

Welcome to Atlanta Technical College!

The faculty, staff, and administration are here to support you in your academic journey. The Atlanta Tech Student Handbook provides you with valuable information and policies. You have rights and responsibilities as an Atlanta Tech student. Feel free to use the directory in Appendix of this handbook to access campus services and resources.

In order to take full advantage of all of the benefits that the college may offer to your academic and personal success, we encourage you to assert personal responsibility. To that end, please take the time to read carefully this handbook, as well as the catalog and other information regarding your matriculation here at the college. It is critical that you are aware of and adhere to guidelines and deadlines.

We wish you well in your academic endeavors!

As set forth in its student catalog, Atlanta Technical College does not discriminate on the basis of race, color, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). For further information regarding these laws (Title VI, IX and Section 504) contact Harriet A. Ferrell, equity officer/career, planner/special needs, Atlanta Technical College, Cleveland Dennard Building, Student Affairs Division, Suite 166 B, 404.225.4463. Email: hferrell@atlantatech.edu. To request reasonable accommodations upon enrollment, contact James Askew, career planner (special needs), Student Affairs Division, Cleveland Dennard Building, Suite 160, 404.225.4462. Email: jaskew@atlantatech.edu. Atlanta Technical College, 1550 Metropolitan Parkway, SW, Atlanta, GA 30310. Atlanta Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, GA 30033-4097, 404.679.4501, to award associate degrees, diplomas, and technical certificates of credit. Atlanta Tech is also accredited by the Commission of the Council on Occupational Education, 41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346, 770.396.3898/800.917.2081.

Mission Statement

Atlanta Technical College, a unit of The Technical College System of Georgia, located in the city of Atlanta, is an accredited institution of higher education that provides affordable life long learning opportunities, associate degrees, diplomas, technical certificates of credit, customized business and industry training, continuing education and other learning services using state-of-the-art technology. The integration of academics and applied career preparation is essential in meeting the workforce demands and economic development needs of the people, businesses, and communities of Fulton County.



ATLANTA
TECHNICAL
COLLEGE

NOTE: All students should be familiar with the contents of Atlanta Technical College's Student Handbook, as they are responsible for compliance with all policies. The college reserves the right to change any policy at any time.

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GENERAL POLICIES

WARRANTY POLICY

To demonstrate confidence in and commitment to quality technical education programs, which are relevant, current, and responsive to the stated expectations of Georgia's businesses and industries, the State Board of Technical and Adult Education will warrant every graduate from programs offering a technical certificate of credit, diploma, or associate degree in a state-governed technical college.

A student or employer who wishes to make a claim against this warrant should contact the Career Planner/Special Needs Specialist. A copy of the form is printed in the Appendix section. Assistance may be provided in one or more of the following categories:

- Skill building:** Tutoring or classroom work for a graduate
- Licensure/Certification exam:** Coaching or tutoring a graduate who has failed a licensure or certification exam
- Retraining:** Enrolling a graduate in current courses at no cost to the student or employer
- Updated training:** Providing updated training to a graduate to obtain or retrain for a job

GRADING POLICY

Grades are issued at the end of each quarter. Students are responsible for notifying Student Affairs of address changes. A grade of "C" or better is required in all courses for graduation. Transcripts of grades are not built for noncredit courses.

Grade Numerical Equivalent Grade Points

A	90-100 /	4
B	80-89 /	3
C	70-79/	2
D	60-69/	1
F	0-59/	0

The following symbols are approved for use in the cases indicated.

- I-** This indicates that students have an "incomplete" but have satisfactorily completed a substantial portion of the course work. However, for NONACADEMIC reasons beyond their control, the students have not been able to complete some specific part or amount of the work required. An "I" must be satisfactorily changed to a letter grade by the mid-point of the next quarter, or it will be changed to the grade of "F" by the registrar. Students must get approval from the instructor prior to the end of the quarter to be eligible for an "I" grade. No credit is given and no grade points are calculated.
- IP-** Indicates that a course continues beyond the end of the quarter
- W-** Students who withdraw before the midpoint of the quarter receive a grade of "W – Withdrew". No credit is given and no grad points are calculated
- WP-** This is awarded to students who withdraw from a course after the midpoint and are passing. No credit is given and no grade points are calculated.
- WF-** Students who drop a course(s) or withdraw from school after the midpoint of a quarter (or course) could receive a grade of "WF-Withdrew Failing" for all courses involved, if they are failing all courses. The "WF" grade is calculated as an "F" in the grade point average.
- F*-** This grade indicates that an I has been changed to F by the registrar. The F* is calculated as an "F" in the grade point average.
- W-** Awarded to students who withdraw from a course before the mid-point. No credit is given and no grade points are calculated.

- EX-** This indicates that a student has exempted a course through examination or through the articulated Tech Prep programs. Credit is given but grade points are not calculated. Instructors must submit an Advanced Placement Verification Form to the registrar's office to report an exemption.
- TR-** This indicates that a student has been awarded transfer credit from another institution. Credit is given but no grade points are calculated. If a student earns credit for a course taken at Atlanta Technical College for which transfer credit has been awarded, then the transfer credit will be deleted from the student's record.
- AC-** This indicates articulated credit earned by students as a part of formal articulation agreements.
- AU-** This indicates an audited course. No grade is given, no credit hours are earned and grade points are not calculated. Auditing a course must be initiated during the registration process. Approval for an audit cannot be granted after participation in classroom instruction. Instructors must submit an Advanced Placement Verification Form to the registrar's office to report an audit. Audited classes are not eligible for financial aid.

WORK ETHICS

A work ethics grade will be given each quarter for specified courses. The work ethics grade will not affect the academic grade point average (GPA) of a student; that is, work ethics grades remain separate from academic grades. Work ethics grades will be printed on quarterly report cards and transcripts.

The work ethics program is designed to evaluate and encourage good work habits to ensure job retention and career advancement. Employability skills refer to the basic academic, interpersonal, reasoning, problem solving skills, and work ethics that, when transferred to the occupational settings, facilitate job acquisition, retention, and advancement. The work ethics program will focus on the following characteristics in accordance with the Technical College System of Georgia's work ethics guide:

- | | |
|---------------|--------------------------|
| 1. ATTENDANCE | 6. PRODUCTIVITY |
| 2. CHARACTER | 7. ORGANIZATIONAL SKILLS |
| 3. TEAMWORK | 8. COMMUNICATION |
| 4. APPEARANCE | 9. COOPERATION |
| 5. ATTITUDE | 10. RESPECT |

Students in core and program courses will receive a work ethics grade. Work ethics grades are optional for grades of W, WF, or WP. Work ethics grades will not be used for grades of AC, AU, EX, I, IP, or TR. Work ethics grades are not required for online courses.

DRUG-FREE SCHOOLS AND COMMUNITIES POLICY

No student may engage in the unlawful manufacture, possession, use, or distribution of illicit drugs or alcohol on the property of Atlanta Technical College or as part of any of its sponsored activities. This policy has been developed in concert with the federal Drug-Free Schools and Communities Act and incorporates the statutory mandates required under the state Drug-Free Postsecondary Education Act of 1990.

Such unlawful activity may be considered sufficient grounds for serious punitive action, including expulsion. Disciplinary sanctions for students convicted of a felony offense involving alcohol or the manufacture, distribution, sale, possession or use of marijuana, controlled substances, or other illegal or dangerous drugs shall be immediate suspension and denial of further state and/or federal funds from the date of conviction. Specifically in the case of a drug-related offense, the student shall minimally be suspended for the remainder of the quarter and forfeit all academic credits for that period.

Atlanta Technical College shall notify the appropriate state/federal funding agency within ten days after receiving notice of the conviction. Within thirty days of notification of conviction, Atlanta Technical College shall with respect to any student so convicted:

1. Take additional appropriate action against such student up to and including expulsion, as it deems necessary.
2. Provide such student with a description of any drug or alcohol counseling treatment, rehabilitation or re-entry programs that are available for such purposes by a federal, state or local health, law enforcement or other appropriate agency. A list of drug and alcohol treatment facilities in the area is included in Appendix .

EMERGENCY OPERATIONS AND SAFETY

The college administration is committed to implementing policies and procedures designed to protect lives and to secure property. To this end, the college has adopted an Emergency Response Plan. The plan details the precautionary measures the school will follow in an emergency, including inclement weather. This plan is available from the division directors and the Vice President of Student Affairs.

DISABILITY-RELATED COMPLAINTS

Disability-related complaints should be addressed to the ADA/504 Coordinator, James Askew, Atlanta Technical College, 1560 Metropolitan Parkway, S.W., Atlanta, Georgia, 30310, 404.225.4462. The procedures for filing a grievance are outlined in this handbook. A list of facilities and services available to handicapped and disabled students is provided in Appendix.

SEXUAL HARASSMENT COMPLAINTS

Sexual harassment complaints, which involve another student or a staff member, should be addressed to the Equity Coordinator, Harriet Ferrell, Room 128, Dennard Building, Atlanta Technical College, 1560 Metropolitan Parkway, S.W., Atlanta, Georgia, 30310, 404.225.4463. Procedures for filing a grievance are outlined in this handbook.

SEXUAL ASSAULT

Sex offenses on the campus will be handled according to the guidelines of the student conduct policy. Programs to prevent sex offenses are provided as a part of the Student Retention Plan. As required by the Campus Sex Crimes Prevention Act, students are provided the following website which lists sex offenders: www.ganet.org/gbi/sorsch.cgi.

STUDENT REFUND POLICY

Student refunds are calculated and dispensed according to the state refund policy.

CANCELLED CLASSES

If tuition and fees are collected in advance of the start date of a class and the institution cancels the class, 100 percent of all fees paid will be refunded.

WITHDRAWALS

Refunds of fees will be made only upon written application for withdrawal from school. Students who do not formally withdraw, who are suspended for disciplinary reasons, or who leave the school when disciplinary action is pending, are not eligible for a refund of any portion of fees paid. The student requesting a refund should complete the withdrawal form in the admissions office. Refunds will be processed to eligible students from the business office.

TUITION AND FEES

Students withdrawing from a course by the end of the third instructional day of the quarter and no shows shall receive a 100% refund of applicable tuition (hours below the 12-hour tuition cap) and applicable refundable fees, excluding the application fee. Students who withdraw from a course after the third instructional day of the quarter shall receive no refund. For those students receiving federal financial aid, the technical colleges shall make available Consumer Information that may be found at www.ifap.ed.gov <<http://www.ifap.ed.gov>> under the appropriate aid year's Handbook. Although there will be no refund of tuition and fees after the third instructional day, withdrawing students receiving Federal Pell Grant will have awards adjusted in compliance with the Return to Title IV process (R2T4) outlined in the Federal Student Aid Handbook. Refunds are processed by the Business Office. Fees are subject to change each quarter.

CAMPUS SECURITY

Atlanta Technical College works to help you maintain your personal safety and to protect your property by providing security and safety services. Each year, Atlanta Technical College publishes its crime statistics according to the guidelines of the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act. The Campus Crime Report is available online at http://www.atlantatech.edu/student_info/CampusCrimeStatisticsReport.html

HEALTH SERVICES

In the event of a medical emergency, Atlanta Technical College will refer a student to the nearest medical facility. As a non-residential institution, students are expected to secure medical services through a private physician. In the event of a medical emergency, it is understood that the student or parent will assume full responsibility for the cost of emergency care at the hospital including ambulance charges if such service is necessary.

First aid kits are available in the security office, in the office of the Vice President of Student Affairs, and in many laboratories throughout the building. Staff is instructed to call 911 for a potentially life-threatening emergency and then to report the incident to the Vice President of Student Affairs.

STUDENT REPRESENTATION IN GOVERNANCE

Atlanta Technical College acknowledges that the input of its students is a valuable resource. The role of the student in governance is advisory and is formally accomplished through the Student Government Association.

STUDENT RIGHTS AND RESPONSIBILITIES

Atlanta Technical College (ATC) desires to make provisions for students to be as knowledgeable as possible regarding College policies and procedures and their rights and responsibilities relating to them. The information in this section is designed to clarify information pertaining to rights that are granted to students and responsibilities which students should fulfill as members of the College community.

The submission of an application for admission to ATC represents a voluntary decision on the part of the prospective student to participate in the programs offered by the institution pursuant to the policies and procedures of the College, Georgia Department of Adult and Technical Education, and state and federal agencies where applicable. College approval of a student's application, in turn, represents the extension of a privilege to matriculate and to remain an educational consumer as long as he/she meets the required academic and behavioral standards. Each individual student is guaranteed the privilege of exercising his/her rights without fear or prejudice. Such rights include, but are not limited to, the following:

- Right to attend classes in an educational environment in which person property is respected.
- Right to privacy of their educational records. The Family Education Rights and Privacy Act (FERPA) applies to all schools that receive funds under an applicable program of the U.S. Department of Education. These rights transfer to the students or former students who have reached the age of 18 or who are attending school beyond high school. Schools may disclose, without consent, "directory" type information such as student's name, address, telephone number, date and place of birth, honors and awards and dates of attendance, unless parents or students request that the school not disclose directory information about them.
- Right to maintain privacy of personal possessions unless appropriate Atlanta Technical College personnel have reasonable cause to believe a student possesses any object or material that is prohibited by law of ATC Board policy.
- Right to appeal to the President if the result of the hearing is suspension or expulsion.
- Right to call witnesses and to present evidence in his/her behalf.
- Right, upon request, to a list of witnesses who will appear against him/her.
- Right to confront and cross-examine witnesses and/or accusers.
- Right to request to copy of the record or the tape recording of a hearing.

Within the limits of its facilities on all campuses and sites, ATC will be open to all persons without regard to sex, race, creed, disability, or national origin. It is the responsibility of ATC to publish its educational objectives and to make available the criteria it shall use in evaluating student success in all programs. It is the responsibility of the student to acquaint himself/herself with these objectives and criteria as published and set forth by ATC. Additionally, ATC faculty and administration routinely use various methods of communication to transmit critical information to students. These include electronic monitors, mailouts, email, and posted notices. Students are responsible for reading these

correspondences and governing themselves accordingly.

The facilities and services of ATC will be available to all enrolled students, provided they are used in a manner which is appropriate to an academic environment and with regard to ATC policies and operating procedures. ATC's Student Conduct Code addresses behavior and actions which adversely impact the achievement of educational goals. It is the responsibility of the student to become familiar with the regulations governing student conduct and to adhere to policies where applicable.

Lack of knowledge regarding ATC policies will not excuse any student from adherence to policies or sanctions that may be imposed for violations. ATC reserves the right to dismiss any student whose conduct and behavior poses a threat to the College environment or the health, safety, or security of others.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

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

STUDENT PHOTO IDENTIFICATION

For security purposes, students are required to carry their college identification card whenever on campus, or when participating in college activities. Student photo identification cards are made throughout registration and on Mondays in Room 2126. Students will be required to present the college identification card when using the library and other campus facilities and should be able to present it upon the request of a college official.

STUDENT RECORDS

Student educational records shall be maintained and disclosed according to the guidelines of the Family Educational Rights and Privacy Act of 1974. These guidelines protect the privacy of educational records; establish the right of students to inspect and review their non-privileged educational records; and for the correction of inaccurate or misleading data. The policy applies to students currently and formerly enrolled at Atlanta Technical College. Educational records include any records (in handwriting, print, tape, film, computer, or other medium) maintained by Atlanta Technical College that are directly related to a student, as specifically outlined in the policy. The college policy for the student records is outlined in the college catalog.

COMPUTER USE POLICY

The Atlanta Technical College network system provides access to resources within the campus and to communication with other users worldwide. Such open access is a privilege and requires that the individual user act responsibly. Users must respect the rights of other users; respect the integrity of the systems and related physical resources; and observe all relevant laws, regulations, and contractual obligations related to their use. Illegal uses of computers are outlined in the Student Conduct Code.

Misuse of computing, networking, or information resources may result in disciplinary action, up to and including legal action or the loss of computing privileges. Additionally, misuses can be prosecuted under applicable statutes. Complaints alleging misuse of college computer resources are directed to the Vice President of Student Affairs who is responsible for recommending appropriate disciplinary action.

Knowing reproduction or distribution of copyrighted works, including, but not limited to images, text, or software, without permission of the owner is an infringement of federal copyright law. Such action is subject to civil damages and criminal penalties including fines and imprisonment.

Computer hardware, software, and other equipment are the property of Atlanta Technical College and are intended for academic-related purposes only. College computer resources shall not be used for personal gain or profit or to initiate or access offensive or obscene material.

PERSONAL CHECKS

Atlanta Technical College accepts personal checks with proper identification for fees, tuition, services, books, or class supplies. When a bank refuses to honor such a personal check, the college will charge a service fee equal to \$30 plus the amount of any fee charged to the college by the bank.

ELECTRONIC DEVICES IN CLASSROOMS AND LABS

Use of personal electronic devices is not permitted in labs and classrooms. Such devices include, but are not limited to cell phones, walkie talkies, music devices, and pagers. In addition, the playing of sound equipment (radios, tape/compact disk players) by students in any part of the college or on campus is prohibited.

PARKING DECALS

Parking decals are required for all vehicles parked on campus. These decals may be obtained from the security office, which is located on the second floor lobby in room 2121.

PRINTED HANDOUTS

Display and Posting of Notices

Posters, flyers, pictures, and lettering of any kind may be displayed only on designated bulletin boards. They may not be affixed to walls, windows, or doors. Posters and flyers must be neat, legible, and in good taste. The name of the sponsor(s) must appear on the poster. Posters or flyers that are considered inappropriate will not be approved for display on college property and will be removed if they are posted. Posters and flyers promoting an event must be removed within twenty-four hours after the event.

Approval

All postings regarding student functions or programs must be approved by the Office of Student Activities and stamped. The Office of Communications and Marketing must approve other postings by external organizations. Student organizations wishing to display flyers and posters must receive approval by the Office of Student Activities. Off-campus organizations and vendors requesting to display posters and flyers on college property must seek approval from the Office of Communications & Marketing.

Job Announcements

Announcements regarding internal job postings will be posted by the Office of Human Resources on the designated bulletin boards and Atlanta Technical College website at www.atlantatech.edu; The Technical College System of Georgia website at www.tcsg.edu, and www.careers.gov. Work-study postings will be posted by the Office of Financial Aid on the designated bulletin board. Announcements regarding external job opportunities for students must be approved by the Office of Career Placement and posted on the designated bulletin boards.

Handouts in Other Buildings

The department responsible for the bulletin board(s) in a particular building is the approving office for announcements relative to the programs housed in that building.

COLLECTION OF MONEY BY STUDENTS

The only money solicitations allowed are for the drives approved by the President. The practice of a group or class buying gifts for students or instructors is prohibited.

STUDENT MEETINGS

Student meetings or assemblies on campus must be approved by the President of Atlanta Technical College, the Office of Student Activities, or a designee.

GENERAL INFORMATION

ACADEMIC CALENDAR

The academic calendar is from July 1- June 30 of each fiscal year. The academic calendar has four quarters: Summer, Fall, Winter, and Spring. The entire academic calendar is updated and published in the Catalog with actual dates and deadlines. Student Affairs provides quarterly updates. Updates to the academic calendar also may be accessed on the Atlanta Technical College website at www.atlantatech.edu.

BOOKSTORE

Textbooks and general school supplies are available from the bookstore located on the second floor of the main building lobby. Normal bookstore hours are 8:30am-6pm, Monday through Thursday and

8:30am-2:30pm Friday. Special schedules are arranged to accommodate the evening school students and regular students at the beginning of each new quarter. The bookstore is closed daily from 1-2pm on Monday-Thursday.

BARBERSHOP AND COSMETOLOGY SALON

Students are invited to use the barbershop and the cosmetology salon when they are not in class. It is necessary to make an appointment for salon and nail services. No appointment is needed for the barbershop.

FINANCIAL AID

Atlanta Technical College is pleased to participate in the administration of the following federal and state Student Financial Aid programs:

- **Federal Pell Grant Program (PELL)**
- **Federal Supplemental Educational Opportunity Grant (FSEOG)**
- **Federal Work Study Program (FWS)**
- **Helping Outstanding Pupils Educationally Scholarship Program (HOPE)**

All Student Financial Aid recipients must meet the following criteria in addition to specific program guidelines:

- **U.S. citizenship or eligible non-citizen**
- **Selective Service registration, if required**
- **High School diploma or GED**
- **Enrollment in an eligible program of study**
- **Maintain Satisfactory Academic Progress (SAP)**
- **Not owe a refund to a federal grant program or be in default on a federal student loan**
- **Not have attained a baccalaureate or first professional degree**

Counselors are assigned based on the student's last name. Students whose last name begins with A-J should call 404.225.4720 and students whose last name begins with K-Z should call 404.225.4717.

LIBRARY SERVICES

The library/media center supports all areas of instruction offered by Atlanta Technical College, providing print and non-print resources (books, periodicals, videotapes, computer software, computers, etc.), facilities, and services to all faculty, staff, and students. Inter-library loan services are available, and patrons have access to a variety of computer resources including indexes to periodicals, full-text newspapers, on-line access to library catalogs, the Internet, CD-ROM workstations, and several computers for word processing. Flexible scheduling permits individuals and groups to use the center as needed. Students must present a current valid student ID in order to borrow materials.

It is the policy of Atlanta Technical College's media services to provide a wide range of instructional materials in a variety of formats to support the mission of Atlanta Tech and needs of individual programs, students, and staff.

Location: The Media Center is located in rooms 1118-1119 of the main building.

Hours of Operation: The regular hours of operation are from 7:45am-9pm, Monday through Thursday and from 8am-3pm on Friday at the New Connections Center Professional librarians are on duty during all hours of operation.

Fines: The fine for returning a book late is ten cents per day and may accumulate until it reaches the cost of the book. Students who do not return books or who owe fines will not be permitted to register for the next quarter, receive a transcript, or graduate until their records have been cleared by obtaining a receipt from the media center staff.

Lost Books or Materials: The borrower must pay for any item lost or damaged beyond repair. The charge will be the amount necessary to replace the item.

Conduct: The library is a place of study for students. For this reason, eating, drinking, unattended children, radios, cell phones, or unnecessary noises are prohibited. Children must be accompanied by an adult at all times.

To access library services online: www.atlantatech.org/current_students/library.html

TUTORIAL SERVICES AND OPEN COMPUTER LABS

The Learning Support Center, located in room 2118 of the main building, offers free services to aid in student success. Services include individual or group tutorials, interactive online tutorial support, an open study area, and computers with Internet access. For more information about the tutorial services contact the Library and Media Services Center at 404.225.4595.

An open computer lab is also located on the Library and Media Services Center. Students may use the open lab to complete class assignments and access online courses.

CHILDCARE CENTER

The college operates a childcare center as part of its Early Childhood Care & Education program, which accepts children ages seven months to five years on a space available basis. Meals and supervised activities are provided. An after-school program is available for one to ten-year-olds. The center operates from 7:30am-10pm, Monday through Friday. Contact the Early Childhood Care & Education office for additional information. The center is closed whenever the college is closed for classes.

CHILDREN ON CAMPUS

Because of safety and liability issues, Atlanta Technical College does not allow children in classrooms or laboratory areas at any time. There are exceptions made for approved field trips for children in the Atlanta Technical College Childcare Center and for those students from area schools.

An adult must accompany children on the campus at all times. Atlanta Technical College reserves the right to have violators of this policy removed from the ATC campus.

CAFETERIA AND RESTAURANT

The school cafeteria, located on the first floor, is usually open for breakfast and lunch while classes are in session. Students who bring lunches may eat in the designated lounge areas. The college restaurant, also open to students, serves lunch on a scheduled basis between 11am and 12:30pm.

VENDING MACHINES

Vending machines are located throughout the college. Money changing machines have been placed in some vending locations on the first floor, and a representative of the vending company is at the school daily to service the machines. Reimbursement for lost funds should be registered at the business office cashier window.

STUDENT LOUNGES

Student lounges are located on opposite ends of the building adjacent to the courtyards. The lounges are only for the use of Atlanta Technical College students. Food and drinks are not permitted in the library, classrooms, and laboratories.

LOCKERS

Locker fees are included in registration fees for all students enrolled in credit courses. Students should determine the area of the building where they would like to obtain a locker and then make a selection from those available. Lockers are obtained through the Security Office, room 2121. Students are urged to obtain lockers during the orientation period preceding the beginning of classes each term. Students may have only one locker. Use of personal locks is prohibited. Students who have lost or forgotten locker combinations may get a duplicate from the Security Office. Atlanta Technical College is not responsible for items lost or stolen from lockers.

Students withdrawing or graduating from the college should clean out their lockers and notify security that they are available. Lockers will be checked once a year by security between the spring and summer quarters for serviceability and to update locker assignments.

PUBLIC TRANSPORTATION

MARTA's 95 Hapeville bus provides services connecting the college with the West End MARTA Rail Station. Special buses are also operated by MARTA to supplement the regular schedule, these are marked Atlanta Tech.

LOST AND FOUND ITEMS

Campus security handles all lost and found items. This office is located off of the second floor lobby in room 2121. Students may secure parking decals from this office.

TELECOMMUNICATIONS DEVICES FOR THE DEAF (TTY)

A telecommunication device for the deaf is available in the office of the Special Needs Coordinator, James Askew, Admissions Suite, office F.

Georgia Relay Services

TTY users: 1.800.255.0056, 404.225.4495

Voice users: 1.800.255.0135

VOTER REGISTRATION

Atlanta Technical College makes a good-faith effort to distribute voter registration forms to each student. Voter registration tables are set up during registration, and forms are made available. Students are encouraged to complete the forms and to exercise their right to vote in local, state, and federal elections.

STUDENT CONDUCT CODE

COLLEGE JURISDICTION

To fulfill its mission, Atlanta Technical College must provide opportunities for intellectual, emotional, social, and physical growth and must provide an atmosphere conducive to growth. By completing an application for admission, the student assumes an obligation to act in a manner compatible with the fulfillment of the college's mission.

The jurisdiction of the college is limited to conduct which occurs on the campus, or at off-campus classes, activities, or functions sponsored by the college, or which adversely affects the college and/or the pursuit of its objectives. Atlanta Technical College's disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this student conduct code. If both alleged violations result from the same factual situation, proceedings under this student code may be carried out prior to, simultaneously, or following civil or criminal proceedings.

When a student is charged by federal, state, or local authorities with a violation of law, Atlanta Technical College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body, however, the college may advise off-campus authorities of the existence of the student code and of how such matters will be handled internally with the college community. The Atlanta Technical College community is defined as any person who is a student, faculty member, college official, or any other person employed by the college. Atlanta Technical College will cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and with the conditions imposed by criminal courts for the rehabilitation of student violators.

SECTION II. CONDUCT RULES AND REGULATIONS

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined later in the handbook. Any question of interpretation regarding the Student Code of Conduct shall be referred to the Vice President of Student Affairs.

1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false information to any college official, staff member, or faculty member.
 - c. Forgery, alteration, misuse of any college document, record, or instrument of identification.

- d. Tampering with the election of any college-recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other college activities on or off campus.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of Atlanta Technical College or property of a member of the Atlanta Technical College community or other personal or public property.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
6. Failure to comply with directions of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication, or use of keys to college premises, or unauthorized entry to or use of college premises.
8. Violation of published college policies, rules, or regulations, including, but not limited to, rules imposed upon students who enroll in a particular course of program, or violation of federal, state, or local laws while on the college campus or at a college-sponsored or supervised activity.
9. Use, possession, or distribution of illegal narcotic, alcoholic, or other controlled substances, except as expressly permitted by law, to include public intoxication.
10. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals within 1000 feet of the campus, at a college-sponsored activity, or on a bus or other transportation furnished by the college.
11. Participation in, leading, or inciting others to participate in campus demonstrations that disrupt the normal operation of the college and infringe on the rights of other members of the college community, or intentional obstruction of the freedom of either pedestrian or vehicular movement on campus or at college-sponsored or supervised activities.
12. Unbecoming student conduct, including but not limited to conduct that is disorderly, lewd, indecent, a breach of peace, aiding, abetting, or procuring another person to breach the peace on the college premises, or at other sponsored college activities.
13. Theft or abuse of computer time, including but not limited to the following:
 - a. Unauthorized entry to a file, to use, read, transfer, or change the contents, or for any other purpose.
 - b. Unauthorized use of another individual's identification and/or password.
 - c. Use of computing facilities to interfere with the work of another student, faculty member, or Atlanta Technical College official.
 - d. Use of the computing facilities to send or receive obscene or abusive messages, or to interfere with the normal operation of the college computing system.
 - e. Violation of the college's policy on computer and internet use.
14. Abuse of the judicial system, including but not limited to the following:
 - a. Failure to obey the summons of a judicial body or a college official.
 - b. Falsification, distortion, or misrepresentation of information before a judicial body.
 - c. Disruption or interference with the orderly conduct of a judicial proceeding.
 - d. Initiating a judicial proceeding knowingly without cause.
 - e. Attempting to discourage, influence, or harass a member of the judicial body before, in the course of, or after a judicial proceeding; otherwise to influence judicial proceedings; or to abuse the judicial system.
 - f. Failure to comply with the sanction(s) imposed under the Student Conduct Code.
15. Use of tobacco products in campus buildings or in areas other than those marked as designated smoking areas
16. Failure to dress appropriately according to the following dress code:
 - a. Appropriate attire as designated for classrooms, laboratories, shop areas, internships, and clinical courses according to the requirements of the work/career for which the student is studying.

- b. Wearing of emblems, insignias, badges, or other symbols or lewd or vulgar words where the effect thereof is offensive to a reasonable person or otherwise causes disruption or interference with the orderly operations of the college.
- c. Cleanliness of body and clothing, with attention to discreet display of body piercings and body art, e.g., tattoos.
- d. Shorts, tight shorts, miniskirts, swimsuits, tank tops, bare midriffs, and bare feet are prohibited.

SECTION III. DEFINITIONS

1. The term “technical college” means Atlanta Technical College.
2. The term “student” includes all persons taking courses at Atlanta Technical College, both full-time and part-time for either credit or non-credit courses. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the Atlanta Technical College are considered “students.”
3. The term “faculty member” means any person hired by Atlanta Technical College to conduct teaching, service, or research activities.
4. The term “Atlanta Technical College official” includes any person employed by Atlanta Technical College, performing assigned administrative responsibilities.
5. The term “member of the Atlanta Technical College community” includes any person who is a student, faculty member, Atlanta Technical College official or any other person employed by Atlanta Technical College.
6. The term “Atlanta Technical College premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by Atlanta Technical College (including adjacent streets and sidewalks).
7. The term “organization” means any number of persons who have complied with the formal requirements for Atlanta Technical College recognition.
8. The term “judicial body” means any person or persons authorized by the President to determine whether a student has violated the Student Code or other regulations and to recommend imposition of sanctions.
9. The term “Judicial Advisor” means an Atlanta Technical College official authorized on a case-by-case basis by the President to impose sanctions upon students found to have violated the Student Code. The President may authorize a Judicial Advisor to serve simultaneously as a Judicial Advisor and the sole member or one of the members of a judicial body. Nothing shall prevent the President from authorizing the same Judicial Advisor to impose sanctions in all cases. Unless otherwise noted, the “Judicial Advisor” of Atlanta Technical College is the Vice President of Student Affairs.
10. The term “Appellate Board” means any person or persons designated by the President to consider an appeal from a judicial body’s determination that a student has violated the Student Code, other regulations, or from the sanctions imposed by the Judicial Advisor. The President may serve as the Appellate Board.
11. The term “shall” is used in the imperative sense.
12. The term “may” is used in the permissive sense.
13. The term “policy” is defined as the written regulations of Atlanta Technical College as found in, but not limited to, the Student Code of Conduct, Student Handbook, Atlanta Technical College Catalog, Atlanta Technical College Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.
14. The term “cheating” includes, but is not limited to (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the Atlanta Technical College faculty or staff.
15. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
16. Business days are weekdays when classes are in session.

SECTION IV. CHARGES AND HEARINGS

Any member of the Atlanta Technical College community may file charges against any student for misconduct. These charges must be in writing and must be submitted to the Judicial Advisor/Vice President of Student Affairs as soon as possible, but preferably within ten business days. The Judicial Advisor may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved in a manner acceptable to the Judicial Advisor. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Judicial Advisor may later serve in the same matter as the judicial body or a member thereof.

All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not less than five nor more than fifteen business days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Vice President of Student Affairs.

Hearings shall be conducted by the Judicial Advisor according to the following guidelines:

1. Hearings normally shall be conducted in private.
2. Admission of any person to the hearing shall be at the discretion of the Judicial Advisor.
3. In hearings involving more than one accused student, the chair of the judicial body may permit the hearings concerning each student to be conducted separately.
4. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused are responsible for presenting their own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial body.
5. The complainant, the accused, and the judicial body shall have the privilege of presenting witnesses, subject to the right of cross-examination by the judicial body.
6. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chair.
7. All procedural questions are subject to the final decision of the chair of the judicial body.
8. After the hearing, the judicial body shall determine by majority vote (if the judicial body consists of more than one person) whether the student has violated a section of the student code.
9. The judicial body determination shall be made on the basis of where it is likely that the accused student violated the student code. In those instances where the student faces suspension or expulsion, the standard of proof shall be by clear and convincing evidence.
10. There shall be a single verbatim record, such as a tape recording, of all hearings before a judicial body. The record shall be the property of Atlanta Technical College.
11. Except in the case of a student charged with failing to obey the summons of a judicial body or Atlanta Technical College official, no student may be found to have violated the Student Code solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.
12. The right to attend classes and school-sponsored functions during the judicial process is determined by the judicial body.

SECTION V. SANCTIONS

When sanctions have been imposed, the offices of the President, Academic Affairs, Admissions, and Records (the Registrar) shall be notified by the Vice President of Student Affairs within five business days. The following sanctions may be imposed upon any student found to have violated the student code:

1. Warning: A notice in writing to the student that the student is violating or has violated institutional regulations.
2. Probation: A written reprimand for violation of specified regulations. Probation is for a designated period of time.
3. Loss of privileges: Denial of specified privileges for a designated period of time.
4. Fines: Previously established and published fines may be imposed.
5. Restitution: Compensation for loss, damage, or injury, this may take the form of appropriate service and/or monetary or material replacement.
6. Discretionary Sanctions: Work assignments, service to the college, or other related discretionary assignments.

7. Deactivation: In addition to the penalties outlined above, groups or organizations may also face deactivation or loss of all privileges including recognition by the college, for a specified period of time.
8. Interim Suspension: In certain circumstances, the Vice President of Student Affairs may impose a suspension prior to the hearing before a judicial body to ensure the safety and well being of members of the Atlanta Technical College community. During the interim suspension, the student shall be denied access to the campus, including classes and all other college activities or privileges. The Vice President of Academic Affairs shall be notified in writing of the interim suspension.

Disciplinary sanctions other than suspension or expulsion shall not be made a part of the student's permanent academic record maintained by the Office of Admissions but shall become part of the student's confidential record, maintained by the Vice President of Student Affairs. Upon graduation, the student's confidential record may be expunged of disciplinary actions including suspension or expulsion upon written request to the Vice President of Student Affairs.

The days for which a student has been suspended are counted as absences, and the student is responsible for contacting instructors to arrange make-up work. It is the instructor's discretion as to whether make-up work can be provided and/or accepted. If accused students are found to be innocent of charges upon appeal, absences resulting from sanctions will be excused. It would then be the student's responsibility to arrange with the instructor to make up assignments.

SECTION VI. APPEALS

A sanction imposed by the Judicial Advisor may be appealed by accused students or complainants to an appellate board within five business days of the decision. Such appeals shall be in writing and shall be delivered to the Vice President of Student Affairs. Within ten days of the request for an appeal, the Vice President will notify the Appellate Board to convene. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:

1. To determine whether the original hearing was conducted fairly and in conformity with the prescribed procedures.
2. To determine whether the decision reached regarding the accused student was based on sufficient facts to establish that a violation of the Student Code occurred.
3. To determine whether the sanctions imposed were appropriate for the violation of the Student Code.
4. To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing that were unknown at the time of the original hearing.

The Appellate Board shall be organized and shall function according to the following guidelines:

1. The Appellate Board shall hear appeal cases involving alleged violations of the Student Conduct Code, which shall be referred to the Judicial Advisor/Vice President of Student Affairs.
2. The Appellate Board shall consist of five members, a member of the Student Affairs Division, two faculty members, and two student officers of the Student Government Association, recommended by the Student Activities Coordinator and approved by the President. A member of the Appellate Board cannot be personally involved in the case such that there is a detriment to the interest of the accused or of the college.
3. The members of the Appellate Board shall select one of its members to act as presiding officer and a member to perform recording functions. The presiding officer shall set the time and place for a hearing, notify other members, and handle the summoning of defendants and witnesses.
4. There shall be a single verbatim record, such as a tape recording, of all hearings before a judicial body. The record shall be the property of Atlanta Technical College.
5. Preliminary investigations of charges against students shall be made by designated staff members of Student Affairs. Cases are referred to the Appellate Board by the Judicial Advisor.
6. Decisions of the Appellate Board shall be by majority vote. A quorum shall consist of

- three members: two faculty members and one student.
7. The complainant has the right to be assisted by an advisor at his/her own expense. The advisor may be an attorney. The complainant is responsible for presenting his/her own case. Therefore, advisors are not permitted to speak or to participate directly in any hearing before an Appellate Board.
 8. In considering an appeal, the Appellate Board may do one of the following:
 - a. Uphold the appeal and reduce or suspend sanctions.
 - b. Uphold the appeal and increase or impose sanctions.
 - c. Dismiss the appeal and uphold the original sanction(s).
 9. The Appellate Board shall provide a brief written summary of its adjudications of each case to the Vice President of Student Affairs and to the students involved.

The decision of the Appellate Board shall be final.

GRIEVANCE PROCEDURES FOR DISCRIMINATION, HARASSMENT, AND OTHER STUDENT COMPLAINTS

IMPORTANT NOTE: Additional information regarding the student grievance procedure is available in the Atlanta Technical College Policy Manual, Section 6.1.2 (www.atlantatech.edu)

GENERAL POLICY

Atlanta Technical College is committed to ensuring an environment for all students that is fair, humane, and respectful. This environment should support and reward students on the basis of relevant considerations. It should be free from illegal or inappropriate conduct. In an instance of perceived violation of college policies, standards, or state or federal law, a student may file a written or verbal complaint, which shall be resolved as set forth by college policy and procedure. Every effort will be made to ensure that a concern will be addressed and resolved at the point closest to the origin of the complaint or concern.

Retaliation in any form against students bringing complaints or participating in hearings is prohibited and will subject the offender to disciplinary action. Also, an individual who initiates a fraudulent or bad faith claim or charge shall also be subject to disciplinary action.

PROCEDURES FOR FILING COMPLAINTS OF DISCRIMINATION AND HARASSMENT

The following grievance procedures are provided for prompt and equitable resolution of students' complaints of discrimination or harassment based on race, color, religion, national origin, age, sex, marital status, gender, sexual orientation, or handicap/disability. These procedures are in compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1992.

DEFINITIONS

- A. **Discrimination Complaint:** A written or verbal complaint alleging that a policy, procedure, or practice discriminates on the basis of race, color, national origin, sex, or handicapping/disabling condition
- B. **Harassment Complaint:** A written or verbal complaint related to comments or conduct of the administration, staff, or peers based upon the race, sex, national origin, age, or handicapping/ disabling condition of the students, which interfere with students' sense of well-being in the work or educational environment
- C. **Student Complainant:** Students of Atlanta Technical College who submit complaints alleging discrimination or harassment based on race, color, religion, national origin, age, sex, marital status, gender, sexual orientation, or disabling condition

- D. **Equity Coordinator:** The person designated to coordinate efforts to comply with and carry out responsibilities under Title IX and of the Education Amendments of 1972 (legislation mandating non-discrimination based on gender) and Title VI of the Civil Rights Act of 1964 legislation mandating nondiscrimination on the basis of race. The Equity Coordinator is responsible for receiving and processing complaints, including sexual harassment complaints, and serves as moderator and recorder during hearings. The Equity Coordinator is Harriet Ferrell, Room 166B, Dennard Building, 404.225.4463.
- E. **Section 504/ADA Specialist:** The person designated to coordinate efforts to comply with and carry out responsibilities under Section 504 of the Rehabilitation Act (legislation mandating nondiscrimination based on disability). The Section 504/ADA Specialist may serve as the hearing officer for complaints related to disabilities and educational accommodations. The Section 504/ADA Specialist is James Askew, Admissions Suite, Room 163, 404.225.4462.
- F. **Respondent:** A person alleged to be responsible, or who may be responsible for the Title IX violation alleged in a grievance. The term may be used to designate persons with direct responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the grievance.
- G. **Day:** A working day, which shall exclude Saturdays, Sundays, and holidays
- H. **President:** The chief administrator of Atlanta Technical College
- I. **Technical College System of Georgia:** The agency governing the college
- J. **Grievance Answer:** The written statement of the respondent regarding the grievance allegation and possible corrective action
- K. **Grievance Decision:** The written statement of a hearing officer or her/his findings regarding the validity of the grievance allegation and the corrective action to be taken

PRE-GRIEVANCE MEETINGS

Step 1.

Prior to the filing of a written complaint, students are encouraged to visit with the department chairperson of their academic program of study to discuss the problem or complaint and to seek a resolution. The department chairperson shall make reasonable efforts to meet with any students or employees to discuss Title IX or Section 504 matters that they may wish to bring to their attention. Such a pre-grievance meeting shall be at the option of the complainant(s); it shall not be a precondition for the submission of a written grievance; however, complaints will ultimately be requested in writing.

Step 2.

If the grievance is not resolved after this meeting, then the remainder of the grievance procedures will be followed. The respondents shall submit their answers within ten days to Harriet Ferrell, Equity Coordinator, or James Askew, Section 504/ADA Specialist, as appropriate. The Equity Coordinator will respond within five days.

Step 3.

The Equity Coordinator will schedule a hearing with the complainants, the respondents, and the President or other designee within ten days of the request.

FILING PROCEDURES

Step 1.

Student complainants shall submit written complaints to Atlanta Tech's Equity Coordinator, Harriet Ferrell, located in Room 166B, Dennard Building, stating the complainants' names, nature, and date of alleged violations, names of persons responsible (where known), and requested actions. The complaints must be submitted within sixty days of the alleged violations.

Complaint forms are available in the offices of the Equity Coordinator, the Section 504/ADA Specialist, division directors, the admissions office, and a copy is printed in the student handbook, the Appendix. The complaint should be signed by the complainants or their designees. Atlanta Tech's Equity Coordinator or Section 504/ADA Specialist will contact respondents within five days and ask respondents to

1. Confirm or deny facts;
2. Indicate the extent to which the grievance has merit; and
3. Indicate acceptance or rejection of any desired redress specified by the complainant, or outline an alternative proposal for redress.

Step 2.

The Equity Coordinator will schedule a hearing with the complainants, the respondents, and the President or other designee, as appropriate, within ten days of the request.

Step 3.

Within five days after the hearing, the Equity Coordinator shall issue a written hearing decision, which includes a statement regarding the validity of the grievance allegation and a specification of any corrective action to be taken. This decision shall specify the reasons on which the decision is based. Copies of the decision shall be sent to the complainant, the respondent, and the President of the college within ten working days following the hearing.

If the complainant is not satisfied with the President's decision, he or she may notify the U.S. Department of Education-Regional Office of Civil Rights, Equity Coordinator, or Section 504/ADA Specialist within ten days and request a hearing with the Technical College System of Georgia (TCSG) State Board.

Step 4.

The last step of the procedure is a written appeal to the State Board requesting a hearing.

GENERAL PROVISIONS

- A. Extension of Time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date that the complaints are filed until the complaints are resolved shall be no more than eighty, excluding the State Board hearing and decision on the case.
- B. Access to Regulations: The College shall provide copies of all regulations prohibiting discrimination on the basis of race, color, religion, national origin, age, sex, marital status, gender, sexual orientation, or handicapping/disabling condition, upon request.
- C. Confidentiality of Records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in students' personnel file. Complaint records shall be maintained on file for three years after complaint resolutions.

NON-DISCRIMINATORY STUDENT COMPLAINTS

Student complaints about grades or class work should be resolved at the most immediate level. Students are encouraged to make an appointment with instructors first to discuss their complaints. If the complaint is not resolved with the instructor, students should make an appointment next with the department chairperson, the division dean, and finally the Vice President of Academic Affairs.

Other student complaints, whether verbal or written, should be directed to the Vice President of Student Affairs.

DISCIPLINARY PROCEDURES

When students are charged with violation of the foregoing conduct regulations, disposition of students' cases shall be handled according to the Atlanta Technical College Judicial Process.

APPENDIX

STUDENT ORGANIZATIONS AND ACTIVITIES

Technical student organizations provide the basic vehicle for students to build leadership skills, civic and community skills, social skills, and networking opportunities. Involvement in quality student organizations and clubs helps to bridge the gap between the classroom and the world of work by giving students an opportunity to learn the “business community” first-hand; Atlanta Technical College recognizes the professional value of student organizations. The following organizations are offered.

THE ACCOUNTING CLUB (NUMBΣRS)

The Accounting Club, known as NUMBΣRS, is a pre-professional and social club for accounting students and other interested individuals. Established in 2006, the mission of the Accounting Club is to broaden the student's appreciation of the profession of accounting. The Club promotes and expands students' exposure to the accounting and business communities by instituting a strong network of professional contacts; facilitating communication between the community, administration, and students; assisting students in preparing for a career in the accounting profession; and sponsoring various programs to enrich the educational and social experiences at Atlanta Technical College.

CLUB METRO 1560

Metro 1560 is the arts and entertainment organization on campus. Students learn about the music entertainment industry and have opportunities to produce and perform creative works.

DELTA EPSILON CHI (DEX)

The Atlanta Technical College Chapter of Delta Epsilon Chi was chartered with the purpose of planning activities that further the members' knowledge and skills in marketing, management, and entrepreneurship. The organization's close ties with the business community provide opportunities for members and an appreciation of the free enterprise system.

GEORGIA OCCUPATIONAL AWARD OF LEADERSHIP

The Georgia Occupational Award of Leader (GOAL) award is presented to the student elected most outstanding from a group of nominees submitted by instructors. Selection is based on grades earned, instructors' rating of students' personal traits, and an interview before a screening committee. The state GOAL winner, who traditionally receives a new automobile and a golden medallion, serves as representative of technical and adult education for the state of Georgia for a year.

GERMANY STUDENT EXCHANGE PROGRAM

In 1998, Atlanta Technical College established an international partnership with Felix-Fechenbach School in Detmold, Germany. The theme of this partnership is “Living, Learning, and Working Together.” Biennially groups of students visit the partner school, live with host families, and experience international cultural and educational activities. Plans are being made to expand the program to include postsecondary schools in other countries.

INTERNATIONAL CLUB

The International Club is an organization formed to unite students from various cultures. International students use this organization to exchange ideas and to promote understanding of different cultures. International Day celebration is sponsored each year in May and all students are invited to participate, appreciate and understand foreign cultures.

MILLENNIUM CLUB

The organization is exclusively for educational purposes to promote occupational technical training and job attainment through Atlanta Technical College, for males and females who are enrolled in nontraditional programs for their gender. Students enrolled in the college in technical programs that are nontraditional for their gender and maintain a 2.2 GPA are eligible for membership. Students are exposed to professionals in the workplace that exemplify leadership, integrity, vision and commitment to the field they represent.

NATIONAL TECHNICAL HONOR SOCIETY

National Technical Honor Society is the acknowledged leader in the recognition of outstanding student achievement in career and technical education. The Society encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today's highly competitive workplace. The criteria for NTHS applicants are; (1) must be nominated by an instructor; (2) must have completed two quarters of full-time training at Atlanta Tech in a diploma or degree program; and (3) Must have a GPA of 3.5 or higher.

PHI BETA LAMBDA

Phi Beta Lambda (PBL), a national organization founded in 1958 with state and local chapters, was established for students interested in a career in business. The activities of PBL provide an opportunity for business students to prepare for business and office occupations. It helps students to learn more about our economic system and the business community. By participating in PBL, students are able to get practical experience in the business community. Students participate in local, state, regional, and national competitions.

SKILLS USA

The Skills USA organization was founded in 1965 to serve students enrolled in technical, and health occupations, personal services, and in skilled and construction trades. Skills USA is dedicated to providing experiences and opportunities for individuals through the development of citizenship and leadership qualities. It also emphasizes leadership, dignity of work, citizenship, and respect for others. Local Skills USA winners compete in state and national competitions.

STUDENT GOVERNMENT ASSOCIATION

The purpose of the SGA shall be to serve and represent the student body; provide a channel through which students may exhibit leadership; recommend activities that enhance student life outside the classroom; and provide for constructive discussion leading to improvement of the institution. An additional purpose is to improve communication among students, faculty, staff, and the community to promote College spirit and loyalty. SGA membership guidelines are prescribed by the SGA constitution and by laws.

STUDENT LEADERSHIP COUNCIL

This organization is composed of SGA officers, representatives from PBL, SkillsUSA, DEX, NTHS, any program area and any student interested in promoting school spirit, planning activities, learning leadership skills, hard work and having fun. New members are accepted quarterly.

PROGRAM CLUBS

Selected programs have organized clubs for students enrolled in their programs. Contact the Department Chairperson of the specific program.

WARRANTY CLAIM REQUEST

Please keep records of each of the following types of assistance provided to program graduates, which constitute use of the DTAE Warranty policy in accordance with DTAE **Warranty Claims Data Policy**:

- * **Skill Building:** additional tutoring or classroom work with a graduate at his/her request to bolster skills
- * **Licensure/Certification:** coaching or tutoring a graduate who has failed a licensure or certification exam
- * **Retraining** employer to retrain a graduate
- * **Update Training** assisting a graduate in updating training required to obtain or retrain for a job

Date of Request:

Name:

SS#:

Address:

Phone:

Phone:

Program:

Graduation Date:

Course: Cr. Hrs.

Course: Cr. Hrs.

Course: Cr. Hrs.

Course: Cr. Hrs.

Employer:

Qtr. of warranty enrollment:

Employer Address:

Job Title:

Time on Job:

Reason for Request:

Student Signature: _____

Date: _____

Approved: _____
Retention Specialist

Date: _____

Approved: _____
erDirector of Instructional Program

Date: _____

Original to Career Planner (special needs)

Copies to Vice President of Student Affairs/Vice President of Academic Affairs

DRUG AND ALCOHOL COUNSELING AND TREATMENT CENTERS

Al-Anon Family Groups

828 West Peachtree Street NW
Decatur, Georgia 30030-1512
404.687.0466
404.687.0467 LCD
www.ga-al-anon.org

CARE

2312 Peachford Road
Suite D
Atlanta, Georgia 30338
800.559.9503

ALCOHOL AA TREATMENT CENTER

3130 Peachtree Park Drive NE
Atlanta, Georgia 30309
24-HOUR HELP LINE
404.239.0581

CHARTER TREATMENT CENTER (DeKalb Rape Crisis Center)

204 Church Street
Decatur, Georgia 30030
404.377.5644

DEKALB COMMUNITY SERVICE BOARD

24-Hour Hotline
404.892.4646

ALCOHOLICS ANONYMOUS

Central Office Information and Calls for Help
127 Peachtree Street NE
Atlanta, Georgia 30303

DEKALB MEDICAL CENTER (Devereux Treatment Network)

2701 N Decatur Road
Decatur, Georgia 30033-5995
404.591.1111

ALPHA RECOVERY CENTER

PO Box 421998
Atlanta, Georgia 30342
404.329.9991

EMORY-PARKWAY MEDICAL CENTER

1000 Thornton Road
Lithia Springs, Georgia 30122
770.732.7777
770.732.7778

ANXIETY CONTROL CENTER (Family Behavioral Health)

800 Kennesaw Avenue
Building 100, Suite 130
Marietta, Georgia 30060
770.420.2048

FAMILY RECOVERY COUNSELING CENTER

2470 Windy Hill Road
Marietta, Georgia 30067
770.509.3307

APOLLO ADDICTION RECOVERY CENTER

275 Carpenter Drive
Suite 101
Atlanta, Georgia 30328
404.252.4673

GEORGIA RECOVERY CENTERS

MARIETTA
1449 Field Park Circle
Marietta, Georgia 30066
770.489.1393

DECATUR

2459 N Decatur Road
Decatur, Georgia 30033

LAURELWOOD MENTAL HEALTH (Alcohol and Drug Abuse Services of Northeast Georgia)

200 Wisteria Drive
Gainesville, Georgia 30501
770.531.3800

BREAKTHRU HOUSE, INC.

1866 Eastfield Street
Decatur, Georgia 30032
404.289.5099

RIDGEVIEW INSTITUTE

3995 S Cobb Drive SE
Smyrna, Georgia 30080
770.434.4567

CETA ALDOHOL AND DRUG TREATMENT

640 Spring Street SE
Gainesville, Georgia 30501
770.539.9329

SOUTHSIDE HEALTHCARE, INC.

1046 Ridge Avenue SW
Atlanta, Georgia 30315
404.688.1350

FACILITIES AND SERVICES FOR HANDICAPPED AND DISABLED STUDENTS

ROOSEVELT WARM SPRINGS INSTITUTE FOR REHABILITATION

P O Box 1000
Warm Springs, Georgia 31830
706.655.5000

ASHTON WOODS REHABILITATION CENTER

3535 Ashton Woods Drive
Atlanta, Georgia 30319
770.451.0236

ST JOSEPH'S SPECIALTY CENTER FOR WELLNESS AND REHABILITATIVE CARE

1155 Mt Vernon Highway
Suite 900
Atlanta, Georgia
770.392.0107

BLIND AND LOW VISION SERVICES OF NORTH GEORGIA

3830 S Cobb Drive
Suite 125
Smyrna, Georgia 30080
770.432.7280

SHEPHERD CENTER

2020 Peachtree Road
Atlanta, Georgia 30309
404.352.2020

BOBBY DODD INDUSTRIES

1440 Dutch Valley Place NE
Suite A
Atlanta, Georgia 30324

SATELLITE OFFICE

1500 Farmers Road
Conyers, Georgia 30207
770.922.8645

SHEPHERD PATHWAYS

1942 Clairmont Road
Decatur, Georgia 30033
404.248.1667

DHR VOCATIONAL REHABILITATION SERVICES

1046 S Cobb Drive SE
Marietta, Georgia 30060
770.528.3435

TOMMY NOBIS CENTER

1480 Bells Ferry Road NE
Marietta, Georgia 30066
770.427.9000

GLANCY REHABILITATION CENTER OF GWINNETT HEALTH SYSTEM

3215 McClure Bridge Road
Duluth, Georgia 30096
678.584.6789
678.442.4321

VOCATIONAL REHABILITATION

1700 Century Circle
Suite 300
Atlanta, Georgia 30345-3020
404.486.6331
866.489.0001 Toll Free
www.rehab@dol.state.ga.us
www.vocrehabga.org

HELEN KELLER NATIONAL CENTER FOR DEAF/BLIND YOUTHS AND ADULTS

1003 Virginia Avenue
Suite 1003
Hapeville, Georgia 30354
404.766.9625

WESLEY WOODS REHABILITATION CENTER OF EMORY

1821 Clifton Road NE
Atlanta, Georgia 30329
404.778.7710

Atlanta Technical College
Student Affairs Division
REPORT OF STUDENT GRIEVANCE

Directions: Please provide the information requested on this form and attach written documentation to explain further concerns listed. Submit the completed form and relevant documentation to the Equity Coordinator in office 166B in the Cleveland Dennard Building OR to the Vice President of Student Affairs inside the Admissions Office.

(PLEASE PRINT)

Name of Person making complaint (Complainant):

Telephone Number: Home _____ Cell _____

Address: _____

City, State Zip _____

Name of Person Against Whom Grievance is being filed:

Nature of Grievance (please attached additional pages for details and documentation)

Desired Solutions:

Action taken by Complainant to Date:

"I affirm that the above is true to the best of my knowledge and intent."

Complainant's Signature

Date

Rec'd _____

By _____

DIRECTORY

ACT Center	ACT Coordinator	Technology Bldg., Room 110	404.756.3867
Admissions	Admissions Office	D180	404.225.4400
Beauty Salon			404.225.4657
Barber Shop			404.225.4590
Bilingual Services	Bilingual Specialist	Room 2125	404.225.4527
Books/School Supplies	Bookstore	2nd Floor Lobby	404.225.4722
Career Placement	Career Placement Officer	D128	404.225.4448
Child Care Center		Childcare Bldg.	404.225.4481
Continuing Education	Vice President for Economic Development		404.225.4488
Disabled Student Services	Special Needs Counselor	D163, D166B	404.225.4462
Fatherhood Program	Coordinator	Technology Bldg., Room 107	404.756.3836/404.756.3836
Fees and Refunds	Business Office	D115A	404.225.4700
Financial Aid	Financial Aid Office	Room D114F	404.225.4715
GED Testing		Room 207	404.225.4466
Grades	Registrar's Office	Room D111G	404.225.4452
Academic Affairs	Vice President for Academic Affairs	Room D234	404.225.4554
Library Resources	Media Specialist	N/A	404.225.4594
Lockers	Security Office	Room 2121	404.225.4730
Lost & Found	Security Office	Room 2121	404.225.4730
Parking Decals & Fees	Security Office	Room 2121	404.225.4730
Registration Information	Registrar's Office	Room D111G	404.225.4452
Student Organizations	Student Activities Coordinator	Room D111K	404.225.4463
Student Affairs	Vice President for Student Affairs	Room D111H	404.225.4400
Testing & Assessment	Admissions Office	Admissions Suite	404.225.4400
Transcripts	Registrar's Office	Room D111G	404.225.4452
Transfer of Credit	Registrar's Office	Room D111G	404.225.4452
Veterans Affairs	Veteran Affairs Coordinator	Room D114A	404.225.4720
Voter Registration	Student Activities Coordinator	Room D111K	404.225.4463

*Rooms with a "D" prefix denote the Dennard Bldg.

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