

Code of Conduct

In this section...

[Equal Opportunity Statement of Compliance](#)

[Student Grievances](#)

[Unlawful Harassment and Discrimination of Students](#)

[Dress Code](#)

[Phone Calls](#)

[Smoking/Food/Drink/Litter Policies](#)

[Personal Electronic Devices](#)

[Field Trips](#)

[Student Liability](#)

[Student Organizations](#)

[Computer Use Policy](#)

[Email Use Policy](#)

[Privacy Notice to Computer Users](#)

[Remote Access Policy](#)

[Student Disciplinary Policy and Procedure](#)

[Violation of Law and Technical College Discipline](#)

[Southeastern Technical College Attendance](#)

EQUAL OPPORTUNITY STATEMENT OF COMPLIANCE

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other Technical College System and Technical College-administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services. The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated as responsible for coordinating these efforts:

Title VI and Title IX, Sexual Harassment Coordinator

Denise Powell-Office 138C

Vice President of Administrative Services

ADA/Section 504, Equity Coordinator, OCR Compliance Coordinator

Dr. Barry Dotson-Office 158-A

Vice President of Student Affairs

These individuals may be contacted for inquiries concerning the application of these policies and procedures at:

Southeastern Technical College

3001 East First Street

Vidalia, GA 30474

912-538-3100

STUDENT GRIEVANCES

GRIEVANCE PROCEDURES FOR: Non-Academic Complaint or Appeal

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

DEFINITIONS:

- A. Grievable issues: Issues arising from the application of a policy/procedure to the student's specific case is always grievable. Specifically grievable are issues related to student advisement, improper disclosure of grades, unfair testing procedures and poor treatment of students; this is a representative list and is not meant to be exhaustive.
- B. Non-grievable issues: Issues which have a separate process for resolution (i.e. disciplinary sanctions, FERPA, financial aid, academic grades, etc.) are not grievable and a student must take advantage of the process in place.
- C. Business days: Weekdays that the college administrative offices are open.
- D. Vice President of Student Affairs (VPSA): The staff member in charge of the Student Affairs division at the college.
- E. Retaliation: Unfavorable action taken, condition created, or other action taken by a student/employee for the purpose of intimidation directed toward a student because the student initiated a grievance or participated in an investigation of a grievance.
- F. Grievant: the student who is making the complaint.

PROCEDURE:

Informal Complaint Procedure: Student complaints should be resolved on an informal basis without the filing of a formal grievance.

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

Formal Complaint Procedure: where a student cannot resolve their complaint informally, they may use the formal grievance procedure.

Step 1

Within 15 business days of the incident being grieved, the student must file a formal grievance in the office of the Vice President of Student Services (VPSA) or the office of the Executive Director of Student Affairs with the following information:

1. Name
2. Date
3. Brief description of incident being grieved
4. Remedy requested
5. Signed, and
6. Informal remedy attempted by student and outcome.

If the grievance is against the Executive Director of Student Affairs, the student shall file the complaint with the VPSA.

If the grievance is against the VPSA, the student shall file the grievance in the Office of the President.

Step 2

The VPSA, or designee, will investigate the matter and supply a written response to the student within 15 business days. If the grieved incident involves possible unlawful harassment, discrimination or retaliation for reporting unlawful harassment/discrimination, the investigation will be handled pursuant to the Procedure: Unlawful Harassment and Discrimination of Students. If the grieved incident is closely related to an incident being processed through the disciplinary procedure, the disciplinary procedure will take precedence and the grievance will not be processed until after the disciplinary procedure has run its course. The VPSA, or designee, shall be granted an additional 15 business days to investigate the grievance upon notice to the grieving student.

Step 3

Appeal of Staff Response: If a student is unsatisfied with the response from the VPSA, the student may appeal the decision to the President of the college. The college staff has no right to appeal.

1. A student shall file a written appeal to the President within 5 business days of receiving the response from the VPSA
2. The appeal will be decided based entirely on documents provided by the student and the administration; therefore the student must ensure that he/she has provided all relevant documents with his appeal.
3. At the President of the college's sole discretion, grievance appeals may be held in one of the following two ways:
 - a. The President may review the information provided by the student and administration and make the final decision; or
 - b. The President may appoint a cross-functional committee comprised of 5 members, including one chair, to make the final decision.
 - c. The decision of either the President or the cross-functional committee shall be made within 10 business days of receipt by the President of the appeal.
4. Whichever process is chosen by the President, the decision of the grievance appeal is final.
5. Retaliation against a student for filing a grievance is strictly prohibited.

RECORD RETENTION:

Documents relating to formal grievances including investigations, dispositions and the grievance itself shall be held for 5 years after the graduation of the student or the date of the student's last attendance.

GRIEVANCE PROCEDURES FOR: Unlawful Harassment and Discrimination of Students

In accordance with its Statement of Non-Discrimination, Southeastern Technical College prohibits sexual harassment and harassment on the basis of race, color, creed, gender, national or ethnic origin, religion, disability, age, or citizenship status.

Southeastern Technical College is committed to ensuring an environment for all students and employees that is fair, humane, and respectful; an environment that supports and rewards students and employees on the basis of relevant considerations, and that is free from illegal or inappropriate conduct. Southeastern Technical College expects standards of professional behavior that exceed those minimally prescribed by law.

In an instance of perceived violation of Southeastern Technical College's policies, standards of professional conduct or state or federal law, a member of the Technical College community may file a complaint, which shall be resolved as set forth in this policy and procedures.

Prohibition Against Retaliation

Retaliation in any form against individuals bringing grievances is prohibited and will subject the offender to disciplinary action. In many instances, it is also a violation of state and federal law. An individual who initiates a fraudulent or bad faith claim or charge shall also be subject to disciplinary action.

Confidentiality

Confidentiality and privacy of those involved will be respected during all complaint procedures to the degree practicable. If an individual wishes to bring a complaint accusing another of misconduct and remain anonymous, the Technical College's ability to respond will be limited. Any member of the Technical College community who is particularly concerned about privacy is encouraged to discuss the matter with any other Technical College administrator with whom he or she feels comfortable. Consultations will be confidential to the full extent permitted by law.

This policy provides for policy advising and two avenues of pursuing a complaint, an Informal Resolution Procedure and a Formal Resolution Procedure. An individual may utilize either or both of these avenues.

Any member of the Southeastern Technical College community may submit a complaint alleging a violation of Technical College policy to the appropriate administrator. All persons are encouraged to file their complaints as promptly as possible because of the ability of the Technical College to effectively respond may be compromised by the passage of time.

Grievances should generally be filed within 30 days of the date of the conduct complained of or within 30 days of the date the conduct was discovered.

Student academic complaints are not covered by this policy and procedure. Students seeking review of academic decisions may do so pursuant to the section on Course Grade Grievance.

Policy Advising

Individuals seeking information regarding the process of complaint resolution may consult with any of the following offices or individuals for advice and assistance:

- Vice President of Administrative Services
- Vice President of Academic Affairs
- Vice President of Student Affairs

UNLAWFUL HARASSMENT AND DISCRIMINATION OF STUDENTS

I. DEFINITIONS:

For purposes of this procedure, the words listed below are defined as follows:

- a. 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, sexual orientation, national origin, age, or disability. Harassment does one or more of the following:
 - a. Has the purpose or effect of creating an intimidating, hostile or offensive academic or work environment, or
 - b. Has the purpose or effect of unreasonably interfering with an individual's academic or work performance.
- b. Examples of Unlawfully Harassing Conduct or Behavior (Other Than Sexual Harassment): Harassing conduct or behavior includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, age or disability. This includes jokes or pranks that are hostile or demeaning with regard to race, color, religion, gender, national origin, age or disability. Harassing conduct may also include written or graphic material that disparages or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability, and that is displayed on walls, bulletin boards, computers, or other locations, or circulated in the work place. This is a representative list of harassing conduct or behavior and is not intended to be exhaustive
- c. Sexual Harassment (a form of unlawful harassment): Sexual harassment is defined as 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 education; Submission to, or rejection of, such conduct by an individual is used as the basis for education decisions affecting such individual; or, Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.
- d. Examples of Sexually Harassing Conduct or Behavior: Sexually harassing conduct or behavior (regardless of the gender of the persons involved) includes:
 - a. Physical touching;
 - b. Sexual comments of a provocative or suggestive nature;
 - c. Suggestive looks or gestures;
 - d. Jokes, printed material or innuendoes intended for and directed to another employee;
 - e. Making acceptance of unwelcome sexual conduct, advances, or requests for sexual favors of any nature a condition for education, education decisions, or continued enrollment (pressure for sexual favors). This is a representative list of harassing conduct or behavior and is not intended to be exhaustive.

- e. Discrimination: The denial of benefits or admission to the college or to any of its programs or activities, either academic or nonacademic, curricular or extracurricular, because of race, color, religion, age, national origin, gender, sexual orientation, political affiliation, or handicap and disability.
- f. Retaliation: Unfavorable action taken, unfavorable condition created, or other action taken by a student or employee for the purpose of intimidation that is directed toward a student because the student initiated an allegation of unlawful harassment/retaliation or who participates in an investigation.
- g. Employees: Any individual employed in a full or part time capacity at a Technical College.
- h. Non-Employee: Any third party (e.g. volunteer, vendor, contractor, etc.) who conducts business with or on behalf of the Technical College
- i. President: The President of the technical college where the accused violator is currently enrolled.
- j. Local Investigator: The person at the technical college who is responsible for the investigation of unlawful harassment/retaliation complaints.
- k. Intimate parts of the Body: Intimate parts of the body mean the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female.

II. REPORTING AND MANAGEMENT ACTION

- l. All students are encouraged to report events of unlawful harassment, discrimination, and/or unlawful retaliation against themselves or others. A student may attempt to resolve any issue arising under this policy informally. This informal procedure is intended to encourage communication between the parties involved, either directly or through an intermediary, in order to facilitate a mutual understanding of what may be different perspective regarding the complained of act of directive. Absent extraordinary circumstances, the complainant's academic Department Head, Dean, or Vice President of Student Affairs shall be responsible for the informal resolution procedure. If the information process does not result in the resolution of the complaint to the satisfaction of the complainant, the complainant may utilize the formal complaint procedure. For monitoring purposes, a record of any complaint alleging discrimination or any other violation of law shall be reported to the appropriate Grievance Coordinator, even when the complainant is using the informal process.
- m. Allegations or suspicions of unlawful harassment or unlawful retaliation may be reported by the Complainant to:
 - Title IX Coordinator, Denise Powell, Vice President Administrative Services
 - ADA/Section 504 Coordinator, Dr. Barry Dotson, Vice President Student Affairs
 - Swainsboro Campus: Jan Brantley or Cindy Phillips
 - Vidalia/Glennville Campus: Helen Thomas
 - or any college employee, the President of the technical college, Legal Services at (404)679-1605, the Commissioner's Office at (404)679-1601, the Deputy Commissioner's Office at (404)679-1706, or by email at UnlawfulHarassment@dtae.org.
- n. Such reports can initially be expressed in writing, by telephone, or in person; however, the report will ultimately be required to be in writing. The complaint shall contain a brief description of the alleged violation and relief requested.
- o. After an allegation is made to a department employee that employee shall report the allegation to the President, or his designee, as soon as possible, not to exceed 48 hours.
 - . Instructors/administrators who have reason to believe that unlawful harassment, discrimination, and/or retaliation may exist shall immediately inform their President or one of the persons listed above in II. B.
 - a. The reporting individual should keep the information confidential unless release is approved, or unless final action has been approved pursuant to this procedure.
- p. An affected President may suspend, transfer or reassign personnel or students involved, in order to prevent possible further harassment, discrimination, retaliation or to facilitate the investigation. In emergency situations of a severe nature a President or their designee may take appropriate actions to protect the complainant/alleged victim and/or to deter the alleged violator from any further harassment of the complainant/alleged victim. If the alleged harasser is an employee, the affected President shall

report all actions of this nature and any subsequent change in status or assignment to the Human Resources Director.

- . Unless otherwise authorized by the Commissioner in writing, no disciplinary action shall be taken against the alleged violator until an investigation has been completed, a written report has been issued and action has been taken in accordance with this procedure.
- a. Any allegation of unlawful harassment, discrimination, or retaliation may be referred by the President of a technical college to the Executive Director, Legal Services for investigation by the Compliance Officer. Investigations by the Compliance Officer may be done in conjunction with the local investigator at the President's request.

The Compliance Officer/local investigator shall notify the affected President of the complaint and the pending investigation, unless otherwise directed by the Commissioner.

III. INVESTIGATIONS

- q. All complaints of unlawful harassment, discrimination or unlawful retaliation shall be investigated thoroughly. Any President or local investigator is encouraged to consult with the Compliance Officer, Human Resources Director or Executive Director, Legal Services with any questions or concerns.
- r. If a complaint does not specify facts sufficient to allege unlawful harassment or retaliation as prohibited by this procedure, the local investigator may determine that the allegations shall not be investigated. This will be done with joint approval by the local investigator and President. In the case of an investigation being performed by the Compliance Officer this shall be done with joint approval of the Assistant Commissioner of Technical Education and the Executive Director, Legal Services. This decision will be made within 5 business days of receiving the complaint. Immediately following the decision, notice will be given to the complainant, and the complainant shall have the same rights of appeal as set forth in part V of this procedure.
- s. Where a complaint is investigated, the investigation shall commence within 5 business days of receipt of the complaint.
- t. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. All witnesses provided by the complainant will be interviewed.
- u. The process from initial complaint to completed investigation should take no longer than 60 days. If additional time is needed, the complainant will be informed.
- v. The local investigator/Compliance Officer who conducts the investigation will present facts in a written report to the President.
- w. Reports concerning the unlawful harassment, discrimination, or retaliation of students will be processed and handled confidentially to the extent permitted by law.

IV. REVIEW AND DISPOSITION

- x. After reviewing the final report, the President shall make a recommendation, based on a preponderance of the evidence, as to whether the facts support a finding that unlawful harassment, discrimination, or unlawful retaliation has occurred. The President shall make this recommendation within 5 business days of receipt of the completed investigation.
- y. If the recommendation is that the facts do not support a finding of unlawful harassment, discrimination, or unlawful retaliation, and it is determined that no action should be taken, then the matter can be closed.
- z. If the recommendation is that the facts do support a finding of unlawful harassment, discrimination, unlawful retaliation, or a policy violation, appropriate sanctions will be recommended and taken pursuant to the applicable disciplinary procedure (either student or employee).
- aa. The investigator will provide written notice to the complaining party and subject that the investigation is complete. Notice should be given within 5 business days, provided that if a disciplinary action is to be initiated, no parties will be notified until all disciplinary actions are served.

V. APPEAL BY COMPLAINANT

- bb. If the complainant wishes to appeal the recommendation by the president that the facts do not support a finding of unlawful harassment and/or discrimination, the complainant may do so in writing within 5 business days of receiving notice of the president's recommendation.
- cc. The complainant must send the appeal by regular mail, facsimile, or email to the following:
Executive Director, Legal Services
1800 Century Place NE, Suite 400
Atlanta, Georgia 30345-4304
(404) 679-1615 (facsimile)
UnlawfulHarassment@dtae.org
- dd. The Executive Director of Legal Services will convene a diverse committee of at least three persons to review the investigative file to determine whether there are sufficient facts to support a finding of unlawful harassment/retaliation/discrimination.
- ee. If the facts do support a finding of unlawful harassment/retaliation/discrimination, appropriate sanctions will be taken pursuant to the applicable disciplinary procedure.
- ff. If the facts do not support a finding of unlawful harassment/retaliation/discrimination, the matter will be closed.
- gg. The Executive Director of Legal Services will provide written notice to the complaining party and subject of the investigation within 15 business days of the receipt of the appeal by the Executive Director of Legal Services.

VI. RECORD RETENTION

Documents relating to formal complaints including investigations, dispositions and the complaint itself shall be held for 5 years after the graduation of the student or the date of the student's last attendance.

DRESS CODE

Students at Southeastern Tech are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, professionalism, and good taste. Jewelry such as rings, bracelets, and necklaces should not be worn in the shop areas where safety would be compromised. Extremes in dress and grooming should be avoided. With this in mind, students should dress in an appropriate manner. Dress should reflect that normally worn in the occupation for which students are being trained. The following items or similar attire will not be allowed on the campuses:

Short or tight shorts	Short or tight dresses	Swimsuits
Tank/Halter tops	Tube tops	Pajamas
Bare midriffs	Hats/caps in the buildings	Bare feet
Underwear above pants	Mini Skirts	Bed room shoes

Students shall not wear, or use 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. Certain program areas may have additional dress codes due to safety or other requirements.

PHONE CALLS

Students should stress to family, friends, and others that there are no provisions for the receipt or delivery of personal messages, flowers, etc. Classes will not be interrupted by the public address system for this purpose. A courtesy phone is located in the lobby of the main campus in Vidalia and in the student center at the medical building on the Vidalia campus, for students to use. Should a bona-fide emergency occur, such as a death or serious injury, every effort will be made to notify students. The person calling must state the nature of the emergency.

Note: Not all campuses have a courtesy phone for students to use.

SMOKING/FOOD/DRINK/LITTER POLICIES

Tobacco Use

In an effort to establish a healthier, cleaner educational environment effective July 1, 2011, Southeastern Technical College will become a tobacco-free/smoke-free campus. The use of tobacco products in any form will be banned from all campuses of Southeastern Technical College. This ban extends to all outdoor areas including parking lots. Smoking will not be permitted inside of personal vehicles. Penalties for violation of this policy include a written warning for the first offense, a fine of \$50 for the second offense, and dismissal from the college for the third offense.

Food and Drink

Food and drink are not permitted in classrooms, laboratories, or auditorium facilities.

Litter

Littering is an infraction of the student code of conduct and may result in discipline of the persons involved. All forms of litter (including tobacco waste) are to be disposed of properly through placement in the proper waste receptacles.

PERSONAL ELECTRONIC DEVICES

The college does not allow students to operate cellular phones, portable radios, Ipods, MP3 players, cassette or CD players, hand-held electronic games, and other similar devices inside classrooms, laboratories, libraries, auditoriums, testing facilities, training rooms, lobbies or atriums, hallways, or any other college-owned/operated facility. Without the explicit permission of instructors, students may not activate the built-in speaker of any computer in any campus facility. Students must turn beepers to vibration mode when inside a campus-owned/operated facility; however, students must turn beepers off while taking tests. Students may operate cassette tape players to record classroom lectures if their instructors grant prior approval. When outside, students must play cassette or CD players, portable radios, Ipods, MP3 players, or radios inside vehicles at a volume that does not offend or distract others.

FIELD TRIPS

Field trips with specific educational objectives will be planned by the instructors and approved by the Vice President of Academic Affairs. During field trips, students will conduct themselves properly at all times and adhere to all the regulations of the institution.

STUDENT LIABILITY

Students are responsible for equipment, books, personal articles, and materials brought to school. The school will not be liable for any personal articles left or brought to school that might get stolen or broken. The school will not be liable for damage or theft of articles brought to the school for repair.

STUDENT ORGANIZATIONS

Student organization activities are considered to be a part of Southeastern Tech's instructional program whether they occur during regular program hours on campus or after school hours on the campus or at some other location. Therefore, the normal school behavior code applies to all organized student organization activities regardless of the time or place.

It is the responsibility of student organization advisors and chaperons to inform their students of leadership conferences, competitive events, and other student organization activities are part of the College's instructional program, and that students are to follow regular school conduct when participating in these activities.

Students who fail to follow regular College behavior guidelines will be sent home immediately at their own expense and will be subject to appropriate disciplinary actions by the school's administrative personnel.

Technical College System of Georgia and Southeastern Technical College

COMPUTER USE POLICY

Overview

Due to the technological revolution in the workplace, businesses such as Southeastern Technical College (STC) have turned to computer technology as the primary tool to use communicate, perform research, and accumulate information. As the number of users logging on to the college's network at the school or by remote access has increased, so has the possibility of STC's computer resources being mistreated; compromised; or experience unauthorized access, disclosure, destruction, modification, or loss. With easy access to STC's Internet and network resources, it is very important to have a well-defined computer use policy. A well-defined policy helps protect the end-user as well as STC.

Effective security is a team effort involving the participation and support of every STC employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at STC. These rules are in place to protect STC as well as its employees, students, and guests. Inappropriate use exposes STC to risks including virus attacks, compromise of network systems and services, and legal issues. These guidelines are intended to supplement, not replace, all existing laws, regulations, agreements, and contracts which currently apply to these services.

Scope

This policy applies to employees, students, contractors, consultants, temporaries, and other workers at STC, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by STC.

Policy

General Use and Ownership

1. While STC's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the college systems remains the property of STC. Because of the need to protect STC's network, users should not expect files stored on STC's computers and/or network to be private.
2. End-users are responsible for exercising good judgment regarding the reasonableness of personal use. Occasional and appropriate personal use is acceptable and permitted by the college. However, this use should be brief, infrequent, comply with this policy, and shall not interfere with the user's performance, duties, and responsibilities.
3. For security and network maintenance purposes, authorized individuals within STC may monitor equipment, systems and network traffic at any time.
4. STC reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.
5. Only the Information Technology Department staff is authorized to provide support, perform installations of new equipment/software, and/or configure devices for the multi-campus network.
6. Any individual associated with STC needing to connect personally owned devices to the college's network must obtain prior approval from the Information Technology Department.

Security and Proprietary Information

1. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. Passwords should be changed every 90 days.
2. All faculty and staff PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less, or by logging-off (control-alt-delete) when the host will be unattended.
3. Because information contained on portable computers is especially vulnerable, special care should be exercised.
4. Any and all critical information (data, files, etc.) should be saved to the network. The IT Department is not responsible for any end-user files not saved to the network.
5. Postings by employees from a STC email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of STC, unless posting is in the course of business duties.
6. All computers that are connected to the STC Internet/Intranet/Extranet, whether owned by an employee, student, third-party, or STC, shall be continually executing approved virus-scanning software with a current virus database.
7. Employees and students must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.

Unacceptable Use

Under no circumstances is an employee, student, or third-party of STC authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing STC-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use:

1. System and Network Activities

The following activities are strictly prohibited, with no exceptions:

- a. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by STC.
- b. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which STC or the end user does not have an active license is strictly prohibited.
- c. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
- d. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- e. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
- f. Using an STC computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
- g. Making fraudulent offers of products, items, or services originating from any STC account.
- h. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee, student, or third-party is not an intended recipient or logging into a server or account that the employee, student, or third-party is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

- i. Port scanning or security scanning is expressly prohibited unless prior authorization from the Information Technology Department authorized.
 - j. Executing any form of network monitoring which will intercept data not intended for the end-user's host, unless prior approval of this activity from the Information Technology Department is authorized.
 - k. Circumventing user authentication or security of any host, network, or account.
 - l. Interfering with or denying service to any other host or user other than the end-user's host (for example, denial of service attack).
 - m. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal and/or network session, via any means, locally or via the Internet/Intranet/Extranet.
 - n. Providing information about, or lists of, STC employees to parties outside STC.
 - o. Recreational game playing that is not part of an authorized and assigned research, instructional, or other STC approved activity.
2. Email and Communications Activities
- a. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
 - b. Any form of harassment via email, telephone, Linc, or paging, whether through language, frequency, or size of messages.
 - c. Unauthorized use, or forging, of email header information.
 - d. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
 - e. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
 - f. Use of unsolicited email originating from within STC's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by STC or connected via STC's network.
 - g. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

Enforcement

Abuse or misuse of computing/information technology services may violate this policy, but it may also violate criminal statutes. Therefore, STC will take appropriate action in response to user abuse or misuse of computing/information technology services. Action may include, but not necessarily limited to, the following:

1. Suspension or revocation of computing privileges. Access to all computing facilities and systems can, may, or will be, denied;
2. Reimbursement to Southeastern Tech for resources consumed;
3. Other legal action including action to recover damages;
4. Referral to law enforcement authorities;
5. Computer users (faculty, staff and/or students) will be referred to the appropriate office for disciplinary action.

Definitions

End-user

Any person using STC's information systems and/or computers.

Ponzi

Fraudulent investment operation that involves paying returns to investors out of the money raised from subsequent investors.

Spam

Unauthorized and/or unsolicited electronic mass mailings.

Trojan horse

A program in which malicious or harmful code is contained inside.

Virus

A software program capable of reproducing itself and usually capable of causing great harm to files or other programs on the same computer.

EMAIL USE POLICY

Overview

To prevent tarnishing the public image of Southeastern Technical College (STC) from email use - i.e., when email goes out from STC the general public will tend to view that message as an official policy statement from STC.

Scope

This policy covers appropriate use of any email sent from a STC email address and applies to all employees, students, vendors, and agents operating on behalf of STC. These guidelines are intended to supplement, not replace, all existing laws, regulations, agreements, and contracts which currently apply to these services.

Prohibited Use

The STC email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees and students who receive any emails with this content from any STC employee or student should report the matter to their supervisor or instructor immediately.

Personal Use

Using a reasonable amount of STC resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email. Sending or forwarding chain letters, offensive messages as described in section 3.1, joke emails, or emails promoting a personal business from an STC email account is prohibited.

Monitoring

STC employees or students shall have no expectation of privacy in anything they store, send or receive on any of STC's email systems. STC authorized personnel may monitor messages without prior notice. However, STC is not obligated to monitor email messages.

Security Notices

Official virus or other malware and security warnings will come from a member of the Information Technology Department. All virus or other malware and security warnings NOT generated from the Information Technology Department are considered unofficial and should be ignored.

Enforcement

Abuse or misuse of e-mail systems may violate this policy, but it may also violate criminal statutes. Therefore, STC will take appropriate action in response to user abuse or misuse of e-mail systems and services. Action may include, but not necessarily limited to, the following:

1. Suspension or revocation of computing privileges. Access to all computing facilities and systems can, may, or will be, denied;
2. Reimbursement to Southeastern Tech for resources consumed;
3. Other legal action including action to recover damages;
4. Referral to law enforcement authorities;
5. Computer users (faculty, staff and/or students) will be referred to the appropriate office for disciplinary action.

Definitions

Email

The electronic transmission of information through a mail protocol such as SMTP or IMAP. Typical email clients include Eudora and Microsoft Outlook.

Forwarded email

Email resent from an internal network to an outside point.

Chain email or letter

Email sent to successive people. Typically the body of the note has direction to send out multiple copies of the note and promises good luck or money if the direction is followed.

Sensitive Information

Information is considered sensitive if it can be damaging to STC or its customers' reputation or market standing.

Virus Warning

Email containing warnings about virus or malware. The overwhelming majority of these emails turn out to be a hoax and contain bogus information usually intent only on frightening or misleading users.

Unauthorized Disclosure

The intentional or unintentional revealing of restricted information to people, both inside and outside STC, who do not have a need to know that information.

PRIVACY NOTICE TO COMPUTER USERS

Overview

Due to the technological revolution in the workplace, businesses such as Southeastern Technical College (STC) have turned to computer technology as the primary tool to use communicate, perform research, and accumulate information. As the number of users logging on to the college's network at the school or by remote access has increased, so has the possibility of STC's computer resources being mistreated; compromised; or experience unauthorized access, disclosure, destruction, modification, or loss. With easy access to STC's Internet and network resources, it is very important that all end-users are aware of the expectation of privacy and the terms of use when using STC information systems.

Purpose

The purpose of this privacy notice is to alert information system end-users of the terms and conditions of use and inform them of the level of privacy they can expect when using STC information systems. This privacy notice is in place to protect STC as well as its employees, students, and guests.

Scope

This privacy notice applies to employees, students, contractors, consultants, temporaries, and other workers at STC, including all personnel affiliated with third parties. This privacy notice applies to all equipment that is owned or leased by STC.

Privacy Notice to Computer Users

This is a private computer system and is the property of Southeastern Technical College (STC). It is for authorized STC use only. Users [authorized or unauthorized] have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized personnel of STC. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized STC personnel. By using this system you agree to abide by the guidelines of the following STC policies: Computer Use Policy, E-mail Policy, and Remote Access Policy. Unauthorized or improper use of this system may result in administrative disciplinary action and/or civil and criminal penalties. By continuing to use this system you indicate your awareness of, and consent to, these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this notice.

Authorized Personnel

Authorized STC personnel are defined as:

1. The Director of Information Technology
2. The Vice-President of each Division
3. The President
4. Members of the IT Department staff under the explicit direction 1, 2, or 3

Enforcement

Abuse or misuse of computing/information technology services may violate this notice, but it may also violate criminal statutes. Therefore, STC will take appropriate action in response to user abuse or misuse of computing/information technology services. Action may include, but not necessarily limited to, the following:

1. Suspension or revocation of computing privileges. Access to all computing facilities and systems can, may, or will be, denied;
2. Reimbursement to Southeastern Tech for resources consumed;
3. Other legal action including action to recover damages;
4. Referral to law enforcement authorities;
5. Computer users (faculty, staff and/or students) will be referred to the appropriate office for disciplinary action.

Definitions

End-user

Any person using STC's information systems and/or computers

REMOTE ACCESS POLICY

Purpose

The purpose of this policy is to define standards for connecting to STC's network from any host. These standards are designed to minimize the potential exposure to STC from damages which may result from unauthorized use of STC resources. Damages include the loss of sensitive or company confidential data, intellectual property, damage to public image, damage to critical STC internal systems, etc. These guidelines are intended to supplement, not replace, all existing laws, regulations, agreements, and contracts which currently apply to these services.

This policy applies to all STC employees, students, contractors, vendors and agents with a STC-owned or personally-owned computer or workstation used to connect to the STC network. This policy applies to remote access connections used to do work on behalf of STC or for STC academic courses, including reading or sending email and viewing Intranet web resources.

Remote access implementations that are covered by this policy include, but are not limited to, dial-in modems, frame relay, ISDN, DSL, VPN, SSH, cable modems, Remote Lab Access (RLA), Information Delivery System (IDS), etc.

General Policy

1. It is the responsibility of STC employees, students, contractors, vendors and agents with remote access privileges to STC's multi-campus network to ensure that their remote access connection is given the same consideration as the user's on-site connection to STC.
2. General access to the Internet for recreational use by immediate household members through the STC Network on personal computers is not permitted.
3. Please review the following policies for details of protecting information when accessing the multi-campus network via remote access methods, and acceptable use of STC's network:
 - a. Computer Use Policy
 - b. E-mail Use Policy
 - c. Privacy Notice to Computer Users
4. For additional information regarding STC's remote access connection options, including how to request service and obtain technical support go to the STC Information Technology Department web site.

Requirements

1. At no time should any STC employee, student, contractor, vendor or agent with remote access privileges provide their login or email password to anyone, not even family members.
2. Routers for dedicated ISDN lines configured for access to the STC network must meet minimum authentication requirements of CHAP.
3. Reconfiguration of a home user's equipment for the purpose of split-tunneling or dual homing is not permitted at any time.
4. Frame Relay must meet minimum authentication requirements of DLCI standards.
5. Non-standard hardware configurations must be approved by the Information Technology Department, and the IT Department must approve security configurations for access to hardware.
6. All hosts that are connected to STC internal networks via remote access technologies must use up-to-date anti-virus software (http://www.southeasterntech.edu/it/virus_info.asp, this includes personal computers).
7. Organizations or individuals who wish to implement non-standard Remote Access solutions to the STC production network must obtain prior approval from the Director of Information Technology.

Enforcement

Abuse or misuse of computing/information technology services may violate this policy, but it may also violate criminal statutes. Therefore, STC will take appropriate action in response to user abuse or misuse of computing/information technology services. Action may include, but not necessarily limited to, the following:

1. Suspension or revocation of computing privileges. Access to all computing facilities and systems can, may, or will be, denied;
2. Reimbursement to Southeastern Tech for resources consumed;
3. Other legal action including action to recover damages;
4. Referral to law enforcement authorities;
5. Computer users (faculty, staff and/or students) will be referred to the appropriate office for disciplinary action.

Definitions

Cable Modem

Cable companies such as AT&T Broadband provide Internet access over Cable TV coaxial cable. A cable modem accepts this coaxial cable and can receive data from the Internet at over 1.5 Mbps. Cable is currently available only in certain communities.

CHAP

Challenge Handshake Authentication Protocol is an authentication method that uses a one-way hashing function. DLCIData Link Connection Identifier (DLCI) is a unique number assigned to a Permanent Virtual Circuit (PVC) end point in a frame relay network. DLCI identifies a particular PVC endpoint within a user's access channel in a frame relay network, and has local significance only to that channel.

Dial-in Modem

A peripheral device that connects computers to each other for sending communications via the telephone lines. The modem modulates the digital data of computers into analog signals to send over the telephone lines, then demodulates back into digital signals to be read by the computer on the other end; thus the name "modem" for modulator/demodulator.

Dual Homing

Having concurrent connectivity to more than one network from a computer or network device. Examples include: Being logged into the Corporate network via a local Ethernet connection, and dialing into AOL or other Internet service provider (ISP). Being on a <Company Name>-provided Remote Access home network, and connecting to another network, such as a spouse's remote access. Configuring an ISDN router to dial into <Company Name> and an ISP, depending on packet destination.

DSL

Digital Subscriber Line (DSL) is a form of high-speed Internet access competing with cable modems. DSL works over standard phone lines and supports data speeds of over 2 Mbps downstream (to the user) and slower speeds upstream (to the Internet).

Frame Relay

A method of communication that incrementally can go from the speed of an ISDN to the speed of a T1 line. Frame Relay has a flat-rate billing charge instead of a per time usage. Frame Relay connects via the telephone company's network.

ISDN

There are two flavors of Integrated Services Digital Network or ISDN: BRI and PRI. BRI is used for home office/remote access. BRI has two "Bearer" channels at 64kbit (aggregate 128kb) and 1 D channel for signaling info.

Remote Access

Any access to STC's multi-campus network through a non-STC controlled network, device, or medium.

Split-tunneling

Simultaneous direct access to a non-STC network (such as the Internet, or a home network) from a remote device (PC, PDA, WAP phone, etc.) while connected into STC's multi-campus network via a VPN tunnel. VPN Virtual Private Network (VPN) is a method for accessing a remote network via "tunneling" through the Interne

STUDENT DISCIPLINARY POLICY AND PROCEDURE

POLICY:

The administration reserves the right to maintain a safe and orderly educational environment for students and staff. An important mission of Southeastern Technical College is to provide technical and adult education programs for the people of Georgia. To fulfill this mission, Southeastern Technical College must provide opportunities for intellectual, emotional, social, and physical growth. Technical College students assume an obligation to act in a manner compatible with the fulfillment of the mission. The Technical College community recognizes its responsibility to provide an atmosphere conducive to growth.

Therefore, when, in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the atmosphere of collegiality and mutual respect on campus. This procedure is intended to provide an orderly protocol for handling student disciplinary cases in accordance with the principles of due process and justice.

DEFINITIONS:

1. The term "Technical College System of Georgia" is synonymous with the term "Department of Technical and Adult Education."
2. The term Technical College refers to Southeastern Technical College.
3. The term "Student" includes all persons taking courses at the Technical College, both full-time and part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the Technical College are considered "students."
4. The term "Faculty Member" means any person hired by the Technical College to conduct teaching service, or research activities.
5. The term "Technical College Official" includes any person employed by the Technical College, performing assigned administrative responsibilities.
6. The term "Member of the Technical College Community" includes any person who is a student, faculty member, Technical College official or any other person employed by the Technical College.
7. The term "Technical College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the Technical College (including adjacent streets and sidewalks).
8. The term "Student Organization" means any number of persons who have complied with the formal requirements for Technical College recognition.
9. The term "Judicial Body" means any person or persons authorized by the President of Southeastern Technical College to determine whether a student has violated the Student Code or other regulations and to recommend imposition of sanctions.
10. The term "Judicial Advisor" means a 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 the Technical College is the Student Disciplinary Officer.
11. 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.
12. The term "shall" is used in the imperative sense.
13. The term "may" is used in the permissive sense.
14. The term "policy" is defined as the written regulations of the Technical College as found in, but not limited to, the Student Code of Conduct, Students Handbook(s), Technical College Catalog(s), the Technical College Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.
15. The term "System" means the Technical College System of Georgia.
16. The term "business days" means, for disciplinary purposes, weekdays that the college administrative offices are open.
17. The term "Continuing Relationship" means any person who has been enrolled as a student and may enroll in the future as a student at the Technical College.
18. The term "Academic Misconduct" means any incident involving as any act which improperly affects the evaluation of a student's academic performance or achievement (i.e. cheating, plagiarism, etc.).
19. The term "Student Disciplinary Officer" refers to the person designated by the President to administer this procedure.

PROSCRIBED CONDUCT

Jurisdiction of the Technical College

Generally, Technical College jurisdiction and discipline shall be limited to conduct which occurs on Technical College premises, off-campus classes, activities or functions sponsored by the Technical College, or which adversely affects the Technical College Community and/or the pursuit of its objectives.

Conduct Rules and Regulations

Any student found to have committed the following misconduct is subject to disciplinary sanctions:

1. Acts of dishonesty, including but not limited to the following:
 - Cheating, plagiarism, or other forms of academic dishonesty;
 - Furnishing false information to any Technical College official, faculty member or office;
 - Forgery, alteration, or misuse of any Technical College document, record, or instrument of identification; or
 - Tampering with the election of any Technical College recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other Technical College activities, including its public-service functions on or off campus, or other authorized non-Technical College activities, when the act occurs on Technical College premises.
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 the Technical College or property of a member of the 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 Technical 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 any Technical College premises or un-authorized entry to or use of Technical College premises.
8. Violation of published Department or Technical College policies, rules or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program.
9. Violation of federal, state or local law on Technical College premises or at Technical College sponsored or supervised activities.
10. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
11. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and Technical College regulations, or public intoxication.
12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on Technical College premises.
13. Participation in a campus demonstration that disrupts the normal operations of the Technical College and infringes on the rights of other members of the Technical College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
14. Obstruction of the free flow of pedestrian or vehicular traffic on Technical College premises or at Technical College sponsored or supervised functions.
15. Conduct that is unbecoming to a student, including but not limited to, conduct that is disorderly, lewd, or indecent; a breach of peace; or aiding, abetting, or procuring another person to breach the peace on Technical College premises or at other locations where classes, activities, or functions sponsored or participated by the Technical College may be held.
16. Theft or other abuse of computer time, including but not limited to:
 - Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose;
 - Unauthorized transfer of a file;
 - Unauthorized use of another individual's identification and password;

- Use of computing facilities to interfere with the work of another student, faculty member or Technical College Official;
 - Use of computing facilities to send obscene or abusive messages;
 - Use of computing facilities to interfere with normal operation of the Technical College computing system; or
 - Violation of the Department's Acceptable Computer and Internet Use policy.
17. Abuse of the Judicial System, including but not limited to:
- Failure to obey the summons of a judicial body or Technical College official;
 - Falsification, distortion, or misrepresentation of information before a judicial body;
 - Disruption or interference with the orderly conduct of a judicial proceeding;
 - Initialing a judicial proceeding knowingly without cause;
 - Attempting to discourage an individual's proper participation in, or use of, the judicial system;
 - Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding;
 - Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding;
 - Failure to comply with the sanction(s) imposed under the Student Code; or
 - Influencing or attempting to influence another person to commit an abuse of the judicial system.
18. STC is a tobacco free campus. No tobacco products are allowed on the grounds.
19. Failure to dress appropriately at all times. Dress requirements vary in classrooms, laboratory, and shop areas. Students enrolled in internships and clinical courses are required to dress appropriately according to the requirements of the work for which they are being trained. Student shall not dress, groom, wear, or use 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. The supervising administrator shall determine if the particular mode of dress results in disruptions or interference. Students shall at all times observe rules governing body cleanliness and not wear short or tight shorts, swimsuits, tank tops, bare midriffs, or have bare feet.

PROCEDURE:

A. Filing a Complaint

1. Any member of the Technical College Community may file a complaint with the Student Disciplinary Officer against any student for a violation of the Student Code of Conduct. The individual(s) initiating the action must complete a Student Code of Conduct Complaint Form, and forward it directly to the Student Disciplinary Officer or his/her designee.
2. Academic Misconduct may be handled using this procedure or a separate Academic Misconduct Procedure at the discretion of the President.
3. Investigation and Decision
 - a. Within five business days after the complaint is filed, the Student Disciplinary Officer or his/her designee shall complete a preliminary investigation of the incident, and schedule a meeting with the student against whom the complaint was filed in order to discuss the incident and the charges. In the event that additional time is necessary, the student will be notified. After discussing the complaint with the student, the Student Disciplinary Officer or his/her designee shall determine whether the student is guilty of the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct. If the student fails to appear at the meeting, he or she will be considered guilty and the appropriate actions will be taken.
 - b. The student shall have 5 business days from the date contacted by the Student Disciplinary Officer or his/her designee to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond to the Student Disciplinary Officer or his/her designee within 5 business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the Student Disciplinary Officer or his/her designee will consider the available evidence without student input and make a determination.

- c. In the event that a complaint alleges violations of the Student Code of Conduct by more than one student, each student's disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.
- d. If the Student Disciplinary Officer or his/her designee determines that the student is guilty of a violation of the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described below. If the Student Disciplinary Officer or his/her designee determines that the alleged conduct did not occur, or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

B. Disciplinary Sanctions

1. After a determination that a student has violated the Student Code of conduct, the Student Disciplinary Officer or his/her designee may impose one or more of the following sanctions. Notification will be sent to the student and the person(s) who initially filed the complaint.
 - a. **Restitution** – A student who has committed an offense against property may be required to reimburse the Technical College or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.
 - b. **Reprimand** – A written reprimand may be given 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.
 - c. **Restriction** – A restriction upon a student's privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent the Technical College in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.
 - d. **Disciplinary Probation** – Continued enrollment of a student on probation may be conditioned upon adherence to specified terms. Any student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to be in violation of these terms while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.
 - e. **Failing or lowered grade** – In cases of academic misconduct, the Student Disciplinary Officer or his/her designee will make a recommendation to the Vice President of Academic Affairs or his/her designee who may authorize the instructor to award a failing or lowered grade in the course, a loss of credit on the assignment or examination, and may impose other additional sanctions including suspension or dismissal from the Technical College. Reference policy V.H. Academic standards, evaluations and appeals.
2. After a determination that a student has violated the Student Code of conduct, the Student Disciplinary Officer or his/her designee may recommend the imposition of one of the following sanctions if appropriate. The Student Disciplinary Officer or his/her designee's recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions, as well as those described in the section above, following a hearing. A copy of the written recommendation shall be provided to the student and the person filing the complaint.
 - a. **Disciplinary Suspension** – If a student is suspended, he/she is separated from the Technical College for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.
 - b. **Disciplinary Expulsion** – Removal and exclusion from 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 Student Disciplinary Officer or his/her designee. Students who have been dismissed from the Technical College for any reason may apply in writing for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, students 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 Student Disciplinary Officer or his/her designee.

- c. **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 charges against him/her. However, interim suspension may be imposed upon a finding by the Student Disciplinary Officer or his/her designee that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and well-being of the accused student or any other member of the Technical College community or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other Technical College-related activities.

3. **Violation of Federal, State, or Local Law**

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

4. **Conditions of Disciplinary Suspension and Expulsion**

- a. 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 Student Disciplinary Officer or his/her designee.
- b. 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 Student Disciplinary Officer or his/her designee. A suspended or expelled student must contact the Student Disciplinary Officer or his/her designee for permission to enter the Technical College premises for a limited, specified purpose.
- c. If the student seeks to submit a signed Disciplinary Sanction Appeal Form, the Student Disciplinary Officer or his/her designee must accept the Form by mail or fax if he/she refuses the student's request to enter the Technical College premises for that specified purpose.
- d. A scheduled appeal hearing before the Judicial Body shall be understood as expressed permission from the Student Disciplinary Officer or his/her designee for a student to enter the Technical College premises for the duration of that hearing.

C. **Mediation**

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

D. **Appeals Procedure**

1. A student who wishes to appeal a disciplinary decision by the Student Disciplinary Officer or his/her designee must file a written notice of appeal through the President's Office for review by the Judicial Body within five business days of notification of the decision. The person filing the initial complaint against the student must be notified of the hearing date.

2. If the Student Disciplinary Officer or his/her designee recommended a sanction of disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the matter will be referred to the Judicial Body by the Student Disciplinary Officer or his/her designee. The student need not file a written notice of his or her desire to appear before the Judicial Body. The person filing the initial complaint shall also be given notification of the hearing.
3. The student will then have the right to appear in a hearing before a Judicial Body assigned by the President or his/her designee within 10 business days to present evidence and/or testimony. The student has the right to be assisted by any 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 Judicial Body. The Committee will consist of two faculty members, one staff member and two students. There shall be a single verbatim record, such as a tape recording, of all hearings before the Judicial Body. The record shall be the property of the Technical College. The Chairperson of the Judicial Body shall notify the President and the Student Disciplinary Officer in writing of the Judicial Body's decision. The Technical College President or his/her designee will notify the student in writing of the Committee's decision and the opportunity to appeal directly to the President.
4. If the student appeared before the Judicial Body to appeal the Vice President for Student Affairs or the technical college president's designee's sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade, the Hearing Body's decision regarding the appeal is final. A copy of the Hearing Body's written decision will be provided to both the student and the person who filed the original complaint.
5. If the student appeared before the Hearing Body after the Student Disciplinary Officer or his/her designee recommended disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the student shall have the opportunity to appeal directly to the technical college president.
6. If entitled to an appeal to the technical college president, the student shall have 5 business days after receiving written notification of the Judicial Body's decision to request in writing an appeal. The student shall ensure that all relevant information is included with this request. The person who filed the original complaint shall be notified of the student's appeal.
7. The president of 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.

E. Document Retention

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

VIOLATION OF LAW AND TECHNICAL COLLEGE DISCIPLINE

1. Technical College disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Code. If both alleged violations result from the same factual situation, proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
2. 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 or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, however, the Technical College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the Technical College community. The Technical College will cooperate 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 and Technical College employees, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Academic Misconduct

Academic misconduct is any act that does or could improperly distort student's grades or other student academic records. A student enrolls at Southeastern Tech to gain technical skills to lead to greater employability. Academic misconduct is not only "cheating" the student of learning the needed skills, it is an offense to the academic integrity of the learning environment. All forms of academic dishonesty will call for discipline.

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

–First Offense–

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

–Second Offense–

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

–Third Offense–

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

SOUTHEASTERN TECHNICAL COLLEGE ATTENDANCE

Rationale

It is essential that educational programs meet requirements and standards necessary for successful employment in business and industry. In view of the intensive nature of educational programs, it is necessary for every student to be present and on time every day for all classes as is required in the work environment.

Policy

To receive credit for a course a student must attend at least 90% of the scheduled instructional time. If the 10% of absences equals an amount less than a full class, the absence amount will be rounded down to the next full class period. Each syllabus will state the exact number of absences that will constitute a student being withdrawn from a course. Any student attending less than 90% of the scheduled instructional time will receive a "W" for the course if removed from the course on or before the semester midterm. After the semester midterm, any student who has maintained a passing grade within a course will receive a 'WP' for the course when attending less than 90% of the scheduled instructional time. If, however, the student has not maintained a passing grade, he or she will receive a 'WF' for the course.

Attendance Procedure

It is essential that educational programs maintain requirements and standards necessary for successful employment of its graduates in business and industry. In view of the intensive nature of the educational programs, it is necessary for every student to be present and on time every day for all classes.

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. All work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time as noted on each syllabus will receive a "W" for the course if removed from the course on or before midterm. After the semester midterm, any student who has maintained a passing grade within a course will receive a 'WP' for the course when attending less than the required scheduled instructional time as stated on each course syllabus. If, however, the student has not maintained a passing grade, he or she will receive a 'WF' for the course.

Definitions

Scheduled Instructional Time

Scheduled instructional time is explained by the instructor during the course orientation as listed on the course syllabus. The scheduled time will be maintained until all work is completed or until the end of the course.

Tardy or Early Departure

Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course involved.

Provisions

Health Science and Cosmetology Programs

Requirements for instructional hours within Health Science and Cosmetology programs reflect the rules of respective Licensure Boards. Therefore, class and clinical attendance is mandatory. No excused absences are allowed and all time must be made up. Make-up time will be under the supervision of and date assigned by the instructor. Policies and procedures regarding make-up time for these programs are outlined in the respective program handbooks.

Special Needs

Students with documented special needs may be provided with an individualized Instructional Plan with specifications for scheduled instructional time. It is the student's responsibility to inform the Special Needs Specialist as students and instructors are required to have documented evidence prior to receiving or allowing special accommodations. See the STC Catalog and Student Handbook, Student Affairs section for further information regarding special needs.

Specific Absences

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

Online Attendance

Attendance for online classes is a required element of the class just as it is with on campus classes. Online students will follow the same attendance procedure as traditional classes along with the following addition.

STC has a minimal requirement of two contacts each week. A contact is considered as meaningful communication between the student and the instructor. This could include participating in weekly discussion boards, submitting an assignment for grading, taking a test, etc. The instructor for each course will further define what represents an acceptable contact for his/her class on the course syllabus.

An absence occurs when two contacts are not made during a week. For Fall and Spring semesters, when the third absence occurs, the student will be dropped from the course. For Summer semester, when the second absence occurs, the student will be dropped from the course.

Hybrid Attendance

STC's attendance procedure is followed for all hybrid classes along with the following addition. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements. STC's attendance policy located in the STC Catalog and Student Handbook must be followed in all hybrid classes. For the scheduled class sessions, attendance is counted from the first scheduled class meeting of each semester. Three (3) tardies or early departures equal one (1) absence for the course(s) involved. In order for a student to receive credit for a course, a student must attend at least 90% of the scheduled instructional time.

For the distance education portion of the class, students will be required to make a minimum of one contact per week. A contact is considered as meaningful communication between the student and the instructor. This could include participating in weekly discussion boards, submitting an assignment for grading, taking a test, etc. The instructor for each course will further define what represents an acceptable contact for his/her class on the course syllabus. Each week that a contact is not made will result in one weekly absence. After two absences (two weeks in which a contact is not made), students will be dropped from the class.

The course syllabus will define what percentage of the class will be on campus and what percentage will be online. All hybrid courses meet a minimum of 60 percent of the time in the classroom and a minimum of once per week.