

Student Code of Behavior/Grievances

Student Rights and Responsibilities

Enrollment as a student at Coastal Pines Technical College (CPTC) carries with it certain responsibilities as well as certain rights and privileges. CPTC promotes a climate of academic honesty, critical investigation, strong work ethic, intellectual freedom and freedom of individual thoughts and expression consistent with the rights of others.

Students have the following rights:

1. To be admitted to CPTC without discrimination in any respect.
2. To be in an atmosphere that is conducive to learning and to attend CPTC 's educational programs, course offerings, and activities on campus or any activity sponsored by CPTC off campus in accordance with procedures.
3. To obtain the necessary knowledge, skills, and abilities, in order to gain initial employment, maintain advanced levels of competence or acquire new levels of competence by participating in programs, course offerings, and activities in accordance with CPTC procedures.
4. To develop intellectual, personal, and social values.
5. To see their records and, if necessary, challenge their accuracy.
6. To participate in college approved student organizations in accordance with CPTC procedures.
7. To due process procedures.
8. To pursue grievances against instructors, administrators, or fellow students.
9. To have academic and disciplinary records kept confidential subject to existing laws. No official records of students are available to unauthorized persons without the expressed written consent of the student involved except under legal compulsion.
10. To be informed of student's right-to-know information required by federal requirements.

Students have the following responsibilities:

1. To attend class regularly and on time.
2. To be acquainted with the published CPTC procedures and comply with them as well as federal and state laws.
3. Treat others with courtesy and respect.
4. Demonstrate personal and academic integrity in dealing with others.
5. Make positive contributions to the multicultural, multiracial environment at the College.
6. Share responsibility for maintaining the integrity of the physical surroundings

Student Code of Conduct

Coastal Pines Technical College provides opportunities for intellectual, emotional, social, and physical growth. Technical college students assume an obligation to act in a manner compatible with the fulfillment of its mission. The technical college community recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, Coastal Pines Technical College establishes this Student Code of Conduct.

(Summary of the CPTC Procedure: Student Conduct Code. Complete Procedure may be accessed at http://www.coastalpines.edu/assets/1/7/CPTC_Student_Conduct_Code_Procedure.pdf).

Conduct Rules and Regulations

Proscribed Conduct

Any student found to have committed any of the following types of misconduct is subject to the disciplinary sanctions outlined in the Student Disciplinary Policy and Procedure.

A. ACADEMIC

Academic Misconduct Definitions

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
 - 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.
 - 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.
 - 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.
 - 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.
 - Representing as one's own an examination or any other written or oral work submitted for evaluation and/or a grade created by another person.
 - Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.
 - Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.
 - 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
 - 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.
 - 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.
 - Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

B. NON-ACADEMIC MISCONDUCT

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

1. Behavior

- Indecent Conduct: Disorderly, lewd or indecent conduct, including public physical or verbal actions; language commonly considered offensive (not limited to, but including profanity); or distribution of obscene or libelous written or electronic material.
 - Violence: physical abuse of any person (including dating violence, or sex violence) on technical 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 action or threat of violence which endangers the peace, safety, or orderly function of the technical college, its facilities, or persons engaged in the business of the technical college. Note: certain physical abuse may also be considered unlawful harassment.
 - Harassment: Coastal Pines Technical College prohibits unlawful conduct based on race, color, creed, national or ethnic origin, gender, religion, disability, age, genetic information, political affiliation 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 College 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.
 - Disruption: prohibits activities not otherwise protected by law including the First Amendment to the Constitution of the United States of America, which intentionally obstruct or interrupt 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.
 - Failure to Comply: Failure to comply with lawful directions of technical college officials and/or failure to identify oneself to these persons when requested to do so.
2. Professionalism
- Personal Appearance: Students are expected to maintain proper personal appearance at all times. Attire and grooming should be appropriate for the occupational area in which the student is training. Appropriate is what one normally would wear on a job in the specific area of training. Any attire considered unsafe or disruptive to the class will not be allowed. Students inappropriately dressed or dressed in a manner that could present a safety hazard will not be allowed to attend class. Students are expected to practice good personal hygiene. These requirements are designed to instill in each student a sense of order and respect for himself/herself, other students, and the faculty.
 - Refer to Coastal Pines Technical College [Student Dress Code Procedure](#)
3. Use of Technical College Property
- Theft and Damage: prohibits theft of, misuse of, or harm to technical college property, or theft of or damage to property of a member of the technical college community or a campus visitor on technical college Premises or at a technical college function.
 - Occupation or Seizure: 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.
 - Presence on Technical College premises: prohibits unauthorized entry upon technical college premises; unauthorized entry into technical college premises or a portion thereof which has been restricted in use; unauthorized presence in technical college premises after closing hours; or furnishing false information to gain entry upon technical college premises.
 - Assembly: 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.
 - Fire Alarms: prohibits setting off a fire alarm or using or tampering with any fire safety equipment on technical college Premises or at technical college-sponsored activity sites, except with reasonable belief in the need for such alarm or equipment. In the event of a fire alarm sounding, students must evacuate the building unless otherwise directed by a technical college official.

- Obstruction: 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 Coastal Pines Technical College [Parking: Procedures and Rules](#)
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).
- Alcohol: Students must comply with all state and federal laws regulating alcohol as well as TCSG Policy 3.3.6, Alcohol on Campus. Alcoholic beverages may not be served or sold at any student sponsored function. Students being in a state of intoxication on technical college Premises or at technical college-sponsored or supervised functions (including off-campus functions), internships, externships, practicum, clinical sites, cooperative or academic sponsored programs or activities or in a technical college-owned vehicle is prohibited.
 - Controlled substances, illegal drugs and drug paraphernalia: The technical college prohibits possession, use, sale, or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.
 - Food: The technical college prohibits eating and/or drinking in classrooms, shops, and labs or other unauthorized areas on technical college Premises, unless otherwise permitted by technical college officials.
 - Smoking/Tobacco: The technical college prohibits smoking, or using other forms of electronic, alternative smoking devices or other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on technical college Premises. Refer to the CPTC Procedure: [Tobacco Free Campus](#).
5. Use of Technology
- Damage and Destruction: Destruction of or harm to equipment, software, or data belonging to the technical college or to others is considered unacceptable usage. This may include altering, downloading, or installing software on technical college computers, tampering with computer hardware or software configuration, improper access to the technical college's network, and disconnection of technical college computers or devices.
 - Electronic Devices: Unless otherwise permitted by technical college officials, the technical college prohibits use of electronic devices in classrooms, labs, and other instructional, event, or affiliated facilities on technical college Premises. Such devices include, but are not limited to cell phones, beepers, walkie talkies, cameras, gaming devices, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. Coastal Pines Technical College also prohibits attaching personal electronic devices to college computers under any circumstances.
 - Harassment: Coastal Pines Technical College prohibits the use of computer technology 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 affiliation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status.
 - Unacceptable Use: Use of computing facilities to interfere with the work of another student, faculty member or technical college official. This includes the unauthorized use of another individual's identification and password.
Coastal Pines Technical College prohibits any additional violation to the CPTC Procedure: Acceptable Computer and Internet Use.
6. Weapons
- Coastal Pines Technical College and 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 building 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. § 16-7-80
O.C.G.A. § 16-7-81
O.C.G.A. § 16-7-85
O.C.G.A. § 16-11-121

O.C.G.A. § 16-11-125.1

O.C.G.A. § 16-11-126

O.C.G.A. § 16-11-127

O.C.G.A. § 16-11-127.1

O.C.G.A. § 16-11-129

O.C.G.A. § 16-11-130

O.C.G.A. § 16-11-133

O.C.G.A. § 16-11-135

O.C.G.A. § 16-11-137

O.C.G.A. § 43-38-10

7. Gambling
Coastal Pines Technical College System of Georgia prohibits the violation of federal, state or local gambling laws on technical college premises or at technical college sponsored or supervised activities.
8. Parking
The technical college prohibits violation of Coastal Pines Technical College regulations regarding the operation and parking of motor vehicles on or around CPTC Premises.
9. Financial Irresponsibility
Coastal Pines Technical College prohibits the theft or misappropriation of any technical college, student organization or other assets.
10. Violation of Technical College Policy
Violation of System or Technical College Policies, rules or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program, internships, externships, practicum, clinical sites, co-operative, or any academic sponsored programs or activities, student organizations or students who reside in on-campus housing.
11. Aiding and Abetting
Aiding, abetting, or procuring another person to do an activity which otherwise violates this Code of Conduct is prohibited.
12. Falsification of Documentation
Disciplinary proceedings may be instituted against a student who falsifies any documentation related to the Coastal Pines 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
 - If a Student is convicted or pleads Nolo Contendere to an on-campus or off-campus violation of federal, state, or local law, but not has not been charged with any other violation of the Student Code of Conduct, disciplinary action may nevertheless be taken and sanctions imposed if the violation of federal, state or local law is detrimental to the technical college's vital interests and stated mission and purpose.
 - 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.
 - When a student is charged by federal, state, or local authorities with a violation of law, the technical college will not request or agree to special consideration for that individual because of his/her status as a student. The technical college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.
14. Abuse of the Student Judicial Process, including but not limited to
 - Failure to obey the notification of the Vice President for Student Affairs, Hearing Body, Appellate Board or Technical College Official.
 - Falsification, distortion, or misrepresentation of information in a judicial proceeding.
 - Disruption or interference with the orderly conduct of a disciplinary proceeding.

- Initiating a disciplinary proceeding knowingly without cause.
- Attempting to discourage an individual's proper participation in, or use of, the disciplinary process.
- Attempting to influence the impartiality of a member of a Hearing Body, or Appellate Board prior to, and/or during the course of, the disciplinary proceeding.
- Harassment (verbal or physical) and/or intimidation of a member of a Hearing Body, or Appellate Board prior to, during, and/or after a disciplinary proceeding.
- Failure to comply with the sanction(s) imposed under the Student Code.

Student Disciplinary Procedure

Article IV: Judicial Policies

1. Filing a Complaint

- Any person may file a complaint with the Vice President for Student Affairs or 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 Student Affairs.
- Academic Misconduct may be handled using this procedure or a separate Academic Misconduct Procedure at the discretion of the technical college president.
- Investigation and Decision
 - Within five business days after the Student Code of Conduct Complaint Form (the "Complaint") is filed, the Vice President for Student Affairs 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 Student Affairs or designee shall determine whether the student committed the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct.
 - The student shall have 5 business days from the date contacted by the Vice President for Student Affairs to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond to the Vice President for Student Affairs 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 Student Affairs will consider the available evidence without student input and make a determination.
 - In the event that a Complaint alleges violations of the Student Code of Conduct by more than one student, each student's disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.
 - If the Vice President for Student Affairs 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 Student Affairs 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.

2. Disciplinary Sanctions

Based on the severity of the incident, the Vice President for Student Affairs may take one of two actions:

- After a determination that a student has violated the Student Code of Conduct, the Vice President for Student Affairs 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.
 - Restitution – A student who has committed an offense against property may be required to reimburse the technical college or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.
 - Reprimand – A written reprimand may be given to any student. Such a reprimand does not restrict the student in any way, but it signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the technical college community, and that any further violation may result in more serious sanctions.

- Restriction – A restriction upon a student's privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent the technical college in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.
- 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.
- Failing or lowered grade – In cases of Academic Misconduct, the Vice President for Student Affairs 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.
- After a determination that a student has violated the Student Code of conduct, the Vice President for Student Affairs may recommend the imposition of one of the following sanctions if appropriate. The Vice President for Student Affairs' recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions, as well as those described in section VI.2 above, following a hearing. A copy of the written recommendation shall be provided to the student and the person filing the complaint.
 - Disciplinary Suspension – If a student is suspended, he/she is separated from the technical college for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.
 - Disciplinary Expulsion – Removal and exclusion from the technical college, Technical College controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by the Vice President for Student Affairs. Students who have been dismissed from the technical college for any reason may apply in writing to the Vice President for Student Affairs for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, the student will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Vice President for Student Affairs.
 - 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.
- Violation of Federal, State, or Local Law
 - If a student is convicted or pleads nolo contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the technical college's vital interests and stated mission and purpose.
 - Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.
 - When a student is charged by federal, state, or local authorities with a violation of law, the technical college will not request or agree to special consideration for that individual because of his/her status as a student. The technical college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
- 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 Student Affairs that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and well-being of the accused student or any other member of the technical college community or its guests, or that the continued presence of the

student on campus creates a risk of substantial disruption of classroom or other technical college-related activities. If an interim disciplinary suspension is imposed, the matter must be referred as soon as possible to the Hearing Body. The student need not request an appeal.

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

3. Mediation

- At the discretion of the technical college president the technical 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.

4. Hearing/Appeals Procedure

- A student who wishes to appeal a disciplinary decision by the Vice President for Student Affairs regarding an assigned sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade must file a written notice of appeal through the technical college president's office for review by the Hearing Body within five business days of notification of the decision. The person filing the initial complaint against the student must be notified of the hearing date.
- If the Vice President for Student Affairs 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 Student Affairs. The student need not file a written notice of his or her desire to appear before the Hearing Body. The person filing the initial complaint shall also be given notification of the hearing.
- The student will then have the right to appear in a hearing before a Hearing Body assigned by the technical college president or his/her designee within 10 business days to present evidence and/or testimony. If the student has been placed on an interim disciplinary suspension, the hearing must be held as soon as possible, preferably within five days. The student has the right to be assisted by any single advisor he/she chooses, at his/her own expense. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Hearing Body. The Hearing Body may consist of a single person or a group of people drawn from the technical college community. There shall be a single official record, such as a tape recording, of all hearings before the Hearing Body. The official record shall be the property of the technical college. The standard of proof in all hearings shall be a preponderance of the evidence. The chairperson of the Hearing Body shall notify the technical college president and the Vice President for Student Affairs in writing of the Hearing Body's decision. The technical college president or his/her designee will notify the student in writing of the Hearing Body's decision.
- If the student appeared before the Hearing Body to appeal the Vice President for Student Affairs' sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade, the Hearing Body's decision regarding the appeal is final.
 - A copy of the Hearing Body's written decision will be provided to both the student and the person who filed the original complaint.
- If the student appeared before the Hearing Body after the Vice President for Student Affairs recommended disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the student shall have the opportunity to appeal directly to the technical college president.

- If entitled to an appeal to the technical college president, the student shall have 5 business days after receiving written notification of the Hearing Body's decision to request in writing an appeal. The student shall ensure that all relevant information is included with this request. The person who filed the original complaint shall be notified of the student's appeal.
- The president of the technical college or his/her designee's review shall be in writing and shall only consider evidence currently in the record, new facts not brought up in earlier stages of the appeal shall not be considered. The technical college president or his/her designee shall deliver the decision to the student and the person who filed the original complaint within 10 business days. The decision of the technical college president or his/her designee shall be final and binding.

Document Retention

The Vice President for Student Affairs shall retain a copy of all documents concerning complaints, investigations, administrative actions, and communications in relation to any incident that resulted in a disciplinary investigation of any kind against a student. The Vice President for Student Affairs will also retain records of any disciplinary appeals filed by the affected student, as well as the resulting record of appeal and decision submitted by the Hearing Body and the technical college president or his/her designee. A record of the final decision must also be retained. All records specified in this section shall be retained for a period of five years.

Student Complaints Grievances

Coastal Pines Technical College (CPTC) students have the right to file informal and formal complaints regarding issues arising from the application of a policy or procedure. It is the policy the Technical College System of Georgia (TCSG) and CPTC to maintain a complaint process available to all students that provides an open and meaningful forum for their complaints, resolution of those complaints, and is subject to clear guidelines. Given the variety of situations in which complaints might arise, the response to concerns will follow either an informal or formal process.

Informal Complaint:

Complaints are considered informal when they are expressed verbally, by mail, or submitted via the Suggestion Box on the CPTC website.

Formal Complaint:

Complaints are considered formal when the concern is submitted in writing and the document specifically indicates the writer intends to file a formal complaint. Concerns submitted by email will be considered informal unless the body of the email specifically indicates otherwise.

Procedures for filing formal complaints/grievances are published in the CPTC Catalog and Student Handbook, which is accessible on the CPTC website.

When filing a complaint/grievance, the student should adhere to specified deadlines and provide detailed information about the nature of the complaint, including date(s), time(s), and names of individuals involved, as well as the procedure violated (if known). Supporting documentation which substantiates the complaint should be included if available.

The office of the Vice President for Academic Affairs maintains a log of academic related student complaints that are processed at the Vice President's level.

The office of the Vice President for Student Affairs maintains a log of non-academic student complaints to include student code of conduct, sexual harassment, unlawful harassment, discrimination, and all other non-academic complaints or grievances.

Student logs are reviewed annually by the appropriate Vice President in order to identify trends and address recurring problems. Findings are shared with the Cabinet. If trends are identified, the Cabinet develops action plans to address the problems.

Type of Complaint/ Grievance	Directed To	Timeline for Complaint Resolution
Academic Grade Appeals	Academic Affairs	Student to appeal to the instructor who awarded the grade within 10 business days. If not resolved, to the Dean within 20 business days; then to the VP Academic Affairs within 30 business days.
Academic Suspension or Dismissal Appeal	Vice President for Academic Affairs	Student to file appeal within 10 business days from learning of Suspension or Dismissal
General Non-Academic	Vice President for Student Affairs	Student has 10 business days from date of incident to resolve the matter informally; if not resolved, 15 business days to file the formal grievance. The VP for Student Affairs or President's designee will investigate and respond to the student within 15 business days. An additional 15 business days shall be granted upon notice to the grieving student. The student may appeal the decision of the VP for Student Affairs or President's designee to the College President within 5 business days of receiving response. The decision of the appeal shall be made within 10 business days of receipt of the appeal.
Code of Conduct	Vice President for Student Affairs	Within 5 business days of a filed Code of Conduct Complaint, the VP for Student Affairs or designee shall conduct a preliminary investigation and schedule a meeting with the student against whom the complaint was filed. The student shall have 5 business days from the date contacted to schedule a meeting. If sanctions are recommended, the student shall have the right to appear in a hearing within 10 business days. If eligible for appeal, the student shall have 5 business days after receiving notification to file an appeal. The College President shall deliver the appeal decision within 10 business days.
Unlawful Harassment and Discrimination including Title VI/ Section 504/ADA and Title IX/Sex Discrimination	Special Services Director	Investigations of all complaints shall be completed within 45 business days of the receipt of the complaint. No later than 10 business days after completion of an investigation, parties will be provided investigative summary findings. Any of the parties to a complaint may request a review of the investigative findings within 5 business days of receiving notice. Within 10 business days of receiving a request for review, the President will notify the parties in writing of his/her final determination.

Academic Freedom

Coastal Pines Technical College (CPTC) supports the concept of academic freedom in accordance with State Board policy (5.1.1p Academic Freedom). CPTC safeguards and protects these rights of academic freedom by providing faculty and students the right to initiate grievance procedures should they have complaints dealing with the infringement of or personal penalization as the result of the exercise of this freedom.

To ensure academic freedom, any faculty member or student who believes his/her academic freedom has been violated may present a written complaint to the Vice President for Academic Affairs within seven (7) business days of the alleged incident. If the complaint is against the Vice President for Academic Affairs, the written complaint will be filed with the Vice President for Student Affairs. The complaint must contain a brief description of the alleged incident, relief requested, and the signature of the complainant. Within ten (10) business days of the complaint, an informal resolution will be attempted. If an informal resolution is not made, an investigation will be conducted and completed within 30 days by the appropriate Vice President.

At the conclusion of the investigation, a written report will be made presenting the findings of fact, investigative conclusions, and any recommended actions, if appropriate. If the complainant is not satisfied with the investigation report, he/she may present a written appeal to the President of CPTC stating the reasons for disagreement. The President will review the complaint and render a decision regarding a resolution within 30 days. If the complaint is against the President, the appeal will be filed with the Assistant Commissioner, Technical Education. The decision of the President or Assistant Commissioner is final.

Grievance/Compliant Appeals Officers

Type of Complaint	Complainant Officer	
Academic Appeals	Student	Vice President for Academic Affairs
American Disabilities Act - Title II/Section 504 Employee	Employee	Human Resource Coordinator
American Disabilities Act - Title II/Section 504 Student	Student	Special Services Director
Employment Related Grievances	Employee	Human Resource Coordinator
Equity – Title VI	Employee	Human Resource Coordinator
Equity – Title VI	Student	Special Services Director
Sexual Discrimination - Title IX	Employee	Human Resource Coordinator
Sexual Discrimination - Title IX	Student	Special Services Director
Student Discipline/Code of Conduct	Student	Vice President for Student Affairs
General Non-Academic	Student	Vice President for Student Affairs

Unlawful Discrimination, Harassment, and Retaliation in Employment

Purpose:

It is the purpose of this procedure to ensure that all employees within the Technical College System of Georgia (TCSG) shall be provided an environment free of unlawful harassment (including sexual harassment and sexual violence), discrimination, and retaliation.

All employees and employees are expressly prohibited from engaging in any form of unlawful harassing, discriminating, intimidating or retaliatory behavior or conduct ("prohibited conduct") in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses also shall not engage in prohibited conduct and may be barred from campus for such prohibited conduct. Allegations of discrimination, harassment or retaliation, occurring at clinical sites to which employees are assigned shall be investigated in accordance with this procedure.

Any student or employee who has engaged in prohibited conduct will be subject to disciplinary action up to and including expulsion or dismissal. Nothing in this procedure 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. All employees are required to report any prohibited conduct. Reports will be treated in an expeditious and confidential manner. CPTC 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 individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including expulsion or dismissal.

Employee complaints of unlawful harassment or discrimination shall be conducted pursuant to the process outlined in the procedure governing Unlawful Harassment, Discrimination and Retaliation in Employment.

Applicability:

All work units and technical colleges associated with the Technical College System of Georgia.

Related Authority:

State Board Policy 1.B. Statement of Equal Opportunity

Title IX of the Educational Amendments of 1972

20 U.S.C. §§ 1681 et seq.

Violence Against Women Reauthorization Act of 2013

Campus Sexual Violence Elimination Act (Campus SaVE)

O.C.G.A. § 19-7-5
Titles VI and VII of the Civil Rights Act of 1964
Age Discrimination Act of 1975
Rehabilitation Act of 1973, as amended
Americans with Disabilities Act of 1990
Americans with Disabilities Amendments Act (ADAAA) of 2008
Genetic Information Nondiscrimination Act (GINA) of 2008 Procedure: Student Grievances

Definitions:

1. Unlawful Discrimination: the treatment, or consideration of, or making a distinction in favor or against a person based upon a legally protected characteristic, class or category to which the person belongs: e.g. race, color, religion, gender, national origin, age, or disability. Unlawful discrimination can also be the effect of a procedure or practice that confers or denies privileges to a protected class because of race, color, religion, etc.
2. Unlawful Harassment (Other Than Sexual Harassment): 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, or disability. The conduct will be considered Unlawful Harassment if it:
 - Has the purpose or effect of creating an intimidating, hostile or offensive work environment; or
 - Has the purpose or effect of unreasonably interfering with an individual's work performance.
3. Examples of Unlawfully Harassing Conduct or Behavior (Other Than Sexual Harassment) or Generally Offensive Behavior/Conduct:
 - Offensive remarks, jokes, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, sexual orientation, national origin, age or disability;
 - Displaying offensive written or graphic material, pictures, photographs, or drawings on walls, bulletin boards, computers, or other work locations, or which are circulated in the work place;
 - Offensive e-mail, text or voice mail message(s), or inappropriate use of state resources (e.g. downloading sexually explicit websites and/or information); and Foul or obscene language. This is a representative list of harassing conduct or behavior and is not intended to be exhaustive.
4. 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:
 - Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
 - Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 - Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
5. Examples of Sexually Harassing Conduct or Behavior: Sexually harassing conduct or behavior (regardless of the gender of the persons involved) includes:
 - Physical touching; Sexual comments of a provocative or suggestive nature; Suggestive looks or gestures; Jokes, printed material or innuendoes; or Making acceptance of unwelcome sexual conduct, advances, or requests for sexual favors of any nature a condition for employment, employment decisions, or continued employment (pressure for sexual favors).

This is a representative list of conduct or behavior and is not intended to be exhaustive.
6. Retaliation: Unfavorable employment action taken, unfavorable employment condition created, or other action taken for the purpose of intimidation that is directed toward an employee because the employee reported or complained of unlawful discrimination or harassment or because the employee participated in an investigation of such.
7. Employees: Any individual employed in a full or part time capacity in any work unit and/or technical college associated with the Technical College System of Georgia ("TCSG").
8. Non-Employee: Any third party, (e.g. volunteer, vendor, contractor, etc.) who conducts business with or on behalf of a work unit or technical college.
9. President: the chief executive officer responsible for the management and operation of the technical college where the complainant and/or respondent are currently employed.

10. Human Resources Director: The highest ranking employee responsible for the human resource function at a technical college. The System Office Human Resources Director provides technical assistance and expertise to all college HR Directors and manages the human resource function for all work units not associated with a technical college.
11. Local Investigator: The person(s) at the technical college who is delegated the responsibility for the investigation of employee complaints of unlawful discrimination, harassment, and retaliation complaints. Local Investigators are typically staff from the college's Office of Human Resources but may also include Title IX Coordinators.
12. Title IX Coordinator: an individual designated by the president of the college to ensure compliance with Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681 et seq., and related federal regulations. The Title IX Coordinator may also be assigned the responsibility for compliance with other state and federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the U.S. Department of Education.

Policy Administration

1. The State Board Policy Statement on Equal Opportunity should be permanently displayed on official bulletin boards of the technical colleges and System Office and easily assessable to staff.
2. Supervisors must take ongoing proactive steps to ensure their work environments are free from any type of discrimination, unlawful harassment and retaliation and to educate their staff on appropriate conduct.
3. All current and future employees shall be required to read and become familiar with the Statement of Equal Opportunity and other employment-related policies and procedures located in the TCSG State Board Policy Manual (tcsgeu.edu).
4. As a condition of employment, all employees (current and future) are required to read and sign the employee acknowledgment of this procedure which will become a permanent part of the employee's personnel record.
5. Any employee, student, contractor or volunteer who has any questions concerning this Procedure should direct those questions to the college's Title IX Coordinator or Human Resources Director.
6. Presidents should ensure that employees receive appropriate training on the identification, prevention, and reporting of sexual harassment.

Reporting and Management Action

1. All employees are required to report allegations of unlawful discrimination, harassment and retaliation against themselves or others, as well as other possible policy violations.
 - Allegations of unlawful discrimination, harassment or retaliation may be reported by employees within their chain of command, or may bypass the normal chain of command and report an allegation/suspicion directly to the Title IX Coordinator or Human Resources Director; employees may also email complaints to: UnlawfulHarassment@tcsgeu.edu.
 - Complaints can be expressed in writing, by telephone, or in person.
2. Supervisors who have reason to believe that unlawful discrimination, harassment and/or retaliation may exist shall immediately inform the President, Human Resources Director, Title IX Coordinator or the System Office Human Resources Director.
3. Other than reporting the information and discussing it with the investigator, employees must keep the information confidential unless release is approved, or unless final action has been taken pursuant to this Procedure.
4. Employment related unlawful discrimination, harassment or retaliation complaints received by the Title IX Coordinator shall be immediately reported to the Human Resources Director.
5. A President or other designee of the Commissioner may suspend with pay, temporarily transfer, or reassign employees involved in an investigation in order to prevent further discrimination or harassment or to facilitate the effectiveness of an investigation. Whenever possible, any changes in assignments or work status for a complainant should not be made.

6. Unless otherwise authorized by the System Office Human Resources Director or Office of Legal Services, no disciplinary action shall be taken against the respondent until an investigation has been completed.
NOTE: A suspension with pay pending completion of an investigation is not a disciplinary action.
7. All allegations of unlawful discrimination, harassment and retaliation by or against a System office employee, Vice President or President of a technical college shall be referred to the System Office Human Resources Director or the Office of Legal Services.
8. A President may refer any allegation of unlawful discrimination harassment, and/or retaliation to the System Office Human Resources Director or Office of Legal Services for investigation. Investigations may also be conducted in conjunction with the Local Investigator.

Investigations

1. All complaints shall be investigated thoroughly and should be completed within 45 business days of the receipt of the complaint. The parties will be notified if extraordinary circumstances exist requiring additional time.
2. If a complaint does not specify facts sufficient to support an allegation of unlawful discrimination, harassment or retaliation the President, after consultation with the Office of Legal Services, may determine the allegations will not be investigated pursuant to this Procedure. The complaint, if appropriate, may be investigated pursuant to the Employee Complaint Procedure. The complainant must be notified of the decision within five (5) business days of receipt of the complaint.
 - Upon consent by both the complainant and the respondent, any complaint not rising to an allegation of unlawful conduct may also be referred for mediation in lieu of investigation. Mediations must be conducted by a qualified objective-third party not employed by the college.
3. Both the complaining party and the respondent will be given an equal opportunity to identify witnesses and offer evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties.
4. Conduct which does not rise to the level of unlawful discrimination or harassment as those terms are defined in this Procedure may still violate other policies or procedures and any such violations should be included in investigative findings.
5. Investigative materials generated through the application of this Procedure will be processed and maintained confidentially to the extent permitted by law.

Review and Disposition

1. Local Investigators and Presidents should consult with the Office of Legal Services when making the determination whether or not the facts support a finding of unlawful conduct.
2. If the results of the investigation do not support a finding of unlawful discrimination, harassment or retaliation, or other policy violations, the matter will be closed and the parties notified of such.
3. If the results of the investigation support a finding of unlawful harassment, discrimination or retaliation or any other policy violation, the President shall promptly take any necessary action to ensure the conduct is not repeated. Actions may include, but not be limited to, mandating training, issuance of disciplinary actions, or dismissal from employment.
4. Both the complainant and the respondent will be notified in writing of the results of the investigation; provided, however, that if disciplinary action is to be initiated as a result of the investigation, neither party will be notified until all disciplinary actions are taken.