include Career Scope, GCIS, and GACollege 411/gafutures.

### Post-Placement Test Remediation

The Student Success Center (SSC) offers brief web-based tutorial sessions, free of charge, to students who earn placement test scores at or above the 0090 placement score level, if time permits, prior to the beginning of the subsequent semester. After receiving prescribed assistance, students are allowed to retest (a \$5 retest fee per section applies). Those earning the necessary scores upon retest will not be required to take a Learning Support class. Students who do not earn the minimum scores required by their program will be required to enroll in the appropriate Learning Support class(es) where they will receive more extensive remediation.

### Tutorial Services

Any student experiencing academic difficulties in math, English, or entry level computer courses may receive tutoring services free of charge. For information on tutors' schedules, students may contact the Student Navigator or the Student Success Centers. No appointment is necessary for tutoring.

### Self-Help Website Information

Stations have been established within the SSC for those students needing assistance in specific areas of study and who wish to help themselves to the information available on free tutorial websites. Multiple sources of excellent tutorial assistance are available on a variety of subjects and provide a tremendous source of academic assistance for students.

## **Assistance to Students on Academic Probation**

Students who are experiencing difficulties resulting in Academic Probation and Dismissal are referred to the Student Success Center for assistance. SSC staff will meet with students to discuss issues that contributed to their academic problems. Meeting with SSC staff and developing a plan to address academic issues can place a student on the path towards success.

## **Assistance to Students on Academic Dismissal**

Students on Academic Dismissal, as a part of the re-admit process, may be directed to contact the SSC to schedule an appointment for career counseling, which can include interest and aptitude testing to help determine whether or not the student should remain in his or her current program of study. Upon request of counseling, SSC staff will meet with the student, review his or her academic history, and suggest appropriate remediation and/or recommend the student consider changing to a program of study to which he or she is better suited. For students under evaluation by the re-admit committee, consideration will be given to Career Scope results and the recommendations of SSC staff.

## **BanWeb and Student Email Training**

WGTC utilizes Banner (used by staff and some faculty) and BanWeb (used by some faculty and all students) as its databases to record and manage demographic information, schedules, grades, and other academic information related to each student. Learning to use BanWeb effectively will allow students to review their transcripts, check on their financial aid status and manage other aspects of their student record. Free training on BanWeb and on student email, the primary form of communication between the college and its students, is available in the Student Success Center on each campus.

## **ADDITIONAL SUPPORT SERVICES**

### **Services to Students in Special Populations**

Wiregrass Georgia Technical College provides support services for students who are in special population categories including single parents, displaced homemakers, economically disadvantaged, non-traditional (students enrolled in programs non-traditional for their gender), ESL students (students whose first language is not English), and students with disabilities. Students who self-disclose that they meet special population criteria are notified of support services through a variety of media, including mail-outs, student e-mail, flyers, and on-campus television announcements. Support services include Lunch and Learn sessions, connections groups, and counseling opportunities.

### **Lunch and Learn**

Lunch and Learn sessions are offered free of charge to currently enrolled special populations students and are designed to help attendees build a range of skills such as financial management and planning, nutrition basics, study skills, stress management, and parenting skills. Sessions are generally offered at noon and last approximately 50 minutes. Lunch is provided. Flyers and other announcements notify students of upcoming events. Sessions are offered on all campuses on a regular basis and are organized by the Special Populations/Disabilities Coordinators.

### **Connections Sessions**

Connections sessions for specific special populations are offered at regular intervals. Students in special populations groups are notified via e-mail of connections group opportunities for their category. These sessions allow individuals the opportunity to meet and share with others who may have similar interests and/or face similar challenges.

### **Services to Students with Disabilities**

Wiregrass Georgia Technical College provides equal educational opportunities to qualified students with documented disabilities. Assistance is available for students with physical or psychological disabilities or with learning disorders, including but not limited to attention deficit disorder, acquired brain injury, and specific learning disabilities. To receive services, students must self-disclose, request accommodations, and provide documentation that meets

the guidelines set forth by the college and by the Technical College System of Georgia. Evaluations submitted as documentation must clearly indicate that a physical, psychological, or learning disorder is present and substantially limits one or more of the major life activities. For all types of disabilities, reasonable accommodations are provided in order to offset as much as possible the effect the disability may have on learning, classroom performance, and testing. Based on the students' documentation and a personal interview, an accommodation plan is developed by the Special Populations/Disabilities Coordinator. Accommodations may include, but are not limited to the following:

- Assistive technology (e.g. magnification software, hearing amplification devices, electronic readers)
- Extended time for tests (extended time is not allowed for course criteria that require time as part of the competency; for example, typing speed of 25 words per minute)
- Note takers
- Preferred seating in classrooms
- Permission to use audio tapes for classroom lectures
- Sign language interpreters

To request reasonable accommodations based on valid documentation or to schedule an appointment to receive additional information, students should contact the Special Populations/Disabilities Coordinator. If the coordinator is not available, students may contact the staff in the Student Success Center.

### **Substance Abuse Awareness/Counseling Referrals**

Wiregrass Georgia Technical College provides students and faculty with opportunities to receive information on drug and alcohol abuse. While WGTC does have a Zero Tolerance Policy on drugs and alcohol, we provide information and confidential referrals for professional assistance to those suffering from the disease of addiction. Persons seeking referrals should contact the Special Populations/Disabilities Coordinator. If the coordinator is not available, students may contact staff in the Student Success Center.

### **Personal Counseling**

Personal counseling is offered on the Valdosta campus free of charge to all currently-enrolled students. Wiregrass Georgia Technical College has a collaborative agreement with Valdosta State University's Marriage and Family Therapy Program whereby their graduate interns provide private confidential counseling sessions to students enrolled at WGTC. Students on all campuses may contact FamilyWorks at (229) 219-1281 and identify themselves as WGTC students to arrange for free counseling sessions at FamilyWorks on the VSU campus. Students may also be referred to outside agencies for counseling. Please contact the Special Populations Coordinators or Student Success Center for referral assistance.

## CAREER PLACEMENT AND FOLLOW-UP

The purpose of the Career Services office at Wiregrass Georgia Technical College is to assist current students and graduates in obtaining gainful employment in their field of study or other chosen area. The Career Services office partners with business and industry to provide information about available job openings in the community. These job opportunities are displayed in the Career Services office, shared with faculty, students, and graduates.

The Career Services office use NACElink Career Services Manager Jobs Link System by Symplicity for job postings. Students may register for Career Services assistance and information about job openings by completing a profile at <https://wiregrassgtc-csm.symplicity.com/students>.

The Career Services office now offers a new online career services software program for our students, alumni, and employers. The NACElink CSM Jobs Link system allows employers to post their own job openings and students and students/alumni to apply for these job openings directly in the system by completing a profile.

To sign up, please visit <https://wiregrassgtc-csm.symplicity.com/students/>

The Career Services office also provides assistance with resume preparation and interviewing skills, arranges for employers to visit campuses, hosts job fairs and workshops, and conducts follow-up with graduates to assist in job placement.

All students and graduates are encouraged to contact the Career Services office for assistance.

# STUDENT ORGANIZATIONS AND ACTIVITIES

Student organizations and activities are an integral part of student life at Wiregrass Georgia Technical College and are strongly supported by the faculty and staff. Because the faculty and staff believe that a student's academic life is greatly enhanced through involvement in activities that develop and promote professionalism and interaction with other students, all students are strongly encouraged to participate in one or more of several student professional organizations supported by the college.

## **Association of Surgical Technologists Student Association (ASTSA)**

The Association of Surgical Technologists Student Association promotes leadership and education for program surgical technology students through planned activities within Wiregrass Georgia Technical College and through planned seminars around the state and nation. ASTSA is nationally affiliated with the Association of Surgical Technologists (AST). Its leadership consists of club officers and a club advisor.

## **Dental Assisting Technology Student Organization (DATSO)**

The purpose of DATSO is to advance the science of dental assisting technology. Students enrolled in the Dental Assisting program have the opportunity to participate in this organization. This group works to promote public awareness of good oral health, provide community service during dental clinics, and improve student awareness of the profession. The organization is affiliated with the Georgia Dental Association for Expanded Functions (GDA) and the American Dental Assistants Association (ADAA).

## **Future Educators Association (FEA)**

The Future Educators Association allows students that are interested in early childhood care and education to further their education skills, build relationships with colleagues and community, and increase their leadership skills. Students involved in the FEA will benefit from knowledgeable public speakers, community relations projects, and informative meetings and conferences that allow members to showcase their passion and skills.

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

Phi Beta Lambda (PBL) is the college counterpart of the secondary level Future Business Leaders of America and consists primarily of students in business programs. PBL members organize and sponsor various activities on and off campus that promote leadership and professionalism. PBL members also participate in competitive events at the local, state, and national levels. WGTC has a state and national level affiliation with PBL, and their leadership consists of club officers and faculty advisors.

## **National Technical Honor Society (NTHS)**

NTHS is an organization for honor students where membership is by invitation only. Full-time and part-time students are recommended for membership by their instructors, approved by the administration, and must meet local and national membership standards. Membership is determined by overall grade-point average, work ethics, and professionalism. WGTC has a state and national affiliation with NTHS and is governed by selected student officers and a faculty advisor.

## **SkillsUSA**

SkillsUSA is a professional student organization that consists of students from technical trades, health occupations, and business programs. SkillsUSA members participate in activities that promote leadership and professionalism through competitive events at the local, state, and national levels, as well as through various community service functions each year. SkillsUSA has a state and national level affiliation with SkillsUSA, Inc. SkillsUSA leadership consists of elected student officers and faculty advisors.

## **Society of Radiologic Technology Students**

The Society of Radiologic Technology Students is composed of students in the Radiologic (X-ray) Technology program. Students compete in local and state competitions designed to promote technical and leadership skills in categories related to the education and training received in the program.

## **Student American Dental Hygiene Association (SADHA)**

The Student American Dental Hygiene Association is an organization for students enrolled in the Dental Hygiene program. This organization supports student participation in networking, clinics, and competitions. SADHA is a component of the American Dental Hygiene Association, a constituent of the Georgia Dental Hygienists' Association, and is affiliated nationally with Sigma Phi Alpha. SADHA is governed by student officers and a faculty advisor.

## **Student Government Association**

Student Government Association (SGA) is a representative body of students composed of students from each diploma and degree program at Wiregrass Georgia Technical College. The members are trained to foster the general welfare of students through committee work, volunteer experience, and leadership skills training. Composed of representatives from each instructional program, governed by the SGA Constitution, and led by a staff of elected student officers, SGA voices students' issues concerning school policy, rules, and practices. SGA also provides activities which are open to the entire student body each semester. By assisting other student organizations, SGAC is able to serve the WGTC student population. SGA has a state-level affiliation with the Statewide Student Government Association of Georgia's Technical Colleges.

## **Student Professional Development Network (SPDN)**

Student Professional Development Network (SPDN) is designed to advance workforce development and leadership development for the 21st century economy, strengthen the skills and business contacts for students, and increase the opportunities for employment and promotion. The organization's activities include meetings with business leaders from the WGTC service area, leadership conferences, community service projects, and other networking events. SPDN is open to all students and has officers as well as a faculty advisor.

## **Student Veterans of America (SVA)**

The mission of SVA is to provide military veterans with the resources, support, and advocacy needed to succeed in higher education and following graduation. SVA is a coalition of student veterans groups on college campuses across the globe. These member chapters are the "boots on the ground" that help veterans reintegrate into campus life and succeed academically. SVA is open to both veterans, and non-veterans who would like to be supportive of veterans. SVA's leadership consists of club officers and faculty advisors.

## **Wiregrass Georgia Tech Collegiate Fellowship (WGTCF)**

All Wiregrass Georgia Technical College students are invited to join and participate in the activities of the WGTCF. The purpose of the organization is to provide members with opportunities to grow, learn, and develop in Christian faith and fellowship. WGTCF members participate in local ministries and in community activities, such as service to The Haven and area nursing homes. This organization is affiliated with the VSU Baptist Collegiate Ministries.

## **Wiregrass Health Information Technology Students (WHITS)**

WHITS organized itself out of a necessity to proclaim its program's existence. Often WHIT gets less attention compared to the other well-known vocational programs due to lack of knowledge about the subject. Information and technology is the foundation of healthcare quality. Through WHITS, students of varying types of backgrounds come together to network with each other in the realm of HIT and bring awareness to others. Members attend South Georgia Health Information Management meetings each semester to gain knowledge of healthcare issues in our region.

**Student meetings or assemblies on campus must be approved by the President or appointed representatives.**

# GENERAL POLICIES AND PROCEDURES

## WIREGRASS GEORGIA TECHNICAL COLLEGE STUDENT CONDUCT CODE

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

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

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

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

Generally, Wiregrass Georgia Technical College jurisdiction and discipline shall be limited to conduct which occurs on WGTC premises, off-campus classes, activities or functions sponsored by WGTC, an examination or any other written or oral work submitted for evaluation and/or a grade, or which otherwise adversely affects members of the Wiregrass Georgia Technical College Community and/or the pursuit of the Technical college's objectives.

Any Wiregrass Georgia Technical College student, acting individually or in concert with others, who violates any part of the Student Conduct Code, shall be subject to disciplinary sanctions outlined in the Student Disciplinary Policy and Procedure. If and when it is necessary to discipline students to maintain safety, order, discipline, and other educational process, the instructor of the training area may refer any person from the training area to the appropriate administrative office. In doing so, the instructor will identify the reason for the referral. When any student has been instructed to leave the instructional area due to unruly or disruptive behavior, the Vice President for Academic Affairs must be notified immediately. No student will be allowed to return to the instructional area until counseling and/or disciplinary action has been taken.

## ACADEMIC MISCONDUCT

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

- 1. Aiding and Abetting Academic Misconduct** – Knowingly helping, procuring, encouraging, or otherwise assisting another person to engage in academic misconduct.



## 2. Cheating

- a. Use and/or possession of unauthorized material or technology during an examination, or any other written or oral work submitted for evaluation and/or a grade, such as tape cassettes, notes, tests, calculators, computer programs, cell phones and/or smart phones, or other electronic devices.
- b. Obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person's knowledge.
- c. Furnishing assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade to another person.
- d. Possessing, using, distributing or selling unauthorized copies of an examination, computer program, or any other written or oral work submitted for evaluation and/or a grade.
- e. Representing as one's own an examination or any other written or oral work submitted for evaluation and/or a grade taken by another person.
- f. Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.
- g. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.
- f. 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

### 1. Behavior

- a. Indecent Conduct: Wiregrass Georgia Technical College prohibits lewd, or indecent conduct, or distribution of obscene or libelous written or electronic material.
- b. Violence: Wiregrass Georgia Technical College prohibits physical abuse of any person (including dating violence, domestic violence or sexual violence) on the college premises or at technical college-sponsored or technical college-supervised functions, including physical actions which threaten or endanger the health or safety of any such persons. This includes fighting and/or other disruptive behavior, which includes any violence or threat of action which endangers the peace, safety, or orderly function of the college, its facilities, or persons engaged in the business of WGTC. **Note:** Certain physical abuse may also be considered unlawful harassment.

- c. Harassment: Wiregrass Georgia Technical College prohibits unlawful conduct based on race, color, creed, national or ethnic origin, gender, religion, disability, age, genetic information, political affirmation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status addressed directly to any individual or group that has the purpose or effect of unreasonably and objectively interfering with that individual or group's: (1) performance, (2) work or educational environment or (3) ability to participate in an educational program or activity. The WGTC also prohibits stalking, or other behavior which objectively and unreasonably interferes with another's legal rights or creates an objectively intimidating, hostile, or offensive environment. (This also includes the display of or navigation to pornography and other inappropriate websites and materials and inappropriate behavior on social media and/or networking applications.) Impermissible harassment may include verbal, non-verbal and/or physical conduct.
- d. Disruption: Wiregrass Georgia Technical College prohibits activities not otherwise protected by law including the First Amendment to the Constitution of the United States of America, which intentionally obstructs or interrupts teaching, research, administration, disciplinary proceedings or other technical college activities, including public service functions and other duly authorized activities on technical college Premises or at technical college-sponsored activity sites.
- e. Failure to Comply: Failure to comply with lawful directions of Wiregrass Georgia Technical College officials and/or failure to identify oneself to these persons when requested to do so.

## **2. Professionalism – Personal Appearance**

Please refer to the "Dress Code" portion of this catalog.

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

- a. Theft and Damage: Wiregrass Georgia Technical College prohibits theft of, misuse of, or harm to technical college property, or theft of or damage to property of a member of the technical college community or a campus visitor on technical college Premises or at a technical college function.
- b. Occupation or Seizure: Wiregrass Georgia Technical College prohibits illegal occupation or seizure in any manner of technical college property, a technical college Premises, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
- c. Presence on Wiregrass Georgia Technical College Premises: Wiregrass Georgia Technical College prohibits unauthorized entry upon technical college Premises; unauthorized entry into technical college Premises or a portion thereof which has been restricted in use; unauthorized presence in technical college Premises after closing hours; or furnishing false information to gain entry upon technical college Premises.
- d. Assembly: Wiregrass Georgia Technical College prohibits participation in or conducting an unauthorized gathering that objectively threatens or causes injury to person or property or that interferes with free access to technical college facilities or that is unprotected by the First Amendment to the Constitution of the United States of America and objectively harmful, obstructive, or disruptive to the educational process or functions of the technical college.
- e. Fire Alarms: Wiregrass Georgia Technical College prohibits setting off a fire alarm or using or tampering with any fire safety equipment on technical college Premises or at technical college-sponsored activity sites, except with reasonable belief in the need for such alarm or equipment. In the event of a fire alarm sounding, students must evacuate the building unless otherwise directed by a WGTC official.
- f. Obstruction: Wiregrass Georgia Technical College prohibits obstruction of the free flow of pedestrian or vehicular traffic on technical college Premises or at technical college sponsored or supervised functions. Refer to Wiregrass Georgia 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). Please refer to the “Drug-Free Campus” section of this catalog for more information.

- a. Alcohol: Georgia Law and Wiregrass Georgia Technical College prohibit possession or use of alcoholic beverages on technical college premises unless used for educational purposes or for a religious ceremony. Alcohol is also prohibited by WGTC at technical college-sponsored or supervised functions unless permitted by the technical college President. College-sponsored or supervised functions will be permitted only if the event takes place at (1) a technical college business conference center capable of accommodating more than two hundred persons or (2) at an off-campus facility and all provisions of the State Board of the Technical College System of Georgia Policy II.C.6. must be followed. The technical college further prohibits students being in a state of intoxication on technical college premises or at technical college-sponsored or supervised functions (including off-campus functions) or in a Wiregrass Georgia Technical College-owned vehicle.
- b. Controlled substances, illegal drugs, and drug paraphernalia: Wiregrass Georgia 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: Wiregrass Georgia Technical College prohibits eating and/or drinking in classrooms, shops, and labs or other unauthorized areas on WGTC premises, unless otherwise permitted by WGTC officials.
- d. Smoking/Tobacco: Wiregrass Georgia Technical College prohibits smoking, electronic, alternative smoking devices, or using other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on WGTC premises.

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

- a. Damage and Destruction: Destruction of or harm to equipment, software, or data belonging to Wiregrass Georgia 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 Wiregrass Georgia Technical College Officials, the college prohibits use of electronic devices in classrooms, labs, and other instructional, event, or support facilities on college premises. Such devices include, but are not limited to, cell phones, beepers, walkie-talkies, cameras, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. Wiregrass Georgia Technical College also prohibits attaching personal electronic devices to college computers under any circumstances.
- c. Harassment: The Wiregrass Georgia Technical College prohibits the use of computer technology to objectively interfere with another’s legal right to be free from harassment based on that individual’s race, color, creed, genetic information, national or ethnic origin, gender, religion, disability, age, political affirmation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status.
- d. Unacceptable Use: Use of computing facilities to interfere with the work of another student, faculty member or Wiregrass Georgia Technical College official. This includes the unauthorized use of another individual’s identification and password. Wiregrass Georgia Technical College prohibits any additional violation to the Department’s Acceptable Computer and Internet Use Policy. Please see the “Computer Use Policy” section of this catalog for more information.

## 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 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. § 16-11-127.1
O.C.G.A. § 16-7-80	O.C.G.A. § 16-11-129
O.C.G.A. § 16-7-81	O.C.G.A. § 16-11-130
O.C.G.A. § 16-7-85	O.C.G.A. § 16-11-133
O.C.G.A. § 16-11-121	O.C.G.A. § 16-11-135
O.C.G.A. § 16-11-125.1	O.C.G.A. § 16-11-137
O.C.G.A. § 16-11-126	O.C.G.A. § 43-38-10
O.C.G.A. § 16-11-127	

## 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

Wiregrass Georgia Technical College prohibits violation of regulations regarding the operation and parking of motor vehicles on or around WGTC premises.

## 9. Financial Irresponsibility

The Technical College System of Georgia prohibits failure to meet any and all financial obligations to Wiregrass Georgia Technical College. All tuition and fees must be paid prior to the published deadline.

## 10. Violation of Technical College Policy

Violation of published Technical College System of Georgia or Wiregrass Georgia Technical College policies, rules or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program.

## 11. Aiding and Abetting

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

## 12. Falsification of Documentation

Disciplinary proceedings may be instituted against a student who falsifies any documentation related to the Technical College either to the Technical College or to others in the community, including, but not limited to falsification of: Technical College transcripts; transcripts or other documentation from other institutions to obtain credit from or admission to the Technical College; Technical College report cards or other grade reports;

documentation related to a student's citizenship status; tests, homework, attendance records; signature of any Technical College employee in his or her official capacity; signatures of any employee of a clinical or internship site where the student is participating in an educational program associated with the Technical College or records related to any clinical, internship or other academic activity associated with the Technical College.

### **13 Violation of Law**

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

### **14. Abuse of the Student Judicial Process**

- a. Failure to obey the notification of a Student Disciplinary Officer, Judicial Body, Appellate Board, or Technical College Official.
- b. Falsification, distortion, or misrepresentation of information in a judicial proceeding.
- c. Disruption or interference with the orderly conduct of a judicial proceeding.
- d. Initiating a judicial proceeding knowingly without cause.
- e. Attempting to discourage an individual's proper participation in, or use of, the judicial process.
- f. Attempting to influence the impartiality of a member of a Student Disciplinary Officer, Judicial Body, or Appellate Board prior to, and/or during the course of, the judicial proceeding.
- g. Harassment (verbal or physical) and/or intimidation of a member of a Student Disciplinary Officer, Judicial Body, or Appellate Board prior to, during, and/or after a judicial proceeding.
- h. Failure to comply with the sanction(s) imposed under the Student Code.

## **STUDENT DISCIPLINARY PROCEDURE**

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

1. Any person may file a complaint with the Vice President for Enrollment Management or his/her designee against any student for an alleged violation of the Student Code of Conduct. The individual(s) initiating the action should complete a Student Code of Conduct Complaint Form, and provide it to the Vice President for Enrollment Management or his/her designee.
2. Academic Misconduct may be handled using this procedure or a separate Academic Misconduct Procedure at the discretion of the Wiregrass Georgia Technical College President.

### 3. Investigation and Decision

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

## **B. Disciplinary Sanctions**

Based on the severity of the incident, the Vice President for Enrollment Management or his/her designee may take one of two actions:

1. After a determination that a student has violated the Student Code of Conduct, the Vice President for Enrollment Management or his/her designee may impose, without referral to the Hearing Body, one or more of the following sanctions. Notification shall be sent to the student and the person(s) who initially filed the complaint.
  - a) Restitution – A student who has committed an offense against property may be required to reimburse the Wiregrass Georgia Technical College or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.
  - b) Reprimand – A written reprimand may be given to any student. Such a reprimand does not restrict the student in any way, but signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the Wiregrass Georgia Technical College community, and that any further violation may result in more serious sanctions.
  - c) Restriction – A restriction upon a student's privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent Wiregrass Georgia Technical College in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.
  - d) Disciplinary Probation – Continued enrollment of a student on probation may be conditioned upon adherence to specified terms. Any student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to be in violation of these terms

while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.

- e) Failing or lowered grade – In cases of Academic Misconduct, the Vice President for Enrollment Management or his/her designee will make a recommendation to the Vice President for Academic Affairs or his/her designee who may authorize the instructor to award a failing or lowered grade in the course, or a loss of credit on the assignment or examination.
2. After a determination that a student has violated the Student Code of Conduct, the Vice President for Enrollment Management or his/her designee may recommend the imposition of one of the following sanctions if appropriate. The Vice President for Enrollment Management' recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions, as well as those described above, following a hearing. A copy of the written recommendation shall be provided to the student and the person filing the complaint.
    - a) Disciplinary Suspension – If a student is suspended, he/she is separated from Wiregrass Georgia Technical College for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.
    - b) Disciplinary Expulsion –Removal and exclusion from Wiregrass Georgia Technical College, WGTC controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by Vice President for Enrollment Management or his/her designee. Students who have been dismissed from WGTC for any reason may apply in writing to the Vice President for Enrollment Management for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, the student will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Vice President for Enrollment Management or his/her designee.
    - c) System-Wide Expulsion – Where a student has been expelled or suspended three times from the same or different colleges in the Technical College System of Georgia in the past seven years, the student will not be permitted to register at any college in the Technical College System of Georgia for a period of ten years after the most recent expulsion/suspension.
  3. Violation of Federal, State, or Local Law
    - a) If a student is convicted or pleads nolo contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the Wiregrass Georgia Technical College's vital interests and stated mission and purpose.
    - b) Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.
    - c) When a student is charged by federal, state, or local authorities with a violation of law, Wiregrass Georgia Technical College will not request or agree to special consideration for that individual because of his/her status as a student. WGTC will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
  4. Interim Disciplinary Suspension – As a general rule, the status of a student accused of violations of the Student Code of Conduct should not be altered until a final determination is made regarding the allegations against him/her. However, interim suspension may be imposed upon a finding by the Vice President for Enrollment Management 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 WGTC 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 as soon as possible to the Hearing Body. The student need not request an appeal.

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

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

### **C. Mediation**

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

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

1. A student who wishes to appeal a disciplinary decision by the Vice President for Enrollment Management or his/her 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 Wiregrass Georgia Technical College President's office for review by the Hearing Body within five business days of notification of the decision. The person filing the initial complaint against the student must be notified of the hearing date.
2. If the Vice President for Enrollment Management or his/her designee recommended a sanction of disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the matter will be referred to the Hearing Body by the Vice President for Enrollment Management. The student need not file a written notice of his or her desire to appear before the Hearing Body. The person filing the initial complaint shall also be given notification of the hearing.
3. The student will then have the right to appear in a hearing before a Hearing Body assigned by the WGTC 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 WGTC President and the Vice President for Enrollment Management in writing of the Hearing Body's decision. The WGTC President or his/her designee will notify the student in writing of the Hearing Body's decision.

4. If the student appeared before the Hearing Body to appeal the Vice President for Enrollment Management or his/her designee's sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade, the Hearing Body's decision regarding the appeal is final. A copy of the Hearing Body's written decision will be provided to both the student and the person who filed the original complaint.
5. If the student appeared before the Hearing Body after the Vice President for Enrollment Management or his/her designee recommended disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the student shall have the opportunity to appeal directly to the Wiregrass Georgia Technical College President.
6. If entitled to an appeal to the WGTC President, the student shall have 5 business days after receiving written notification of the Hearing Body's decision to request in writing an appeal. The student shall ensure that all relevant information is included with this request. The person who filed the original complaint shall be notified of the student's appeal.
7. The President of Wiregrass Georgia 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 WGTC 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 WGTC President or his/her designee shall be final and binding.

## CAMPUS SECURITY

Wiregrass Georgia Technical College complies with the Campus Crime and Security Act of 1990 and publishes the required campus crime and security report on or before October 1 of each year. The report is available online, from the Security Office, or by calling 229-219-3175.

The approach to campus security is service-oriented and multi-purposed. The primary focus is to protect life and property. In addition, the approach serves to enhance and assist the educational process by providing a safe environment in which to learn and work. Obeying laws and regulations is part of being an educated, contributing member of society.

Campus security information is given out each semester at student orientation. In addition, faculty and Student Government Association meetings are used as forums to provide security and safety information. The Wiregrass Georgia Tech Safety Committee reviews all reports of incidents involving health and safety violations on campus. The goal of the information program is to encourage students and employees to be responsible for their own security and the security of others.

Section 1601 of Public Law 106-386 is a federal law enacted on October 28, 2000, that provides for the tracking of convicted sex offenders enrolled in or employed by institutions of higher education. Information concerning registered sex offenders may be obtained from the local Sheriff's office and by searching the Georgia Bureau of Investigation web site at [www.ganet.org/gbi/sorsch.cgi](http://www.ganet.org/gbi/sorsch.cgi), or at the Welcome Center desks on each campus of the college.

The procedure for reporting criminal actions and emergencies is for any faculty, staff, student, or visitor to report any questioned activity/incidents to any administrative office in the college. A Vice President, Associate Vice President, or the President will respond. Current procedures require that at least one designated college official be available to respond to any situation as required. The Welcome Center Assistant is always aware of whom to contact in an emergency. Please note that this procedure is in no way meant to prohibit or impede the reporting of an emergency directly to the appropriate party (i.e., police department, fire department, hospital/ambulance, etc). Emergency procedures and the 911 emergency numbers are posted in all areas of the college.

All staff members at Wiregrass Georgia Technical College are informed of the need to be alert to campus emergencies or possible security violations. All suspicious activity is reported and responded to as indicated above.

Security considerations are emphasized during the general maintenance of campus facilities. Shrubbery is cut back; areas are well lit and maintained as needed. In general, the physical plant is regularly checked and maintained to provide a safe environment.

### **Incident Report, Statistics, and Other Notifications**

Wiregrass Georgia Technical College reports all violations of federal, state, and local laws to the following offices for appropriate action: Ben Hill County Sheriff's Department, Irwin County Sheriff's Department, Coffee County Sheriff's Department, Cook County Sheriff's Department, Douglas Police Department, Lowndes County Sheriff's Department, and MAFB 23rd Security Forces Squadron. Officers are dispatched to investigate all reports. Law enforcement reports applicable to incidents on campus are obtained and are on file in the Security Office on each campus.

Crime statistics are kept by the Wiregrass Georgia Technical College Security Department main office in compliance with the Crime Awareness and Campus Security Act. These statistics include the occurrence on campus of the following criminal offenses: murder, rape, robbery, aggravated assault, burglary, domestic violence, dating violence, stalking, arson, weapons (carrying and possession), and motor vehicle theft. In addition, statistics are kept for the following crimes occurring on campus: liquor law violations, drug abuse violations, and weapons possessions.

### **COLLEGE LIABILITY**

Students are responsible for equipment, books, personal articles, and materials brought onto campus. Wiregrass Georgia Technical College will not be liable for any personal items that are stolen or broken while on campus, including vehicles that may be brought in for repair. Suspected thefts should be reported to the security office on each campus.

### **DRUG-FREE CAMPUS**

Wiregrass Georgia Technical College makes every effort to ensure that effective drug and alcohol abuse prevention information is made available to students and employees. Assistance is provided to students through the Student Affairs Office.

No student or employee may engage in the unlawful possession, use, or distribution of illicit drugs or alcohol on the college's property or as part of any of its sponsored activities. Such unlawful activity by students may be considered sufficient grounds for serious punitive action, including expulsion and incarceration. Violations by employees shall result in disciplinary action in keeping with the Technical College System of Georgia policy. Wiregrass Georgia Technical College reserves the right to have random drug screens. Wiregrass Georgia Technical College honors the federal Drug Free School and Communities Act Amendment of 1989 (Public Law 102-226). Any violations should be reported to the Vice President for Administrative Services and also the Office of Security. All violations should be reported as follows: student violations should be reported to the Vice President for Enrollment Management; employee violations should be reported to the Executive Director of Human Resources; all violations, student or employee, should be reported to the campus Police Department.

### **Policy**

- The Federal Drug Free Schools and Communities Act Amendment of 1989 (Public Law 102-226) contains Section 22, Drug-Free Schools and Campuses, which was enacted to ensure that any institution of higher education that receives funds under any federal program has adopted and implemented a program to prevent the use of illicit drug and abuse of alcohol by students.
- If a student is convicted (including a plea of nolo contendere) of committing certain felony offenses involving any criminal drug and/or alcohol statute of any jurisdiction, regardless of whether the alleged violations occurred at the college or elsewhere, the student will be suspended immediately and denied state and/or federal funds from the date of conviction.
- The college shall notify the appropriate state/federal funding agency within ten days after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction.

- Within 30 days of notification of conviction, the college shall with respect to any student so convicted:
  - Take additional appropriate action against such student up to and including expulsion as it deems necessary.
  - Provide such student with a description of any drug or alcohol counseling treatment, or rehabilitation or re-entry programs that are available for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

### **Student Drug/Alcohol Screenings and Criminal Background Checks**

Students participating in programs which require visits to clinical sites, internships, practicums, or on-the-road experience may be required to submit to a drug/alcohol screening and/or criminal background check. The screening process will depend on the individual program. Students in these programs are subject to random screenings throughout the duration of the program. Review the program section of the WGTC Student Catalog or the WGTC website for more detailed information.

Students enrolled in many of the Allied Health programs at Wiregrass Georgia Technical College are required to complete drug screening and national criminal background checks. Students entering their program of study must have a national criminal background check and drug and alcohol screen completed prior to the beginning of clinical rotations at the designated clinical facility. A positive drug screen or criminal background report may prevent the student from participating in clinical rotations and a grade of W (Withdrawal) will be assigned to the course. **IMPORTANT:** All drug screens and criminal background checks must be completed and results reported prior to MIDTERM in order to issue a W grade for students. Students are responsible for all fees associated with the drug and alcohol screening and criminal background checks. If additional random/non-random drug/alcohol screens or criminal background checks are requested by the College or the clinical facility based on questionable actions, behavior, or as part of an additional drug screening, students will assume the costs for all fees associated with the additional drug and alcohol screening.

## **INTELLECTUAL PROPERTY**

The College encourages the development, writing, invention, or production of intellectual property designed to improve the productivity of the College or to enhance the teaching/learning environment.

Intellectual property includes, but is not limited to, any copyrightable subject matter or material(s), patentable inventions, online courses, computer software or materials, or works of art that might be normally developed on a proprietary basis. Intellectual property also includes the common meaning, definition and description of intellectual property as established by the Copyright Act (Title 17 of the United States Code). Intellectual and creative works that can be copyrighted or patented, such as literary, dramatic, musical and artistic works, computer software, multimedia presentations, inventions, etc., are “intellectual property.”

Unless otherwise provided in a separate agreement, the College owns all rights to a copyrightable or patentable work created by the employee or student with College support. The ownership of a copyright or patent resulting from the development of intellectual property and any rewards or recognition attributed to the copyright or patent will be determined according to the following conditions:

Ownership resides with the employee or student if the following criteria are met:

- The work is the result of individual initiative, not requested or required by the College.
- The work is not the product of a specific contract or assignment made as a result of employment or enrollment with the College.
- The work is not prepared within the scope of the employee’s job duties or course/program requirements.
- The work is not completed using equipment or resources provided by the College.

Ownership resides with the College if the above criteria are not met and/or if the following criteria apply:

- The work is prepared within the scope of the employee's job duties or course/program requirements.
- The work is the product of a specific contract or assignment made in the course of the employee's employment or student's enrollment with the College.
- The development of the work involved facilities, time, and/or other resources of the College including, but not limited to, released time, grant funds, College personnel, salary supplement, leave with pay, equipment, or other materials or financial assistance.
- Ownership refers to a legally binding agreement specifying the named party or parties to whom the intellectual property belongs and who will be attributer as the owners of the intellectual property in the general public.
- College resources include, but are not limited to, offices, computers, standard office equipment and supplies, libraries, labs, funds, and personnel.

## COMPUTER USE POLICY

Students and employees, utilizing Wiregrass Georgia Technical College provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the college. Using a computer without permission is theft of services and is illegal under state and federal laws. Federal law prohibits misuse of computer resources. In addition, the following specific computer crimes are prohibited by state law in Georgia (O.C.G.A. 16-9-90 et seq):

Computer theft (including theft of computer services, intellectual property such as copyrighted material, and any other property);

Computer trespass (unauthorized use of computers to delete or alter data or interfere with others' usage);

Computer invasion of privacy (unauthorized access to financial or personal data or the like);

Computer forgery (forgery as defined by other laws, but committed on a computer rather than on paper);

Computer password disclosure (unauthorized disclosure of a password resulting in damages exceeding \$500 – in practice, this includes any disclosure that requires a system security audit afterward); and

Misleading transmittal of names or trademarks (falsely identifying yourself or falsely claiming to speak for a person or organization by using their name, trademark, logo, or seal).

Maximum penalties for the first four crimes in the list are a \$50,000 fine and 15 years of imprisonment, plus civil liability. The maximum penalties for computer password disclosure are a \$5,000 fine and 1 year of imprisonment, plus civil liability.

The purpose of WGTC-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the TCSG System. Access is a privilege, not a right. Access entails responsibility.

Users should not expect files stored on Wiregrass Georgia Technical College-based computers to be private. Electronic messages and files stored on WGTC-based computers shall be treated like other WGTC premises that are temporarily assigned for individual use. Administrators may review files and messages in an effort to maintain system integrity and in an effort to insure that users are acting responsibly. Moreover, TCSG System and technical college officials shall cooperate with law enforcement officials who are properly authorized to search System and technical college computers and computer systems.

All information created, stored, or transmitted by WGTC computers or networks is subject to monitoring for compliance with applicable laws and policies.

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

- a. To create, access or transmit sexually explicit, obscene, or pornographic material;

- b. To create, access or transmit material that could be considered discriminatory, offensive, threatening, harassing, intimidating, or attempts to libel or otherwise defame any person.
- c. To violate any local, state or federal statute;
- d. To vandalize, damage, or disable the property of another individual or organization;
- e. To access another individual's password, materials, information, or files without permission;
- f. To violate copyright or otherwise use the intellectual property of another individual or organization in violation of the law, including software piracy;
- g. To conduct private or personal for-profit activities. This includes use for private purposes such as business transactions, private advertising of products or services, and any activity meant to foster personal gain;
- h. To knowingly endanger the security of any System or Technical College computer or network;
- i. To willfully interfere with another's authorized computer usage;
- j. To connect any computer to any of the System or Technical College networks unless it meets technical and security standards set by the System;
- k. To create, install, or knowingly distribute a computer virus, rootkit, keystroke logger, "Trojan horse," or other surreptitiously destructive program on any System or Technical College computer or network facility, regardless of whether any demonstrable harm results; and
- l. To modify or reconfigure the software or hardware of any Agency computer or Network without proper authorization.
- m. To conduct unauthorized not-for-profit business activities;
- n. To conduct any activity or solicitation for political or religious causes;
- o. To perform any activity that could cause the loss, corruption of, prevention of rightful access to, or unauthorized distribution of Agency data and information; and
- p. To create, access, or participate in online gambling. Occasional access to information or websites of the Georgia Lottery Corporation shall not constitute nor be considered inappropriate use.
- q. To capture and/or record network traffic without authorization

Users of Wiregrass Georgia Technical College computers and computer systems are subject to the System's policy on the development of Intellectual Property. Any violation of this policy and rules may result in disciplinary action against the student. When and where applicable, law enforcement agencies may be involved. For more information on acceptable computer and internet usage, please visit the Technical College System of Georgia State Board Policy and Procedures Manual – II. C. 4. Acceptable Computer and Internet Use.

## HIGHER EDUCATION OPPORTUNITY ACT (HEOA) DISCLOSURE STATEMENT

### **Unauthorized Distribution of Copyrighted Materials is Against Federal Law**

The unauthorized copying and distributing of copyrighted materials, including, but not limited to peer-to-peer (P2P) file sharing, is a violation of United States copyright law and may result in civil and criminal liability and prosecution.

### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

## **Penalties for Copyright Infringement include Civil and Criminal Penalties.**

In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ’s at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

## **Unauthorized Distribution of Copyrighted Materials is Prohibited by TCSG Policy**

TCSG State Board Policy II.C.4 prohibits the unauthorized distribution of copyrighted materials via TCSG systems or networks. Maximum penalties under Georgia Law are a \$50,000 fine and 15 years of imprisonment, plus civil liability in addition to the potential federal penalties listed above.

## **Legal Alternatives for Downloading or Otherwise Acquiring Copyrighted Materials**

For a list of legal alternative sites for downloading copyrighted materials please visit <http://www.educause.edu/legalcontent>.

## **DRESS CODE**

It is expected that students will dress appropriately at all times while at the college. Dress requirements will vary in the classroom, laboratory areas, and clinical sites. Students enrolled in internships and clinical courses are required to dress appropriately according to the requirements of the work for which they are being trained. Students shall not dress, groom, wear, or use emblems, insignias, badges, or other symbols where the effect thereof is to detract unreasonably the attention of other students or otherwise to cause disruption or interfere with the operation of the college. Any full-time faculty or staff member has the authority to determine if the particular mode of dress results in disruptions or interference.

In order to have a standard against which students may be measured in preparation for employment in business and industry, a dress code is required as follows:

1. All clothing will be suitable for specific laboratory or industrial activities of the student’s chosen occupation. Students should select clothing for school wear that does not create a safety hazard in meeting their performance requirements of their courses.
2. Students will be required to conform to employer dress codes as may be required in cooperative education, internships, or clinical work sites.
3. Students must conform to any program uniform requirements. Instructors will be responsible for informing students of any special uniform, or safety equipment requirements. Allied Health students should refer to their department’s handbook for specific uniform requirements.
4. Shirts will cover the midriff area. Halter tops, backless blouses, revealing neck lines and tank tops are not authorized.
5. Shoes must be worn at all times. Further, shoes worn in the laboratory areas will cover the entire top of the foot.
6. Shorts may be worn as long as they are in good taste, are consistent with the attire of the area of training received, and do not constitute a safety hazard to the student.
7. Allied Health students must wear the appropriate uniform to all classes and clinicals.

In addition to the specifics of the dress code enumerated above, students must carry on their person their Technical College current ID badge at all times they are on campus. Violators of the dress code may be sent home to change into appropriate attire. Appeals will be in accordance with the Student Appeals Policy.

## STUDENT GRIEVANCES GENERAL POLICY

It is the policy of the Wiregrass Georgia Technical College to maintain a grievance process available to all students that provides an open and meaningful forum for their grievances, the resolution of these grievances, and is subject to clear guidelines. This policy does not address grievances related to the unlawful harassment, discrimination and/ or retaliation for reporting harassment/discrimination against students. Those complaints are handled by the Unlawful Harassment and Discrimination of Students Procedure.

### Student Grievances General Procedure

**A. Informal Grievance Procedure:** Students with grievable issues should resolve those issues, if possible, on an informal basis without the filing of a formal grievance.

1. A student has 10 business days from the date of the incident being grieved to resolve the matter informally by approaching their instructor, department chair or any other staff or faculty member directly involved in the grieved incident.
2. Where this process does not result in a resolution of the grievable issue, the student may proceed to the formal grievance procedure below.

**B. Formal Grievance Procedure:** where a student cannot resolve their grievance informally, he or she may use this formal grievance procedure.

1. Within 15 business days of the incident being grieved, the student must file a formal grievance in the office of the Vice President for Enrollment Management (VPEM) or his/her designee with the following information:
  - a) Name,
  - b) Date,
  - c) Brief description of incident being grieved,
  - d) Remedy requested,
  - e) Signed, and
  - f) Informal remedy attempted by student and outcome
2. If the grievance is against the VPEM, the student shall file the grievance with the Wiregrass Georgia Technical College President.
3. The VPEM, or his/her designee, will investigate the matter and supply a written response to the student within 15 business days.
4. If the grieved incident involves possible unlawful harassment, discrimination or retaliation for reporting unlawful harassment/discrimination, the investigation will be handled pursuant to the Procedure: Unlawful Harassment and Discrimination of Students.
5. If the grieved incident is closely related to an incident being processed through the harassment/ discrimination or disciplinary procedures, the proceedings under the Unlawful Harassment and Discrimination of Student's procedure will take precedence, then the disciplinary procedure and then the student's grievance will be addressed. The grievance will not be processed until after the other procedures have run their course.
6. The VPEM, or his/her designee, shall be granted an additional 15 business days to investigate the grievance upon notice to the grieving student.



- C. Appeal:** The student may appeal the decision from the VPSA or his/her designee to the WGTC President. Only the student has the right to appeal.
1. A student shall file a written appeal to the Wiregrass Georgia Technical College President within 5 business days of receiving the response referenced above.
  2. The appeal will be decided based entirely on documents provided by the student and the administration; therefore the student must ensure that he or she has provided all relevant documents with his or her appeal.
  3. At the sole discretion of the Wiregrass Georgia Technical College President, grievance appeals at WGTC may be held in one of the following two ways:
    - a) The President may review the information provided by the student and administration and make the final decision; or
    - a) The President may appoint a cross-functional committee to make the final decision.
  - c. The decision of either the President or the cross-functional committee shall be made within 10 business days of receipt of the appeal.
- D.** Retaliation against a student for filing a grievance is strictly prohibited.

### STATEMENT OF EQUAL OPPORTUNITY

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services. The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. Any violation or questions may be directed to any member of the Campus Equity & Compliance Team:

<p><b>Shalonda Sanders, Title IX Coordinator</b> (all campuses) Executive Director for Human Resources Valdosta Campus, Berrien Hall, Room 114 (229) 333-5356 or shalonda.sanders@wiregrass.edu</p>	<p><b>Katrina Royal, Student ADA &amp; Section 504 Coordinator</b> (all campuses) Student Success Coordinator Valdosta Campus, Berrien Hall, Room 107 (229) 333-2100 ext. 1236 or katrina.royal@wiregrass.edu <i>*student ADA &amp; student disability claims only</i></p>
<p><b>Keren Wynn, Title IX Designee/Investigator</b> Vice President for Administrative Services Valdosta Campus, Room 325 (229) 333-2103 or keren.wynn@wiregrass.edu</p>	<p><b>Sabrina Cox, Title IX Designee/Investigator</b> Director of Distance Education Coffee Campus, Room 145 (229) 468-2022 or sabrina.cox@wiregrass.edu</p>
<p><b>April McDuffie, Title IX Designee/Investigator</b> Associate Vice President of Operations Ben Hill-Irwin Campus, Charles Harris Learning Center, Rm. 643 (229) 468-2103 or april.mcduffie@wiregrass.edu</p>	<p><b>Campus Equity &amp; Compliance Team</b> campusequityandcompliance@wiregrass.edu www.wiregrass.edu/hr/cect.php</p>

## UNLAWFUL HARASSMENT AND DISCRIMINATION OF STUDENT POLICY

It is the policy of the Wiregrass Georgia Technical College that all students shall be provided an environment free of unlawful harassment (including sexual harassment), discrimination, retaliation, and intimidation. All students are expressly prohibited from engaging in any form of unlawful harassing, retaliating, discriminating, or intimidating behavior or conduct. Any student who has engaged in prohibited behavior or conduct will be subject to disciplinary action up to and including expulsion. All students are encouraged to report any act of unlawful harassment, discrimination, retaliation and/or intimidation. Reports will be treated in an expeditious and confidential manner. WGTC will not tolerate retaliation for having filed a good faith harassment and/or discrimination complaint or for having provided any information in an investigation. Any student or employee who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including dismissal or expulsion. Any student who knowingly makes a false charge of harassment/discrimination or retaliation, or any student who is untruthful during an investigation is guilty of misconduct and may be subject to disciplinary action, up to and including, dismissal.

- A. Unlawful Harassment (Other Than Sexual Harassment): unlawful verbal or physical conduct that disparages or shows hostility or aversion toward an individual because of that person's race, color, religion, gender, national origin, age, genetic information or disability and which:
  - 1. Has the purpose or effect of creating an objectively and unreasonably intimidating, hostile or offensive educational environment, or
  - 2. Has the purpose or effect of objectively and unreasonably interfering with an individual's educational performance.

Unlawful harassing conduct or behavior can include, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, genetic information, age or disability. Unlawful harassing conduct can include jokes or pranks that are hostile or demeaning with regard to race, color, religion, gender, national origin, age or disability. Unlawful harassing conduct may also include written or graphic material that disparages or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability, and that is displayed on walls, bulletin boards, computers, or other locations, or otherwise circulated in college community in any format.

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

- B. Sexual Harassment (a form of unlawful harassment): unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal, written, electronic or physical conduct of a sexual nature when:
  - 1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
  - 2. Submission to, or rejection of, such conduct by an individual is used as the basis for education decisions affecting such individual; or,
  - 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment.

Sexually harassing conduct or behavior (regardless of the gender of the persons involved) can include but is not limited to:

Physical touching, sexual comments of a provocative or suggestive nature, suggestive looks or gestures, sexually explicit jokes, electronic media/communication, printed material or innuendos intended for and directed to another, requests for sexual favors, making acceptance of any unwelcome sexual conduct or advances a condition for grades, continued enrollment or receipt of any educational benefit or determination.

- C. Sexual Violence (a form of unlawful harassment): physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent, including but not limited to sexual assault, rape, sexual battery, and sexual coercion. All acts of sexual violence are considered unlawful sexual harassment, regardless of gender, for purposes of this procedure.

### **Grievance Procedures: Unlawful Harassment and Discrimination of Students**

The procedure listed below includes sexual harassment as well as forms of illegal discrimination as cited in the preceding Equal Opportunity Statement.

- All students are encouraged to report events of unlawful harassment, discrimination, sexual violence and/or retaliation ("prohibited conduct") against themselves or others, regardless of where the incident occurred, within 90 days of the incident.
- Allegations or suspicions of unlawful discrimination, harassment, sexual harassment, sexual violence or unlawful retaliation may be reported to Wiregrass Georgia Technical College's Title IX Coordinator, Section 504 Coordinator, or the Human Resources Director (should the complaint involve employees). If the grievance is against the Title IX Coordinator or ADA & Section 504 Coordinator, the student shall file the grievance in the Office of the President.
- As part of the initial meeting, the Coordinator or his/her designee shall present the student with a copy of the Student Grievance Procedure for information and reference, along with a complaint form. The student shall complete the complaint form outlining the nature of the complaint and other information relevant to the investigation.
- Both the complainant and the respondent shall be given the opportunity to present witnesses and evidence in support of their statements. The Title IX coordinator, ADA & Section 504 Coordinator, or designee shall investigate the complaint and supply a written response to the President, affected Vice President, affected supervisor, complainant and respondent within 45 calendar days of receiving the complaint. The parties will be notified if extraordinary circumstances exist requiring additional time.
- A complaining party will be notified within 5 business days of receipt of the complaint if the complaint does not specify facts sufficient to allege unlawful discrimination, harassment, sexual violence or retaliation and that a formal investigation will not be conducted pursuant to this procedure. The complaining party may appeal the decision in writing to the President within 5 business days of receiving the notice. The President's decision will be final.
- If the grieved incident is closely related to an incident being processed through the student disciplinary procedure, that procedure shall take precedence and the grievance will not be processed until after the disciplinary procedure has run its course.
- \*Note - Students have the right to file (or not to file) a criminal complaint for sexual violence with the local law enforcement authorities before, during, or after filing a complaint with the college. The College shall not unreasonably delay investigation under this procedure to await the outcome of any criminal investigation.

### **Appeals Procedures**

To appeal Investigation Report findings submitted to the President:

- If either the complainant or respondent is dissatisfied with the response from the Investigator, he or she may request a meeting with the President of the college within five business days of receiving the investigation report.

To appeal a "no finding" determination made by the President:

1. If the complainant wishes to appeal the recommendation by the President that the facts do not support a finding of unlawful harassment and/or discrimination, the complainant may do so in writing within five business days of receiving notice of the President's recommendation.
2. The complainant must send the appeal by regular mail, facsimile, or email to the following:  
Executive Director of Legal Services  
1800 Century Place NE, Suite 400

Atlanta, Georgia 30345-4304  
(404) 679-1615 (facsimile) / UnlawfulHarassment@tcsge.edu

3. The TCSG Executive Director of Legal Services will convene a diverse committee of at least three persons to review the investigative file to determine whether there are sufficient facts to support a finding of unlawful harassment, retaliation, and/or discrimination.
4. If the facts do support a finding of unlawful harassment, retaliation, and/or discrimination, appropriate sanctions will be taken pursuant to the applicable disciplinary procedure.
5. If the facts do not support a finding of unlawful harassment, retaliation, and/or discrimination, the matter will be closed.
6. The Executive Director of Legal Services will provide written notice to the complaining party and subject of the investigation within 15 business days of the receipt of the appeal by the Executive Director of Legal Services.

## EMERGENCY PROCEDURES

### Fire

The fire alarm will be activated in case of fire or fire drill. Students and all Wiregrass Georgia Technical College personnel should evacuate the building according to evacuation procedures posted in each area. Students should wait at the designated place until given the signal to return to class. The "all clear" signal (one long continuous ring) will indicate when it is safe to return to the building.

### Bomb Threat

In the event a bomb threat occurs, an announcement will be made over the PA system or by messenger that it is necessary to evacuate the building. Students and all Wiregrass Georgia Technical College personnel should evacuate the building according to evacuation procedures posted in each area. Everyone should wait at the designated place until given the signal to return to class. The college President/designee will indicate when it is safe to return to the building.

### Tornado

Tornado evacuation routes to shelters are posted in each area. Everyone in portable buildings will evacuate to the nearest permanent building. In case of tornado or tornado drill, the PA system or a messenger will be used to announce the need to report to the shelter areas. When the danger has passed, a member of the administrative staff or his/her designee will, through a verbal announcement via PA or messenger, notify the instructor when it is safe to return to class or of any other proper procedures.

### Accident or Illness

In case of an accident or sickness while on campus, students should notify their instructor immediately. The instructor will call for emergency transportation when needed. Ambulances will be called when required, but students will be billed for the cost of the ambulance. Dial 911 or other local emergency numbers. Minor first aid kits are available in each department. Minor first aid can be provided when necessary.

### Emergency Closing

The President or his/her designee is authorized to close the college if conditions exist that may threaten the health and safety of students and employees. The President is also authorized to delay the opening hour of the academic day or to release students and employees before the normal day ends if hazardous conditions exist. Closing or delayed openings will be announced by area radio, television, student email, cable stations, WGTC website, and Facebook pages. Students, faculty, and staff who are utilizing the Campus EAI portal will also receive a text message notifying them of campus emergencies or campus closings.

### Active Shooter

In the event of an active shooter situation, all individuals should report to a "safe area" within their classrooms/labs or offices, turn off lights, and remain as quiet as possible. Remain in the secured "safe area" until notified by authorities. In the event escape or hiding is not an option, as a last resort and only if your life is in danger, fight.