

# Student Life

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## Academic Honor Code

### GEORGIA TECH HONOR CHALLENGE STATEMENT

I commit to uphold the ideals of honor and integrity by refusing to betray the trust bestowed upon me as a member of the Georgia Tech community.

### GEORGIA TECH HONOR CODE

Click [here](#) for the history of the Academic Honor Code.

Graduate Students, please read the [Graduate Addendum](#).

[Article I: Honor Agreement](#)

[Article II: Academic Honor Code](#)

[Article III: Honor System](#)

[Article IV: Amending the Academic Honor Code](#)

[Appendix A: Graduate Addendum to the Academic Honor Code](#)

[Article I: Honor Agreement](#)

Having read the Georgia Institute of Technology Academic Honor code, I understand and accept my responsibility as a member of the Georgia Tech community to uphold the Honor Code at all times. In addition, I understand my options for reporting honor violations as detailed in the code.

[Article II: Academic Honor Code](#)

#### Section 1. Statement of Purpose

The members of the Georgia Tech community believe the fundamental objective of the Institute is to provide the students with a high-quality education while developing in them a sense of ethics and social responsibility. We believe that trust is an integral part of the learning process and that self-discipline is necessary in this pursuit. We also believe that any instance of dishonesty hurts the entire community. It is with this in mind that we have set forth a student Honor Code at Georgia Tech.

#### Section 2. Objectives

An Academic Honor Code at Georgia Tech aims to cultivate a community based on trust, academic integrity, and honor. It specifically aims to accomplish the following:

Ensure that students understand that academic dishonesty is a violation of the profound trust of the entire academic community;

- Ensure that students, faculty and administrators understand that the responsibility for upholding academic honesty at Georgia Tech lies with them;
- Prevent any students from gaining an unfair advantage over other students through academic misconduct;
- Clarify what constitutes academic misconduct among students at Georgia Tech and what is expected of them by the Institute, the faculty, and their peers;
- Cultivate an environment at Georgia Tech where academic dishonesty is not tolerated among the students;

- Secure a centralized system of education and awareness of the Honor Code;

### Section 3. Student Responsibilities

Students are expected to act according to the highest ethical standards. The immediate objective of an Academic Honor Code is to prevent any Students from gaining an unfair advantage over other Students through academic misconduct. The following clarification of academic misconduct is taken from Section XIX Student Code of Conduct, of the Rules and Regulations section of the Georgia Institute of Technology General Catalog: Academic misconduct is any act that does or could improperly distort Student grades or other Student academic records. Such acts include but need not be limited to the following:

- Unauthorized Access: Possessing, using, or exchanging improperly acquired written or verbal information in the preparation of a problem set, laboratory report, essay, examination, or other academic assignment.
- Unauthorized Collaboration: Unauthorized interaction with another Student or Students in the fulfillment of academic requirements.
- Plagiarism: Submission of material that is wholly or substantially identical to that created or published by another person or persons, without adequate credit notations indicating the authorship.
- False Claims of Performance: False claims for work that has been submitted by a Student.
- Grade Alteration: Alteration of any academic grade or rating so as to obtain unearned academic credit.
- Deliberate Falsification: Deliberate falsification of a written or verbal statement of fact to a Faculty member and/or Institute Official, so as to obtain unearned academic credit.
- Forgery: Forgery, alteration, or misuse of any Institute document relating to the academic status of the Student.
- Distortion: Any act that distorts or could distort grades or other academic records.

While these acts constitute assured instances of academic misconduct, other acts of academic misconduct may be defined by the professor. Students must sign the Academic Honor Agreement affirming their commitment to uphold the Honor Code before becoming a part of the Georgia Tech community. The Honor Agreement may reappear on exams and other assignments to remind Students of their responsibilities under the Georgia Institute of Technology Academic Honor Code.

### Section 4. Faculty Responsibilities

Faculty members are expected to create an environment where honesty flourishes. In creating this environment, Faculty members are expected to do the following:

- Make known to their class as specifically as possible what constitutes appropriate academic conduct as well as what comprises academic misconduct. This includes but is not limited to the use of previously submitted work, collaborative work on homework, etc.
- Provide copies of old exams or lists of sample questions to the Georgia Tech library for Students to review;
- Avoid the re-use of exams;
- Include a paragraph containing information about the Georgia Tech Academic Honor Code on the syllabus for each class they teach;
- Report instances of academic dishonesty to the Office of the Dean of Students.

In addition to the expectations listed previously, faculty have the authority to superimpose their own interpretations on some aspects of academic conduct including, but not limited to, the following:

- Old exams for use during open-book exams;
- Contents of formula sheets allowed on exams;
- Use of calculators on exams;
- Collaboration on out-of-class assignments;
- Use of previously submitted out-of-class assignments.

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## Article III: Honor System

### Section 1. Governing Bodies

The Georgia Institute of Technology Academic Honor Code recognizes the present bodies given the power to enforce the academic regulations of the Institute. The Academic Honor Code recognizes the Office of the Dean of Students to be the principal administrator to enforce Institute disciplinary measures as presently specified in Article XIX Section B, of the Rules and Regulations section of the current Georgia Institute of Technology General Catalog. The Academic Honor Code also recognizes the Student Honor Committee as the body given jurisdiction to hear all cases of alleged academic misconduct as currently specified in XIX Section B, of the Rules and Regulations section of the current Georgia Institute of Technology General Catalog.

### Section 2. Reporting Honor Code Violations

In order for an Academic Honor Code to function, members of the Georgia Tech community must not tolerate violations of it by anyone. Community members are at their discretion to use any of three options to report suspected Honor Code violations:

1. A student may simply desire to confront the fellow student with the perceived infraction. While this option is most likely to enact widespread change in attitude and behavior among students (because violators would understand that they are violating the trust of their peers and not some abstract body of people), it is still expected that an alleged violator be taken before the Student Honor Committee if he or she persists in academic misconduct.
2. A student may choose to approach the professor of the class in which the alleged infraction occurred and seek his or her input on how to proceed. A result of a conference of this type would be the professor's awareness that the alleged violator needs closer monitoring to ascertain reasonable certainty of guilt before being brought before the Student Honor Committee.
3. A student may choose to seek the advice of an honor advisor (see Article III., Section 3). Meetings with honor advisors shall address issues of policy and procedure only. Specifics of an individual case are not to be discussed. After a consultation with an honor advisor, a student may choose to submit a formal accusation of academic misconduct to the Office of the Dean of Students.

### Section 3. Student Honor Advisory Council

Students composing the Student Honor Advisory Council are to become well versed in all aspects of the Georgia Institute of Technology Academic Honor Code and the procedures for reporting an honor violation as well as those procedures for the trying of cases of suspected academic misconduct before the Student Honor Committee. The Council is to act as an information resource to all members of the Georgia Tech community on issues related to the Academic Honor Code.

#### *1. Membership*

1. Members are to be selected by the Vice-President of Student Affairs or a designated person to carry out these duties.
2. Members must be full-time students at Georgia Tech and must be in good academic standing.
3. Once a member of the council, the student shall serve until he or she graduates, unless he or she resigns or is impeached.
4. Impeachment procedures are to be specified in the rules and/or bylaws of the Student Honor Advisory Council.
5. Membership shall be composed of no less than fifteen (15) students at any given time.

#### *2. Duties and Responsibilities*

1. To serve in an advisory capacity to any student(s) wishing to report an honor violation or any student(s) being accused of committing an honor violation.
2. To continually educate and maintain awareness among the Georgia Tech community regarding the

Academic Honor Code.

3. To limit discussion with students to issues of policy and procedure.

#### [Article IV: Amending the Honor Code](#)

Amendments to the Georgia Tech Academic Honor Code may be proposed by a two-thirds (2/3) vote of both the Undergraduate Student Council and the Graduate Student Senate, or by a petition of ten percent (10%) of the total population (undergraduate and graduate) directed to both the undergraduate student body president and the graduate student body president. Amendments become part of this Honor Code upon ratification by two-thirds (2/3) of the votes cast in a special election open to the undergraduate and graduate students, provided that the proposed amendments have been published in the Technique at least one week prior to the vote by the student body and further provided that the amendments are approved by the Academic Senate. Appendices or amendments of appendices which pertain to either the undergraduate student body or to the graduate student body may be proposed by a two-thirds (2/3) vote of the respective legislative body or a petition of at least ten percent of the respective student body directed to the respective student body president. These shall become part of this Honor Code upon ratification by two-thirds (2/3) of the votes in a special election of the respective student body, provided that the proposed appendices or amendments of appendices have been published in the Technique at least one week prior to the election, and further provided that the appendices or amendments of appendices are approved by the Academic Senate.

#### [Appendix A: Graduate Addendum to the Academic Honor Code](#)

##### 1. *Preamble*

The Honor Code recognizes that graduate students are involved in research and scholarly activities that occur outside the classroom. Integrity and academic honesty are as fundamental to research and scholarly activity as they are to classroom activity. Therefore, this Appendix to the Academic Honor Code is adopted to pertain to the academic activities of graduate students that occur outside of the classroom.

##### 2. *Scholarly Misconduct*

Scholarly misconduct refers to misconduct that occurs in research and scholarly activities outside the classroom. It can include plagiarism, among other things. The consequences of scholarly misconduct are governed by Institute policy. The following definitions are taken from the Institute Policy on Scholarly Misconduct:

- "Misconduct" or "scholarly misconduct" is the fabrication of data, plagiarism, or other practice that seriously deviates from those that are commonly accepted within the academic or research community for proposing, conducting, or reporting research or scholarly activity. It does not include honest error or honest differences in interpretation or judgments of data.
- "Plagiarism" is the act of appropriating the literary composition of another, or parts of passages of his or her writings, or language or ideas of the same, and passing them off as the product of one's own mind. It involves the deliberate use of any outside source without proper acknowledgment. Plagiarism is scholarly misconduct whether it occurs in any work, published or unpublished, or in any application for funding.

Allegations involving scholarly misconduct fall under the Institute's Policy on Scholarly Misconduct. This document details the procedures involved with reporting allegations and with the handling of cases. All graduate students are encouraged to become familiar with this policy, which is available from the Office of the Provost.

This information cannot be duplicated and/or modified without written permission from the Office of Student Integrity.

Office of Student Integrity, Office of the Dean of Students, Georgia Institute of Technology, 2009.

## Financial Aid and Bursar Policies

### Code of Conduct Regarding Private Lending and Student Choice

**Review Date:** Dec 2014

The Georgia Institute of Technology (Georgia Tech), including all employees or agents of Georgia Tech and its affiliated organizations, adheres to the principles of openness and transparency in relationships with lenders offering educational loan programs.

Students and parents are encouraged to consider the following before applying for a private educational loan:

Students are strongly encouraged to first pursue the availability of free or lower-cost financial aid with the Office of Scholarships & Financial Aid.

Directions on how to apply for Title IV federal grants, loans and work-study are available at [www.finaid.gatech.edu/apply](http://www.finaid.gatech.edu/apply) or by calling or visiting the Office of Scholarships and Financial Aid.

A private education loan may reduce eligibility for free or lower-cost federal, state, or school student financial aid.

Georgia Tech prohibits conflicts of interest between the responsibilities of its employees and the personal interests of an employee or family member of an employee. Georgia Tech bans any revenue-sharing arrangements with any lender, whether for institutional or personal gain.

Employees of Georgia Tech or its affiliated organizations shall not accept anything of value for serving on an advisory board, commission, or group established by a lender, guarantor, or group of lenders.

Georgia Tech employees are bound by state law and institutional policies related to the receipt of gifts or gratuities. All employees, as well as their family members, are prohibited from accepting a gift with more than nominal value from anyone that the employee or Georgia Tech interacts with on official state business or from any other prohibited source. Gifts include, but are not limited to: (1) Food (including meals) (2) Lodging and (3) Personal Services.

Georgia Tech does not allow any officer or person involved with student loans to either solicit or accept gifts from a lender, guarantor or servicer of student loans where that gift has more than nominal value.

Georgia Tech does not allow its financial aid staff or anyone in a position of having influence over student loan decisions to consult with lenders for a fee, payment, or other financial benefit.

Georgia Tech will not assign a borrower's loan to a particular lender.

Georgia Tech will not refuse or delay certification of any loan based on a borrower's selection of a lender or guarantor.

Georgia Tech will not request or accept any offer for student loan funds in exchange for: (1) a specified number of loans made or (2) a specific loan volume.

Georgia Tech will not accept any offer from any lender to provide call center staffing or financial aid office assistance.

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## Grade Substitution Policy

**Last Revised:** May 2006

**Review Date:** Dec 2014

**Policy Owner:** Registrar

**Policy Statement:**

**(effective with the entering Fall 2005 first-time freshman class.)**

First-time freshman students who receive a grade of D or F in a course within their first two terms in residence are eligible to repeat the course and have the original grade excluded from the computation of academic average. Grade substitution may be used only once per course, with a maximum of two courses total. More information is outlined at [www.registrar.gatech.edu](http://www.registrar.gatech.edu).

### Impact of Grade Substitution Policy on the HOPE Scholarship:

All credit hours attempted after high school graduation are calculated when determining HOPE Scholarship eligibility, even if a course is forgiven by the institution. Therefore, if a student utilizes the Grade Substitution policy and repeats a course, the credits and grades issued in both occurrences are included in the HOPE calculations. For example, if a student takes MATH 1501 (Calculus I) and earns a "D" in the course, retakes the course and earns a "B", then applies for a grade substitution, both Calculus courses would be included in his HOPE Attempted Hours and GPA." Note that HOPE is also subject to the Satisfactory Academic Progress policy discussed below. Visit [www.finaid.gatech.edu/hope](http://www.finaid.gatech.edu/hope) for more information on the HOPE Scholarship.

### Impact of Grade Substitution Policy on Satisfactory Academic Progress (SAP)

Georgia Tech's SAP policy has three components. See ["Satisfactory Academic Progress"](#) for the complete policy.

The quantitative and maximum time frame standards refer to number of attempted hours and are not impacted by this policy. It is important to note, however, that repeated coursework does not count as additional hours earned for purposes of determining Satisfactory Academic Progress. This is true whether or not grade substitution is requested for the repeated class.

The Qualitative Standard, the third component of the SAP Policy, looks at a student's official cumulative GT GPA to determine if it meets the requirement for the student's grade level. If a student's official GPA is recalculated, eligibility from that date forward is evaluated based on the new GPA. Any change in eligibility would not be retroactive to prior terms. Similarly, decisions about eligibility may not be based on anticipated changes to GPA. The requirements are that the student must maintain a cumulative minimum grade point average of 1.7 as a freshman, 1.9 as a sophomore, 2.0 as a junior and senior, and 2.7 as a graduate student

## Institute Policy for Scholarship/Fellowship Payments And the Payment of Prizes/Awards to Students

**Policy Owners:** Bursar's Office

**Contact Name:** Terry Fair

**Contact Title:** Bursar

**Contact Email:** [terry.fair@business.gatech.edu](mailto:terry.fair@business.gatech.edu)

**Policy Statement:**

To ensure that Georgia Institute of Technology is in compliance with all Federal, State, private, and Institutional policies, the Office of Scholarships & Financial Aid (OSFA) must be aware of all types of student assistance (federal, school, state, private, etc.) received by students regardless of the source.



1. All monies awarded to students must be administered in a way that ensures any information the school receives is communicated to and coordinated by the Office of Scholarships & Financial Aid (OSFA) in collaboration with the Bursar's Office.
2. Awards must comply with all fund specific requirements/restrictions.
3. Students must be enrolled in course work to be eligible to receive the payment. Payments requested for any non-current term either past or future, co-op, or internship work periods must be reviewed/approved by the Director of OSFA.
4. If required, awards will be adjusted to resolve any over award situations, including adjustments to awards that exceed the student's total cost of attendance.

**Policy Terms:****Student**

A student is defined as an individual who is enrolled at Georgia Tech during the term academic year in which payment is intended.

**Scholarship**

A scholarship is defined as any amount paid to an undergraduate student "for the purpose of aiding his study, training, or research," and does not represent compensation for personal services. The grantor/donor specifically intends the funds to be spent by the grantee to defray the expenses of the student's studies. Funds received by the Institute for this purpose will be recorded in projects beginning with 997 in the Institute's Financial System.

**Fellowship**

A fellowship is defined as any amount paid to a graduate student "for the purpose of aiding his study, training, or research," and does not represent compensation for personal services. The grantor/donor specifically intends the funds to be spent by the grantee to defray the expenses of the student's studies. Funds received by the Institute for this purpose will be recorded in projects beginning with 998 in the Institute's Financial System.

**Stipend**

A stipend is defined as a fellowship/scholarship payment that is either a one time or multiple disbursement during a term; requires the recipient to perform tasks or submit required deliverables to be eligible for payment; or is specified by the Donor as a stipend. These payments will be disbursed from the corresponding project beginning with 998(fellowship) and account 782000 and 997(scholarship) and account 782000.

**Tuition & Fees**

Tuition and Fees is defined as a fellowship payment made to the student by funds specifically earmarked to pay towards a student's cost of tuition and Institute mandated fees, either in full or the differential amount along with a waiver in which the total of the award does not exceed the student's cost of tuition and Institute mandated fees. These payments will be disbursed from the corresponding project beginning with 998 and account 782200.

**Allowance**

An allowance is defined as a fellowship payment made typically as a reimbursement for costs the student incurs that are not qualified as tuition and fees or as a stipend payment. This includes health insurance, lab equipment, computers, etc. These payments will be disbursed from the corresponding project beginning with 998 and account 782100.

**Prize/Award**

A prize/award is defined as a payment made to a student in the nature of an award or recognition for some sort of special achievement, special skill, special knowledge, or special renown in a certain area, or can represent an award won in a contest of some sort. An example of an award would be an award for the best poster. When paying an award, the grantor/donor does not specifically intend that the grantee spend the award amount "for purpose of aiding his study, training, or research". Funding should come from sources that permit the award payment, such as Georgia Tech

Foundation and Georgia Tech Research Corporation, etc. NO STATE FUNDS ARE ALLOWED TO PAY PRIZES AND AWARDS. These funds will be disbursed from the appropriate project and account 751120 (not allowed through projects beginning with 997/998 unless payments meet exception below). Awards made to students are considered income and will incur the appropriate tax treatment.

*Exception:*

*Please note that awards can also be included in the category of scholarship/fellowship if the grantor/donor specifically intends for payment to offset or defray the expenses of the student's studies.*

### **Cost of Attendance (COA)**

COA is defined as the sum of educationally related expenses for each term. COA is determined annually by the Office of Scholarships & Financial Aid based upon components defined by the US Department of Education and applied to all funds administered by and/or through OSFA.

### **Student employee**

A student employee is defined as a Student who was employed in some capacity during the current calendar year in which prize/award payment is being requested.

### **Procedures:**

All requests for payments to students will be reviewed by the Office of Scholarships and Financial Aid and paid as follows:

**Scholarships/Fellowships (payments being requested from funds classified in projects beginning with 997/998 in Institute Financial System)** will be awarded and disbursed by the Office of Scholarships and Financial Aid utilizing the Banner Student System. These payments will be applied to the student's account. All awards will be reviewed to determine if any adjustments must be made to previously awarded financial aid. The federally funded loan programs are the most common program requiring adjustments. Please complete the following form for making these requests.

**Prize/Awards (payments being requested from funds NOT classified in projects beginning with 997/998 in Institute Financial System)** are considered income and the procedures below will be followed.

- Student employees: If payment is being requested for a student employed by GIT in the current calendar year, then disbursement will be made by Georgia Tech Payroll Department and is subject to federal and state income tax with holdings. Please complete the following form for making these requests.
- Student non employee: If student is NOT an employee in the current calendar year, then the payment will be disbursed by the Bursar's Office through the Banner Student System and applied to the student's account. The recipient may receive a 1099 form if annual payments meet/exceed certain levels as established by the IRS. Please complete the following form making these requests.

### **Internal Revenue Service Resources related to student payments.**

#### **U.S. Citizens or Resident Alien Student Payments**

(Any tax responsibility under the IRS regulations belongs to the student.)

- A student who receives a scholarship/fellowship payment for which they are not required to perform services may exempt the portion of the award that is used for qualified tuition and related expenses. Any portion of the award used for other expenses, such as room and board or travel, is considered part of the student's gross income and must be reported on their individual tax return.
- Payments received by a student for prizes and awards are considered income. If payment is made to an employee then payment will be subject to federal and state income tax withholdings. If payment is made to non employee then the recipient may receive a 1099 form if the annual payments meet/exceed certain limits.

For more information on tax obligations related to scholarship/fellowship/prize/award payments made to U.S. Citizens and Resident Aliens can be found below.

<http://www.irs.gov/publications/p970/ch01.html>

**Non U.S. Citizens Student Payments**

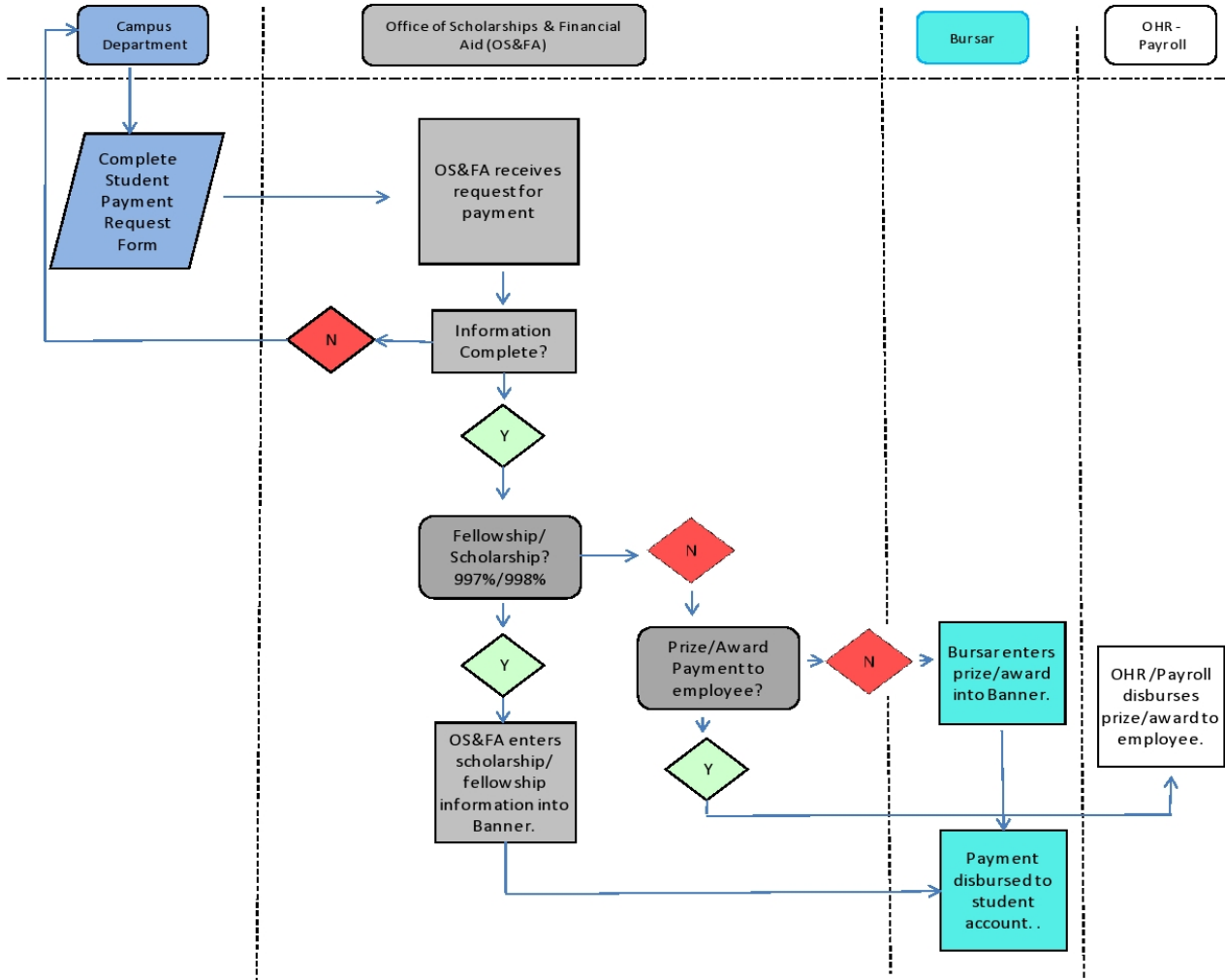
- Nonresident alien students receiving Scholarship/Fellowship payments that do not represent compensation for services is reportable by the Institute to both the IRS and the student on IRS Form 1042S. The portion of the fellowship/scholarship used for qualified tuition and related expenses is exempt from U.S. tax. The remaining portion of the payment is subject to tax and is considered part of the student's gross income and must be reported on their individual tax return. The Institute will withhold tax at the rate of 14% on this taxable portion unless the award is exempt under a tax treaty between the U.S. and the student's home country. The student must supply the Institute with IRS Form 8233 in order to claim the benefit of a tax treaty.
- Payments received by a student for prizes and awards are considered wages. If payment is made to an employee then payment will be subject to federal and state income tax withholdings. If payment is made to non employee then the recipient may receive a 1042S form if the annual payments meet/exceed certain limits and the Institute will withhold tax on the taxable portion of this payment.

For more information on tax obligations related to scholarship/fellowship/prize/award payments made to Non resident alien students can be found below.

<http://www.irs.gov/Individuals/International-Taxpayers/Taxation-of-Nonresident-Aliens>.



Student Payment Process Flow



Hidden Policy Images: [page0006.jpg](#)

## Mandatory Student Insurance

**Last Revised:** Sep 2014

**Review Date:** Sep 2019

**Policy Owner:** Bursar's Office

**Contact Name:** Susan Morrell

**Contact Title:** Associate Bursar

**Contact Email:** susan.morrell@business.gatech.edu

**Policy Statement:**

Certain groups of students are required to purchase health insurance. Students for whom insurance is not mandatory may purchase insurance voluntarily.

**Mandatory Groups:**

Undergraduate and Graduate International Students holding "F" or "J" visa status.

Undergraduate and Graduate Students enrolled in academic programs that require proof of health insurance.

Graduate Students receiving Qualified Graduate Assistantships, defined as any type of graduate assistantship of at least 1/3 time. This includes general graduate assistantships, teaching assistantships, laboratory assistantships, and research assistantships, regardless of the source of funds; as well as Graduate School Assistantships and Graduate Recruitment Opportunity (GRO) assistantships.

Graduate Students receiving Qualified Fellowships, defined as fellowships administered by the Institution that provide funding for the student in an amount equal to or greater than the prevailing in-state tuition rate for graduate students. Such fellowships include, but are not limited to, Institution Presidential Graduate Fellowships, National Research Service Awards, National Science Foundation Fellowships, and other state and federally funded fellowships.

Graduate Students receiving Qualified Training Grants, defined as state or federally funded training grants administered by the Institution that provide funding for the student in an amount equal to or greater than the prevailing in-state tuition rate for graduate students.

**Procedures:**

Students who meet the requirements for mandatory health insurance are assessed insurance charges on their student account. Payment is due on the published payment deadline each semester. To view Insurance Rates for the current semester visit the Bursar website at: <http://bursar.gatech.edu/content/mandatory-student-insurance>.

The Georgia Tech insurance provider is [Blue Cross Blue Shield](#). Visit the BCBS site and click on Mandatory Plan to see additional plan information and a benefits summary.

**Voluntary Student Plan:**

To purchase health insurance voluntarily, visit [Blue Cross Blue Shield](#). Next, click the Voluntary Plan button to see voluntary rates, plan description, and the benefits summary.

**Insurance Waivers:**

Students in the mandatory groups have the option to waive the student insurance if they have a pre-approved insurance plan. Waivers are processed by [Blue Cross Blue Shield](#), the insurance carrier. To apply for a waiver, go to [Blue Cross Blue Shield](#), click on the Mandatory Plan button, select the Enroll/Waive tab and click the Waive Coverage button to provide the information required.

For more information about the student insurance plans, please visit [Blue Cross Blue Shield](#).

**Policy History:**

Revision Date	Author	Description
10-2014	Bursar's Office	Update to policy

**Refunds**

**Last Revised:** Sep 2012

**Review Date:** Jan 2015

**Hidden Policy Images:** [FinancialAidRefundsTable.png](#)

**Return of Title IV Funds Policy**

A calculation is made for all financial aid recipients to determine whether a student who completely withdraws during a term has "earned" the monies disbursed. A student "earns" his/her aid based on the period of time they remain enrolled. During the first 60% of the term a student "earns" financial aid in direct proportion to the length of time he/she remains enrolled. The earned and unearned aid is determined by a daily prorated ratio. Basically, if you canceled enrollment at the 20% point of the term, you earned 20% of the financial aid you were originally scheduled to receive. The 80% of the amount of unearned Federal financial aid or a portion of the 80% of unearned aid will be returned (canceled from your account). Once you have completed more than 60% of the term, you have earned all the federal assistance that you were scheduled to receive. Specific percentages by date are published by the [Bursar's Office](#).

A daily roster is generated by the Office of the Registrar that identifies students who have completely withdrawn from the institution. The Registrar's office records and publishes the official date of withdrawal.

The percentage of the period that the student remained enrolled is derived by dividing the number of days the student attended by the number of days in the term. The withdrawal date is:

- The date the student notified the institution of intent to withdraw (initiation of withdrawal process) or
- The midpoint of the term for a student who leaves without notifying the institution of their intent to withdraw.

The responsibility to repay unearned aid is shared by the institution and the student in proportion to the aid each is assumed to possess. Georgia Tech will use the Return of Financial Aid - Refund Policy worksheet to determine the amount the student and/or the institution must refund (canceled from your student account) to the appropriate programs. The Office of Scholarships and Financial Aid and the Bursar's Office will cooperatively verify the accuracy of each refund calculation.

**Institution's Return of Funds**

Once the institution's portion of the return of funds has been calculated the OSFA will reduce the student's original financial aid award and return the funds within 45 (forty-five) days to the appropriate program(s) in the order specific in this policy. If this creates a "balance" on the student's account in the Bursar's office, the Bursar will notify the student of the obligation. The student will be responsible for paying the debt to the Bursar immediately. The student will not be allowed to register or receive an official transcript until the debt has been paid in full.

**Student's Return of Funds**

Once the student's portion of the return of funds has been calculated, the Bursar's Office will notify the student of the amount he/she must repay. The student must pay Georgia Tech the full amount of his/her debt and Georgia Tech will return the funds to the appropriate programs within 45 days. To continue eligibility past 45 days, the student must pay the overpayment in full to Georgia Tech's Bursar's office.

Unearned Title IV aid shall be returned to the following programs in the following order by both the student and the Institute:

1. Unsubsidized Stafford Loan
2. Subsidized Stafford Loan
3. Perkins Loan
4. Parent Loan for Undergraduate Students (PLUS)/Graduate PLUS
5. Pell Grant
6. Federal Supplemental Educational Opportunity Grant (SEOG)

**Post-Withdrawal Funds**

If the amount disbursed to the student is less than the amount the student earned, the amount maybe considered a post-withdrawal disbursement. Post-withdrawal eligibility can be used to credit outstanding charges on a student's account. Georgia Tech has 30 (thirty) days from the date of the institution determined that the student withdrew, to offer any amount of the post-withdrawal disbursement to the student, (or parent for PLUS). The student (or parent) may accept or decline some or all of the post-withdrawal disbursement that is not credited to the student's account. The student or parent must respond within 14 days from the date that the institution sends the notification to be eligible to receive the post withdrawal disbursement. If the student (or parent) does not respond to the institution's notice, no portion of the post-withdrawal disbursement that is not credited to the student's account may be disbursed.

**HOPE/Zell Miller Scholarship Only Refund**

If a refund is due and the student received HOPE/Zell Miller funds but did not receive federal Title IV funds, then such amounts must be refunded to HOPE/Zell Miller. These amounts are refunded by applying the institution's [Refund Policy](#) to the student's original HOPE/Zell Miller award for tuition.

**Title IV and HOPE/Zell Miller Refund**

If in addition to HOPE/Zell Miller funds, the student also received federal Title IV funds, then refund amounts are distributed proportionately. OSFA then determines the amount of the federal Title IV refund as prescribed by the federal "Return of Title IV Funds" policy.

**Financial Aid Calculated Examples:**

The calculation for the amount of Federal financial aid to return (cancel from your student account) is based on the lesser amount of:

**Institutional charges:** (Tuition, Mandatory fees, Special course fees, Housing and Meal charges (if you live on campus))

OR:

Federal Aid awarded: (Subsidized and Unsubsidized Stafford Loan, Perkins Loan, Parent or Grad PLUS Loan, Pell Grant, Supplemental Education Opportunity Grants (SEOG))

The lesser amount of the institutional charges or federal aid awarded is then multiplied by a daily prorated ratio based

on your certified date of withdrawal. The result is the amount of aid to be returned.

	<u>Example1:</u>	<u>Example2:</u>
<b>Institutional Charges</b>		
Tuition	\$3,859	\$3,859
Recreation Fee	54	54
Health Fee	154	154
Transportation Fee	81	81
Technology Fee	107	107
Activity Fee	123	123
Athletic Fee	127	127
Special Institution Fee	272	272
Campus Housing	<u>3,900</u>	<u>3,900</u>
<b>Total</b>	<b>\$8,677</b>	<b>\$8,677</b>
<b>Financial Aid Awarded</b>		
Unsubsidized Stafford Loan	\$990	\$3,713
Subsidized Stafford Loan	2,723	2,723
Perkins Loan	1200	
Pell Grant	2,250	
SEOG	<u>2,000</u>	
<b>Total</b>	<b>\$9,163</b>	<b>\$6,436</b>

**Example 1:** Since the total institutional charges are less than the total financial aid awarded, the cancellation of aid will be calculated using the \$8,677 because it is less than the Federal Financial Aid Awarded of \$9,163.

If your date of withdrawal is at the midpoint of the term, \$8,677 would be multiplied by 50% to calculate \$4,338.50 to return from your Federal Financial Aid funds. For the example, the entire \$990 Unsubsidized Stafford Loan would be returned to the servicer (canceled from your account) as well as \$2,723 of the Subsidized Stafford Loan and \$625.50 of the Perkins Loan. Therefore  $\$990 + \$2,723 + \$625.50 = \$4,338.50$  is the amount of aid to be returned (canceled from your account).

**Example 2:** Since the financial aid awards are less than the total institutional charges, the cancellation of aid will be calculated using \$6,436 because it is less than the total institutional charges of \$8,677.

If your date of withdrawal results in a 31% term completion earned rate, then the unearned percentage is 69%. Therefore, we would multiply \$6,436 by 69% to calculate \$4,441 to return from your Federal Financial Aid funds. For this example, the entire \$3,713 Unsubsidized Stafford Loan would be returned to the servicer (canceled from your account) as well as \$728 of the Subsidized Stafford Loan. Therefore  $\$3,713 + \$728 = \$4,441$  is the amount of aid to be returned (canceled from your account).

**Unofficial Withdrawal Policy:**

Financial aid funds are awarded under the assumption you will attend school for the entire term. If you unofficially withdraw (leave and do not properly provide official notification of withdrawal), you may no longer be eligible for the full amount of aid funds you were originally scheduled to receive.

**Official Notification Not Provided**



1. One category of unofficial withdrawal happens if you did not complete the withdrawal process or otherwise notify the school of the intent to withdraw due to illness, accident, grievous personal loss or other circumstances beyond your control. If the failure to properly withdraw is beyond your control, the withdrawal date is the date you no longer were able to attend class.
2. A second category of unofficial withdrawals encompasses all other withdrawals where official notification is not provided to the school. For these withdrawals the withdrawal date is the midpoint of the term, unless otherwise documented.

### **Time Frame of Withdrawal Date for an Unofficial Withdrawal**

For Unofficial withdrawals, a school must process aid adjustments for unofficial withdrawals within 45 calendar days from the earlier of; (1) the end of the payment period or period of enrollment, (2) the end of the academic year, or (3) the end of the student's educational program.

At the end of each term, our office identifies students who did not successfully complete any courses. For students who do not earn a passing grade in any course, a notice will be sent to instructors asking for verification of the last date of attendance at an academically related activity. Examples of academically related activities are:

- Examinations or quizzes
- Tutorials
- Computer-assisted instruction
- Academic advising or counseling
- Academic conferences
- Completing an academic assignment, paper, or project
- Attending a study group required by the institution where attendance is taken

In the absence of evidence of a last day of attendance at an academically related activity, the student who failed to earn a passing grade in any class is considered to be an unofficial withdrawal. Also, if attendance documentation is not received, a return of financial aid funds calculation will occur using the midpoint (50%) as the point for the unofficial date of withdrawal.

## **Satisfactory Academic Progress**

**Last Revised:** Apr 2012

**Review Date:** Jan 2015

### **Policy Statement:**

The Higher Education Act of 1965, as amended, requires institutions of higher education to establish and apply standards of academic progress that must be met by all students in order to qualify and remain eligible for assistance from the Title IV student financial aid programs. Georgia Tech has elected to apply the standards set forth below to all students who receive aid from any of the following programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Helping Outstanding Pupils Educationally (HOPE), Federal Work-Study (FWS), Federal Perkins Loan, Federal Direct Student Loan, the Federal Direct Parent Loan for Undergraduate Students (PLUS), the Federal Direct Graduate PLUS Loan, and Institute grants and scholarships. The standards against which applicants for and recipients of financial assistance are measured include both qualitative and quantitative measures.

### **Qualitative**

You must maintain a cumulative minimum grade point average of:

1.7 as a freshman,

1.9 as a sophomore,

2.0 as a junior and senior,

3.0 for a Masters program, effective Summer 2012 (previously 2.7)

and a 3.0 for a PhD program

### **Quantitative/Pace**

You must also satisfactorily complete a cumulative minimum of 75 percent of all credit hours for which you are registered at the end of each Phase III registration.

The academic record of each aid recipient is reviewed at the end of each semester. The review includes all semesters of attendance at Georgia Tech, whether or not financial aid was received. If you fail to meet either of the above requirements, you will be placed on financial aid warning until the next review; you will remain eligible for assistance while on warning status.

If you are already on warning and have not removed the deficiencies and met both the qualitative and quantitative cumulative minimums at the end of the next semester of attendance, you will be placed on financial aid suspension; you will not be eligible for further assistance until such time as the cumulative minimums have been met. Courses in which the following grades are received constitute credit hours satisfactorily completed: A through D; S for pass/fail courses. Courses in which the following grades are received do not constitute credit hours satisfactorily completed: F - failure; I - incomplete; U - failure of pass/fail course; W - withdrawn. Courses audited may not be used to qualify for financial aid and are not counted in determining the number of hours for which you have registered. Courses repeated do not replace the original grade. Your scholastic average will include both grades, and both times the course is taken will count as hours for which you have attempted. Repeated coursework, however, does not count as additional hours earned for purposes of determining Satisfactory Academic Progress.

If you are required to take PREP (developmental) courses, you must pass all requirements within the first three semesters in residence. Such courses are taken on a pass/fail basis and are not counted in determining the number of hours for which you have registered.

Courses completed at other institutions are not used in determining eligibility under the qualitative measure. However, transfer hours accepted for credit toward a degree from Georgia Tech will be counted for purposes of the maximum time frame (see next section). Such hours will be counted by subtracting them from the hours normally required for graduation in your program of study. Effective Fall 2011, accepted transfer hours are calculated into the quantitative/Pace requirement.

### **Maximum Time Frame - Undergraduates**

The Higher Education Act requires that institutions establish a maximum time frame in which students receiving Title IV funds are expected to complete the program of study and beyond which they no longer qualify for assistance. At Georgia Tech, eligibility to receive Title IV assistance ends when you have registered for 133 percent of the number of hours required for graduation in your program of study, including any transferred hours accepted for credit toward the degree. For an undergraduate student, this equates to approximately six academic years of course work, depending on the specific major.

### **Maximum Time Frame - Graduates**

Maximum time frames for graduate studies are: master's - 6 semesters; doctoral - 12 semesters. Graduate students whose programs of study cannot be accomplished within these maximums must furnish documentation from their

department to support any extension. OSFA knows and understands that several factors contribute to a graduate student's academic progress. The standard we utilize looks at hours attempted and terms enrolled, but we recognize that your graduate/thesis advisor is the authority that we need to depend upon to help us properly document our files and assess your situation appropriately.

### **Grade Substitution Policy**

For more details on the impact of the grade substitution policy on financial aid , please visit: [Grade Substitution Policy](#)

### **Appealing a Satisfactory Academic Progress Suspension**

Information on appealing a suspension of your financial aid due to not meeting Satisfactory Academic Progress standards can be found on our [Appeals page](#).

## **Student Appeals**

**Last Revised:** Jun 2011

**Review Date:** Dec 2014

#### **Policy Statement:**

The OSFA routinely makes decisions concerning a student's eligibility to initially receive or continue to receive student financial aid. You may appeal in writing all decisions that impact your eligibility to receive student financial aid. The appeal decision is made by the counselor, who is charged with the overall processing and updating of the individual student file. Procedures have been developed in an effort to expedite the appeals process, to reach consistent decisions, and to center the initial decision at the counselor level.

The following is a chronological list of the general procedures for a student appeal:

- You appeal in writing, requesting that special consideration be given to a specific situation.
- The committee uses professional judgment to make a decision on the request.
- If the appeal is approved, you are notified as to the specific restrictions of the approval.
- If the decision is denial, the appeal is automatically presented to the Internal Review Committee.
- The committee approves or denies the appeal and notifies you.
- The committee's decision should be considered final. However, if there is additional information/documentation, you may appeal the decision to the Associate Director of the OSFA, providing the new support for your request.

Following are the most commonly requested exceptions to the policy, including a brief description of the minimum documentation required.

### **Satisfactory Academic Progress (SAP)**

**If an appeal is approved for the following situations, SAP status will be updated to "probation".**

*GPA/75 percent minimum credit hours:*

You must complete and submit an [Appeal of Financial Aid Suspension form](#) explaining the causes beyond your control that brought about the current situation. You should include with this form any documentation that would support the appeal (i.e., hospital records, etc.).

*Maximum time frame:*

You must complete and submit an [Appeal of Financial Aid Suspension form](#) explaining why you have exceeded the maximum time frame, including valid reasons for an extension (e.g., transfer hours, change of major, etc.). The form must include a specific list of the courses you are required to take in order to complete your degree. The maximum number of attempted hours allowed through appeal is 150% of the number of hours required for the degree program.

### Dependency

Independence is granted in cases with unusual circumstances where there is a legal or physical obstacle to obtaining parental information. For example, a dependent student whose parents are institutionalized, incarcerated, or under a restraining order would be considered a likely candidate for independent status. In such a case, you must submit a detailed letter explaining your position, accompanied by a court document verifying a legal obstacle to obtaining parental information, or two notarized statements (from a counselor, member of the clergy, teacher, etc.) verifying a physical obstacle.

### Adjustment to Income

The OSFA will consider adjusting your (or your parent's) income figures to reflect a change in employment if the change was involuntary, permanent, and resulted in substantial loss of income. You must submit a letter explaining the change in income. The letter must include valid reasons why the OSFA should consider an adjustment. You also must submit substantial third-party documentation of income change (e.g., separation from employment notice). Additionally, you must submit a statement of projected income to include sources of income and any other supporting documents such as check stubs or letters from employers. Click here for additional information on Special Circumstances Appeals.

### Cost of Attendance

Eligibility for financial aid is based on standardized [cost of attendance](#) figures. Certain other costs in excess of these amounts may be taken into consideration.

Forms: [Appeal of Financial Aid Suspension.pdf](#)

## Voluntary Student Fees

**Last Revised:** Sep 2014

**Review Date:** Sep 2019

**Policy Owner:** Bursar's Office

**Contact Name:** Susan Morrell

**Contact Title:** Associate Bursar

**Contact Email:** susan.morrell@business.gatech.edu

**Policy Statement:**

**Voluntary Student Fees - If a student is registered for 4 or more billable hours during the current semester, these fees are included in the mandatory fees already assessed to the student account. Sign up is not required for students registered for 4 or more billable hours to have access.** Eligible students (see definition below) can elect to pay fees voluntarily and receive access to the services and activities these fees support.

The elective fees to choose from are:

- Campus Recreation Center (CRC) Fee
- Health Services Fee
- Athletics Fee

**Eligibility requirements to elect these fees are as follows:**

- Students registered for 1-3 billable hours during a semester
- Co-op students and interns for the current semester
- Students not registered for the current semester who were registered the immediately preceding semester
- Students not registered for the current semester who are pre-registered for the immediately subsequent semester (previously enrolled students only)

Charges and payments made for voluntary fees are posted to the student's account the next business day. The individual departments (Health Services, CRC, Athletics Dept) grant access to the services as soon as practical after that posting.

For additional information and to pay Voluntary Student Fees, please click [here](#).

**Policy History:**

Revision Date	Author	Description
10-2014	Bursar's Office	Updates to verbiage

## Housing Policies

**Last Revised:** Sep 2016

**Review Date:** Sep 2019

The Department of Housing and Residence Life Policies are designed to assist in the physical, academic, emotional and financial protection of the members of our residential community. As part an academic community, all members share responsibility for its growth and general welfare. Other responsibilities include respecting others' rights to sleep and study, knowing and abiding by the code of conduct for Georgia Tech and Housing, and keeping residence halls safe. Along with these responsibilities come inherent rights that members of our community share. Among these are the right to freedom from discrimination, the opportunity to be heard and the right to fair and impartial treatment.

[Residence Hall Community Policies:](#)

The Georgia Tech Department of Housing Community and Services Guide, also known as [Guide to Community Living](#), serves as the official publication of Housing's policies and rules. It is revised each year. Members of the Tech residential community are held to these standards and should become familiar with them.

## Georgia Tech Catalog

The Georgia Tech Catalog at <http://www.catalog.gatech.edu> contains information on the following topics:

- General Information
- Academics
- Admissions
- Archived Catalogs
- Financial
- Regulations

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## Graduate Student Specific Policies

### Grad Assistantship Appointments, Waivers & Stipends Policy

- [Allocation of Tuition Waivers for Non-sponsored Assistantships](#)
- [Graduate Assistantship Schedule and Flexibility Policy](#)
- [Graduate Student Enrollment and Employment](#)
- [Stipends for Graduate Assistantships](#)

### Allocation of Tuition Waivers for Non-sponsored Assistantships

**Type of Policy:** Administrative

**Effective Date:** Dec 2014

**Last Revised:** Apr 2015

**Review Date:** Apr 2019

**Policy Owner:** Graduate Studies

**Contact Name:** Bonnie Ferri

**Contact Title:** Vice Provost for Graduate Education and Faculty Affairs

**Contact Email:** Bonnie.ferri@gatech.edu

**Reason for Policy:**

To establish how non-sponsored tuition waivers are allocated in the Georgia Tech budget and budget process.

**Policy Statement:**

The Institute maintains a budget to account for tuition revenue foregone when tuition waivers are used for non-sponsored GTA (graduate teaching assistant) and GRA (graduate research assistant) positions. These are positions in which state funds are used to pay the stipends. As with GRA or GTA work on sponsored projects, the Institute covers all tuition for these students beyond the \$25 required by the Board of Regents.

In the tuition waiver budget, each college is permitted to use an established number of non-sponsored waivers. The permitted number is affirmed or expanded each year in the Institute budget process, through a request from each Dean and decision by the Executive Leadership Team.

**Scope:**

All colleges and non-college units.

**Definitions:**

**Non-sponsored assistantship**

An assistantship in which the stipend is paid from state funds.

**Tuition waiver**

Part of tuition not charged to the student.

**Academic faculty member**

As defined in the Faculty Handbook. A faculty member who supervises a GRA or GTA assignment must be appointed in an instructional unit and cleared as instructor of record by the Office of Faculty Affairs

**Procedures:**

Using the Waivers

In the colleges

Under this system, non-sponsored tuition waivers are approved and controlled by the academic units. The home department or school and the hiring unit (if different from the home unit) must certify that the assignment contributes to the student’s graduate education, and an academic faculty member must provide supervision for the educational aspect of the work, through registration for GRA or GTA credit with that faculty member.

Outside the colleges

Non-academic units, while they are not allocated non-sponsored tuition waivers, are permitted to employ graduate research or teaching assistants, if the work is directly related to the student’s graduate program. If non-academic units want to employ a GRA or GTA, they must request the waiver to accompany the position from the home unit (department or school) of the student who will be hired. A faculty member from the home unit should oversee the academic aspects of the work of the GRA or GTA student in the non-academic unit to ensure the quality and relevance of the work to the student’s academic work. All graduate research or teaching assistant hires in non-academic departments must be approved by the Vice Provost for Graduate Education and Faculty Development (VPGEFD).

**Forms:**

Title	Link
Request for GRA or GTA outside an academic unit	Send email to <a href="mailto:vpgefd@gatech.edu">vpgefd@gatech.edu</a> , giving the name and GTID of the student, the nature of the assignment, and the faculty member supervisor.

**Responsibilities:**

**Deans** request tuition waivers in the budget process and monitor their use.

**Executive Leadership Team** determines the allocation of waivers in the Institute budget process.

**Home schools** enter the waivers for students with GRA or GTA positions that meet the Institute requirements (see Graduate Assistantship Enrollment and Employment policy).

**Non-academic units** request tuition waivers from the home schools of students they want to hire there and locate

academic faculty members willing to supervise the academic aspects of the work.

**Enforcement:**

Use of waivers beyond the established number will create a budget deficit in the College and thus trigger a discussion with the Provost's office. Students given GRA or GTA positions that do not meet the policy are subject to cancellation of tuition waiver.

To report suspected instances of noncompliance with this policy, please visit Georgia Tech's EthicsPoint, a secure and confidential reporting system, at: [https://secure.ethicspoint.com/domain/en/report\\_custom.asp?clientid=7508](https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7508)

**Related Information:**

[Graduate Student Enrollment and Employment Policy](#)

[Graduate Assistant Schedule Flexibility](#)

**Policy History:**

Revision Date	Author	Description
April 2006	Lisa Godfrey, Budget Office	Last revision of the procedure

**Financial Assistance**

For information on Financial Assistance please follow the link below.  
<http://www.grad.gatech.edu/paying-for-grad-school>

**General Policies**

For information on General Policies please follow the links below.  
<http://www.grad.gatech.edu/policies>  
<http://www.grad.gatech.edu/theses-dissertations-policies>  
<http://www.grad.gatech.edu/checklist>

**Graduate Admissions**

Policies on Graduate Admissions can be found in the Student Catalog, [Graduate Admissions](#)

**Graduate Assistantship Schedule and Flexibility Policy**

**Type of Policy:** Administrative

**Effective Date:** Mar 2014

**Last Revised:** Mar 2014

**Review Date:** Mar 2020

**Policy Owner:** Graduate Studies

**Contact Name:** Bonnie Ferri

**Contact Title:** Vice Provost for Graduate Education and Faculty Affairs

**Contact Email:** [Bonnie.ferri@gatech.edu](mailto:Bonnie.ferri@gatech.edu)

**Reason for Policy:**

To clarify when graduate student work assignments stop and start and the level of acceptable flexibility in hours.

**Policy Statement:**

The work duties of Graduate Research Assistants (GRAs) and Graduate Teaching Assistants (GTAs, encompass 4.5



calendar months for fall and spring terms and three calendar months for summer term. The fall term work period consists of half of August and all of September through December. The spring term work period consists of January through April and half of May. Summer term consists of half of May, all of June and July, and half of August. Supervisors are generally expected to employ a GRA or GTA for the full work period, providing continuous employment and pay throughout the year.

GRAs and GTAs are not required to work on official Institute holidays, which appear on the Human Resources web site. In addition, at the discretion of the student's supervisor, a GRA or GTA may be permitted to average effort over several weeks or cluster research or teaching activities in order to spend one or more weeks away from campus during the semester or, more frequently, during periods when classes are not in session. Any time away requires the approval of the supervisor. This flexibility may be used to allow later start dates for students new to campus. Some work assignments may not permit this flexibility.

GRAs or GTAs appointed to sponsored research projects should monitor their appointments monthly in the Electronic Workload Assignment Form (EWAF), because they will be required to sign an Annual Statement of Reasonableness indicating that the effort they put into projects was correctly recorded. For more information on this Plan Confirmation System, see

[/personal-services-reporting-using-plan-confirmation-system.](#)

**Scope:**

The policy applies to all graduate students and all hiring units.

**Policy Terms:****Graduate Research Assistantship (GRA)**

Part time research job held by a graduate student.

**Graduate Teaching Assistantship (GTA)**

Part time teaching job held by a graduate student.

**Graduate Assistant (GA)**

Part time research or administrative job held by a graduate student.

**Supervisor**

The person to whom a graduate assistant reports in his or her work responsibilities.

**Procedures:**

Graduate programs should communicate these terms of employment to students when they are hired. Graduate student assistants must communicate their needs for schedule flexibility to their supervisors. Supervisors of graduate student assistants must review and approve any flexibility in hours used under this policy.

**Responsibilities:****8.1. Hiring Unit**

The hiring unit (school, department, or laboratory) is responsible for communicating the dates of work assignments, the number of hours of work expected per week, the extent of flexibility allowed, and the procedure for requesting flexibility.

**8.2. Supervisor**

The supervisor is responsible for keeping the student's actual workload within the number of hours paid and allowing reasonable flexibility in fulfilling work responsibilities.

**8.3. Graduate Student Employee**

The graduate assistant is responsible for working the number of hours designated for the assignment, requesting flexibility when needed, and abiding by the determination of the supervisor with regard to flexibility requests.

**Enforcement:**

Students who believe this policy has been violated should first approach the individual responsible for the violation to resolve the issue. If the violation persists, the situation should be reported to the head of the next level up from the violation (e.g., school chair or laboratory head in the case of violations by supervisors; deans or institute directors for laboratories) or to the Vice Provost for Graduate Education and Faculty Affairs [vpgefa@gatech.edu](mailto:vpgefa@gatech.edu). In case of doubt about where to report, use ethicspoint <http://ohr.gatech.edu/ethics/ethicspoint>. The Georgia Tech [faculty and graduate student ombuds](#) are available to help resolve conflicts.

**Related Information:**

- [Workload Assignment information](#)
- [Institute Holidays](#)
- [Payroll Dates](#)

**Policy History:**

Revision Date	Author	Description
March 2014	Clarification of when graduate assistantships start and stop and whether any time away from campus is permitted.	Graduate schedule guidelines

**Graduate Student Enrollment and Employment**

**Type of Policy:** Administrative

**Effective Date:** Apr 2015

**Last Revised:** Apr 2015

**Review Date:** Apr 2020

**Policy Owner:** Graduate Studies

**Contact Name:** Bonnie Ferri

**Contact Title:** Vice Provost for Graduate Education and Faculty Development

**Contact Email:** [Bonnie.ferri@gatech.edu](mailto:Bonnie.ferri@gatech.edu)

**Reason for Policy:**

To ensure compliance with Board of Regents policies and our agreements with federal sponsors, the Institute needs policies on when and how graduate students may be employed.

**Policy Statement:**

Research and teaching assistantships provide work experiences for graduate students that contribute to their education. Research assistantships involve tasks such as setting up equipment, gathering and analyzing data, participating in research team interaction and training, and writing up and presenting results. Teaching assistantships involve activities such as planning and delivering classes, laboratories, or online educational experiences, grading, and

evaluating the teaching and learning experience.

The work done under a graduate research or teaching assistantship should enhance the student’s educational experience. Research grants may not be used for teaching assistantships unless the grant terms specifically allow it. It is expected that students working on grants or contracts are acquiring skills and knowledge relevant to their educational programs and must be registered.

Graduate students employed as Graduate Research Assistants, Graduate Teaching Assistants, and Graduate Assistants must be registered.

Any graduate student hired to do research or teaching at 33% to 50% effort must be hired as a Graduate Research Assistant (GRA) or Graduate Teaching Assistant (GTA); all GRA and GTA assignments must fall within this range of effort. To be eligible as a GRA or GTA, the student must be registered full time. Pay must meet the Institute minimums and be consistent with standards set and published within the School or College.

In accordance with Office of Management and Budget requirements, and as outlined in rate agreements with the Federal Government, expenses for similar purposes must be treated the same way under like circumstances. This principle requires us to hire graduate students doing similar kinds of work through the same mechanism at similar rates (including pay scales and tuition charges). If a student is hired on a federal project as a Graduate Research Assistant, the employment of the student shall remain as a GRA throughout their involvement with the project. Students in GRA or GTA positions will be required to pay \$25 regular tuition, plus any applicable differential tuition and student fees; the institution covers the remainder of their tuition. (See the policy on tuition waivers for payment rules regarding partial semesters.)

For administrative work or small research or teaching jobs (less than 25% effort), the Graduate Assistant (GA) hiring mechanism may be used. GA assignments carry no tuition waiver, but the student must be registered. A student hired as a GA is responsible for paying tuition and fees. GA salary may be charged to sponsored projects if the work is appropriate and should be set at the unit’s prevailing pay rate for graduate students.

Exceptions to these policies may be requested from the Vice Provost for Graduate Education and Faculty Affairs.

**Scope:**

The policy applies to all graduate students and all hiring units.

**Definitions:**

<b>Graduate Research Assistantship (GRA)</b>	Part time research job held by a graduate student.
<b>Graduate Teaching Assistantship (GTA)</b>	Part time teaching job held by a graduate student.
<b>Graduate Assistant (GA)</b>	Part time research, teaching, or administrative job held by a graduate student.
<b>Full tuition waiver</b>	Administrative action that reduces the tuition a graduate research or teaching assistant pays to \$25.

**Procedures:**

The Hiring Unit submits the Student Hiring Packet and the Student’s Home School enters the tuition waiver in Banner if appropriate.

**Form Links:**

[Student Hiring Packet](#)

[Allowable Expenses](#)

**Responsibilities:**

**Hiring Unit**

The Hiring Unit must coordinate with the student’s home school to ensure that the student’s enrollment status allows him or her to work under an assistantship. If using state funds to pay the student, the hiring unit must either provide the non-sponsored tuition waiver or have a commitment from the student’s home school to provide it.

**Student’s Home School**

The student’s home school is responsible for ensuring that the student’s enrollment status allows the student to work under an assistantship and that no tuition waivers are entered for students who are hired without GRA or GTA assignments. The student’s home school is responsible for posting standard pay rates for assistantships in a place that is accessible to students.

**Faculty Supervisor**

The faculty supervisor is responsible for assigning a work load to the student assistant that falls within the number of hours of the position while not interfering with the student’s academic progress; for mentoring the student in his or her work role; for assuring that the student has received appropriate training in the responsible conduct of research, including safety; and for evaluating the student’s performance in writing at least once every semester. The faculty supervisor is responsible for communicating how long the assistantship position is likely to last and giving as much advance notice as possible if the student’s assistantship position is going to be discontinued.

**Student**

The student is responsible for working the expected number of hours with the expected level of productivity, asking for help from the supervisor as needed. The student is responsible for knowing and following all relevant safety regulations and ethical standards. The student is responsible for keeping careful records of data collection procedures and leaving all data and records with the supervisor at the appropriate time. GTAs are responsible for completing grading assignments in a timely manner, including turning in grades by any deadlines set by their supervisors at the end of the semester.

**Enforcement:**

Students who are not employed properly are subject to cancelation of registration for lack of payment of tuition or cancelation of employment if registration requirements are not met.

Policy 4.7 of the Georgia Tech Faculty Handbook, Student Complaints and Grievances against a Faculty Member <http://policylibrary.gatech.edu/faculty-handbook/4.7-student-complaints-and-grievances-against-faculty-member>, outlines procedures for when a student has a complaint and/or grievance.

To report suspected instances of noncompliance with this policy, please visit Georgia Tech’s EthicsPoint, a secure and confidential reporting system at: [https://secure.ethicspoint.com/domain/en/report\\_custom.asp?clientid=7508](https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7508).

**Related Information:** [BOR Policy on tuition waivers; see 7.3.1.4](#)

**Policy History:**

Revision Date	Author	Description
March 2014	This policy replaces <a href="http://www.policylibrary.gatech.edu/student-">http://www.policylibrary.gatech.edu/student-</a>	

Revision Date	Author	Description
	life/graduate-assistantship	

## **Graduate Student Handbook**

For information on Graduate Student Handbook please follow the link below.

<http://www.grad.gatech.edu/student-handbook>

## **Policy on Advisement and Appointment of Thesis Advisory Committees**

**Review Date:** Jan 2015

*Policy & Procedure No. 7*

### **POLICY ON THE ADVISEMENT OF GRADUATE STUDENT RESEARCH AND THE APPOINTMENT OF THESIS ADVISORY COMMITTEES**

#### **Doctoral Theses**

There are two committees which function to advise, approve and conduct the final doctoral oral examination of the thesis and the student's knowledge of the field in which it lies.

The first committee is called the Thesis Advisory Committee or the Thesis Reading Committee and consists of at least three persons, one of whom is the Thesis Advisor. This committee approves the research topic, provides advice and guidance during the research and is charged with approving the thesis when the research is completed and presented as the doctoral thesis. When the Thesis Advisory Committee considers the thesis to be satisfactory, a recommendation is made to the Dean of the Graduate Division for the appointment of the second committee, which is called the Final Doctoral Examination Committee, and it consists of at least five individuals.

The Thesis Advisory Committee consists of at least three members satisfying the following: (1) the thesis advisor shall be a member of the Academic Faculty (with approval of the school or college Graduate Committee, an adjunct \* faculty member appointed for the specific purpose of advising graduate students may serve as the thesis advisor); (2) the majority of committee members shall be members of the Academic Faculty. The Committee is approved by the Graduate Committee in the School of College, recommended by the School Director through the College Dean, and appointed by the Dean of the Graduate Division.

The Final Doctoral Examination Committee, which consists of at least five persons, always contains the Thesis Advisory Committee members and others as appropriate, who are recommended by the school or college to the Dean of the Graduate Division for approval. At least one member of the Final Doctoral Examination Committee must be from the academic faculty of a School (or College) which is distinct from the unit in which the student is enrolled.

It is recognized that some Schools and Colleges may wish to appoint a Thesis Advisory Committee which consists of five or more persons and to recommend this committee to serve as the Final Doctoral Examination Committee. Where the constraints outlined above are met for both committees, this is permissible.

#### **Master's Theses**

For Master's Thesis advisement, the Thesis Advisory Committee consists of at least three members, the majority of

whom must be members of the Academic Faculty. The thesis advisor who serves as the Chairman of the Thesis Advisory Committee must be a member of the Academic Faculty (with approval of the school or college Graduate Committee, an adjunct \* faculty member appointed by the specific purpose of advising graduate students may serve as the thesis advisor.) The committee is recommended by the School Director through the College Dean and appointed by the Dean of the Graduate Division.

\* "adjunct" does not indicate formal appointment, but rather appointment as indicated in this policy statement.

### **Note On Joint Degrees And Departments**

For joint (inter-institutional) departments or degree programs, committees should have at least one faculty member from each institution, and a majority should be joint program faculty. Joint program faculty will have undergone a nomination and appointment process in the joint program in order to qualify for the right to advise students in the joint program.

### **POLICY ON PUBLICATION OF THESES**

A policy of the Georgia Institute of Technology is that Doctoral and Master's Theses are openly published. Extraordinary delays are not to be allowed to protect proprietary interests of sponsors.

It is anticipated that all Ph.D. theses and a significant fraction of master's theses be published in the open, refereed literature.

In all cases, doctoral research should meet the "Guidelines for Ph.D. Dissertation Research", and in no situation should these be compromised to allow for concealing important research results because of security classification or a sponsor's proprietary interest.

A student may routinely elect to have publication of his or her thesis withheld for a period of one year, if recommended by the student's thesis advisor. Requests for extensions beyond one year must be justified and approved by the Dean of Graduate Studies and Research.

A Georgia Tech doctoral dissertation in its final form may not be used or have been used to meet the requirements for a separate degree at another institution.

### **GUIDELINES FOR PH.D. DISSERTATION RESEARCH**

1. The research should provide a useful educational experience for the student emphasizing creativity, independent action and learning, research methodology, and scholarly approach.
2. The research must be relevant to the field in which the student is pursuing a degree.
3. The contributions to knowledge must be original and as such, should represent a substantial addition to the fundamental knowledge of the field or a new and better interpretation of facts already known. The research must demonstrate creativity. Dissertations based on well known principles, techniques, and models applied to situations only somewhat different from previous applications are not acceptable.
4. The dissertation should contain clear statements about (a) the relevance and importance of the problem and (b) the significance, originality, and generality of the research results. The relationship of the research to the literature of the field should be described.
5. The research should possess the major characteristics of the scientific method, namely objectivity and reproducibility. Assumptions should be clearly stated in both experimental and theoretical research.
6. The dissertation should reflect a level of competence indicative of significant achievement beyond the master's level. Thus, the research is expected to draw directly upon advanced learning in the student's major field and demonstrate mastery of that knowledge.

7. The dissertation must demonstrate understanding of the theory and methodology related to its main thrust. Further the dissertation should reflect knowledge of the application area.
8. The research should result in at least one paper publishable in a suitable refereed journal of engineering, science, management or architecture, as appropriate.
9. The dissertation should demonstrate a high degree of proficiency in written communication of research results. It should conform to the Institute's requirements as outlined in the Office of Graduate Studies and Research "Manual for the Preparation of Graduate Dissertations and Thesis".
10. The scope of the research should be such that it requires at least the time and effort equivalent to one year of full time graduate study.

## Policy on Hour Loads for Graduate Students

**Review Date:** Dec 2014

[Course Load Requirements](#)

[Course Selection](#)

[Guidelines for Registration of Doctoral Dissertation Hours](#)

[Responsibility](#)

The following general policies are provided to serve as guidelines for determining the hourly work loads of students who are pursuing graduate degrees.

1. Full-time graduate students are expected to give primary attention to the pursuit of their degrees.
2. Graduate students are expected to take semester work loads which will contribute to substantial progress toward a degree.
3. Graduate students shall register for a number of hours of research which is consistent with a realistic appraisal of the amount of work to be done on a project, thesis, or dissertation, and the amount of faculty involvement and use of Institute facilities required.
4. Realistic accounting for graduate student credit hours helps support a quality graduate program.

## Transcript Recognition of Teaching and Research Activity

Students holding Graduate Teaching or Graduate Research Assistantships may register for courses in recognition of teaching (8997) and research (8998) activities if these courses are available for their school. The 8997 and 8998 courses are audit-base courses. A student may not register for more than a total of 9 hours of 8997 and 8998 during any semester.

## [Course Load Requirements](#)

The following regulations shall govern the semester registration requirements for students who are pursuing graduate degrees:

1. Full-time students must be enrolled for at least 12 credit hours on a letter grade or pass-fail basis. As an exception, the advisor and school chair may allow up to 3 hours out of the 12 minimum to be taken on an audit basis in Fall and Spring semesters; in Summer semesters the advisor and school chair may allow up to 6 hours out of the 12 minimum to be taken on an audit basis. Hours in excess of the required 12 may be taken on any basis. Full-time students working exclusively on thesis research should be registered for 18 or more hours of 7000 or 9000 (Master's or Doctoral Thesis) in Fall and Spring semesters, and for up to 16 hours during Summer semesters.
2. The following students must register on a full-time basis as defined above:
  1. graduate research and teaching assistants;

2. students supported by fellowships, traineeships or individual grants;
  3. students with out-of-state tuition waivers;
  4. students assigned to the institute by the Armed Forces for the purpose of pursuing a degree;
  5. students on student visas;
  6. graduate co-op students on non-work semesters.
3. Students involved in thesis research must register for an appropriate number of 7000 or 9000 hours.
  4. The minimum load for part-time students is 3 credit hours.
  5. A student may register for only one hour of Master's or Doctoral Thesis (7000 or 9000) during the semester of graduation. This exception may be used once for each degree.
  6. The maximum allowable semester load for employed students other than graduate assistants is reduced as a function of the number of hours employed per week as follows:

<u>Work load per week</u>	<u>Maximum semester hour load</u>
Full time (40 hours)	6
3/4 of full time (30 hours)	9
2/3 of full time (27 hours)	10
1/2 of full time (20 hours)	12
1/3 of full time (13 hours)	15
1/4 of full time (10 hours)	18 (16 for Summer semesters)

The minimum course load for these students is three hours, except as described in Course Load Requirement #5 above, but such students should be encouraged to take the maximum load they can handle in order to progress toward completion of the degree.

### Course Selection

Full-time students are expected to enroll for a letter grade in regular courses and thesis hours whenever possible. Registration loads should reflect, as much as possible, the student and faculty efforts involved in the program of study. Registration loads each semester should be comprised of various hours from the areas listed below:

1. Regular courses; letter-grade, pass-fail and in special cases, audit;
2. 7000 or 9000 courses for thesis students;
3. Special problem or research project courses;
4. Specific courses for teaching or research education;
5. GTA/GRA courses 8997/8998 (up to a maximum of 9) if available in the student's major school and the student has an assistantship.

### Guidelines for Registration of Doctoral Dissertation Hours

1. Beginning full-time doctoral students, especially those who are research assistants, are encouraged to register for at least 3 hours of 9000. This would allow, and encourage, such students to maintain a lighter academic load to begin laying the groundwork for Ph.D. research.
2. Advanced full-time doctoral students who are working primarily on their dissertation research should register for 18 or more hours of 9000 in Fall and Spring semesters, and for up to 16 hours of 9000 for summer semesters. If they are taking other coursework, the number of 9000 hours would be reduced by the number of formal coursework hours. Students who are required by their schools to register for 8997 or 8998 would further reduce the number of 9000 hours, so that the total number of hours is at least 18 (no more than 16 in Summer). The advisor and/or school determines whether the total is above 18 for Fall and Spring semesters.
3. Part-time doctoral students engaged in research for the Ph.D. should register for the number of 9000 hours consistent with their and their faculty advisor's activity on the dissertation research.
4. All full-time students coded as Master's students but involved in preparation for the Ph.D. are encouraged to register for 9000 hours consistent with the amount of work involved.



Academic units are encouraged to remove any in-school restrictions on registering for 9000. For example, some schools will not allow a graduate student to register for 9000 until after the student has become a candidate for the Ph.D. degree. The reasoning behind this restriction is not clear unless one takes a very restrictive interpretation of what registering for 9000 means. Academic units are encouraged to adopt a broader interpretation, so that dissertation hours reflect all stages of the doctoral dissertation--literature research, topic selection, experimental/theoretical preparation, research performance, writing and presentation. All of these stages require institute facilities and faculty involvement.

### Responsibility

The responsibility for advising graduate students properly, not only in regard to programs of study, but also in regard to minimum and maximum semester course loads, rests solely within the chain from advisor/graduate coordinator to school chair to college dean. Although each graduate student is responsible for knowing the requirements for his or her degree and for insuring the appropriate, steady progress is being made toward that degree, each graduate student must have access to fair and equitable advisement. Responsibility for scheduling the proper requirements for a particular program of study and an appropriate course load per semester rests with the student and advisor alike.

## **Policy on Responsible Conduct of Research (RCR) - Academic Policy for Doctoral Students**

**Policy Book:** Student Life

**Type of Policy:** Academic

**Effective Date:** Aug 2014

**Last Revised:** May 2019

**Review Date:** May 2022

**Contact Name:** Jason Borenstein

**Contact Title:** Director of Graduate Research Ethics Programs

**Contact Email:** borenstein@gatech.edu

### **Reason for Policy:**

The responsible conduct of research (RCR) is an increasingly significant component of the education and training of researchers. Policies from federal agencies have contributed to this change. In 2009, the National Institutes of Health (NIH) updated its RCR policy, adding emphasis to the importance of in-person training. That same year, the National Science Foundation (NSF) released a new RCR training policy.

As a premier technological university at the cutting edge of education, research, and innovation, the Georgia Institute of Technology (Georgia Tech) is committed to providing leadership in the realm of ethics and RCR. RCR training is central to Georgia Tech's mission to ensure that students are prepared with the knowledge and skills necessary to conduct themselves professionally and with integrity. Consequently, Georgia Tech enacted the **RCR Academic Policy for Doctoral Students** described here.

### **Policy Statement:**

The **RCR Academic Policy for Doctoral Students** applies to all doctoral students.

Doctoral students who have a catalog year prior to 2011-12 are not required by this Policy to complete RCR training, but they should refer to the applicability criteria listed in the **Georgia Tech RCR Compliance Policy** to determine if their source of funding requires RCR training: <http://www.policylibrary.gatech.edu/research-support/responsible-conduct-research-compliance-policy>.

If this Policy imposes a hardship on a doctoral student who originally had a Catalog Year prior to Fall 2011-12 but now has a more recent catalog year, the student may petition the RCR Program to review the case; for more information on this process, refer to this Policy's FAQs: <http://rcr.gatech.edu/faq-doctoral>.

This Academic Policy does not affect undergraduate students or postdoctoral researchers. However, they are still subject to grant and fellowship compliance requirements.

### **The Requirements of the RCR Academic Policy for Doctoral Students**

As part of their degree requirements, doctoral students must complete:

(1) **an online RCR course** and (2) **in-person RCR training.**

*(1) The Online Requirement*

The online portion of the requirement, an RCR course from the Georgia Tech approved vendor, must be successfully completed within 90 days of when applicable students begin the first full semester of their doctoral program. Information about the online RCR course can be found here: <http://rcr.gatech.edu/online-training>.

If a student goes past the 90 day time frame, a hold will be placed on course registration until the student completes the online training.

*(2) The In-Person Requirement*

Students covered by this Policy are required to successfully complete PHIL 6000 OR an academic program's in-house RCR training approach. The in-house approach must be formally approved by the GT RCR Advisory Subcommittee of the Institute Graduate Curriculum Committee.

Students are strongly encouraged to complete in-person training within the first 12 months of their doctoral program. In general, applicable students who need to take PHIL 6000 will be expected to do so during the first summer session after they begin their doctoral program at Georgia Tech. Additional sections will be available during the fall and spring semesters for those students who would not be enrolled full time during the summer session.

### **RCR Core Topics Areas and the Criteria for In-House Training Approaches**

A proposed in-house approach must include no less than eight instruction hours on the RCR core topic areas in a credit course. The RCR core topic areas are as follows:

- (1) Authorship and publication;
- (2) Collaborative research;
- (3) Conflict of interest;
- (4) Data acquisition, management, ownership, and sharing;
- (5) Laboratory safety;
- (6) Peer review;
- (7) Policies regarding the use of human subjects in research;
- (8) Policies regarding the use of vertebrate animals in research;
- (9) The responsibilities of mentors and mentees;
- (10) Research misconduct and policies for handling research misconduct; and
- (11) Science and engineering in society.

An in-house approach to RCR training must include all of the above topic areas unless permission has been granted by the GT RCR Advisory Subcommittee to exclude one or more of the topics.

A graduate program must submit a proposal to the GT RCR Advisory Subcommittee by the first working day in November of the current academic year in order for the in-house proposal to be considered for the academic year that follows. More information about the process can be found here:

[http://rcr.gatech.edu/sites/default/files/rcr\\_msphdinhouseguide.pdf](http://rcr.gatech.edu/sites/default/files/rcr_msphdinhouseguide.pdf).

### **Approved In-House RCR Training Approaches**

Students covered by this Policy are required to successfully complete PHIL 6000 OR an academic program’s in-house RCR training approach. Many of the in-house approaches are specific to a particular graduate program. Some utilize a single course; others utilize a combination of courses. The list of in-house RCR approaches is maintained at: <http://rcr.gatech.edu/doctoral-courses>.

**Joint Graduate Programs**

Doctoral students covered by this Policy who are part of a joint program must complete the online RCR course within the initial 90 days of their first full semester as a doctoral student. If a student goes past the 90 day time frame, a hold will be placed on course registration until the student completes the training. These students are also subject to the in-person training requirement if they are enrolled and present at Georgia Tech’s Atlanta campus. Joint programs may submit a proposal to the GT RCR Advisory Subcommittee for approval of the in-person coursework at the partner institution. The GT RCR Advisory Subcommittee will apply the same evaluation criteria to such proposals as it does to a proposal for in-house training conducted at Georgia Tech.

**Georgia Tech Graduate Students on International Campuses**

Doctoral students covered by this Policy who are on Georgia Tech’s international campuses must complete the online RCR course within the initial 90 days of their first full semester as a doctoral student. If a student goes past the 90 day time frame, a hold may be placed on course registration until the student completes the training. If these students enroll at Georgia Tech’s Atlanta campus for at least one semester, they should complete the in-person RCR training component the first semester that they are present on the Atlanta campus.

**Tracking and Monitoring**

The Administrator of the RCR Program, in conjunction with the Office of Graduate Studies and the Registrar’s Office, monitors student adherence to this Policy. However, doctoral programs must inform their students about this Policy. Applicable doctoral students can check their RCR training status in DegreeWorks.

The Office of Sponsored Programs in conjunction with the Administrator of the RCR Program is responsible for tracking compliance for students who require RCR training due to their source of funding.

Frequently Asked Questions:

[Doctoral RCR Policy Frequently Asked Questions \(FAQs\) document](#)

Related Information:

[RCR Academic Policy for Doctoral Students website](#)

[RCR Online Training](#)

[RCR Doctoral Courses](#)

[RCR Compliance Policy](#)

[Responsible Conduct of Research website](#)

[RCR Topics](#)

**Policy History:**

Revision Date	Author	Description
05-2019	Policy Owner	Policy updated with revisions
06-2013	Policy Library	Update to policy
02-2012	Policy Library	Posted new policy

**Publication of Theses**

**Last Revised:** Jul 2013

**Review Date:** Jul 2016

**Policy Statement:**

Electronic submission of theses and dissertations has been mandatory since spring 2004. All degree candidates must submit their final work electronically. Georgia Institute of Technology policy states that Doctoral and Master's Theses *must* be openly published and Georgia Tech is granted a non-exclusive license to distribute and preserve the materials for educational purposes. Students must submit the SMARTech Repository Agreement from when submitting all theses and dissertations. Upon the request of the student and with the consent of the student's advisor, an ETD can routinely be withheld from circulation for one year. Research arrangements that would preclude publication for an extended time or permanently for reasons of national security or a sponsor's proprietary interest, however, are not appropriate for dissertations or theses. It is anticipated that all doctoral work and a significant amount of master's research will be published in the open, refereed literature.

**Electronic Thesis/Dissertation Submission**

All theses and dissertations must be submitted electronically via the GT Library-Graduate Studies joint ETD web site at <http://thesis.gatech.edu/>.

For more information about how you submit your thesis electronically, visit <http://www.grad.gatech.edu/theses-dissertations-electronic-submission>.

For general information about Theses and Dissertations, visit <http://www.gradadmiss.gatech.edu/theses-dissertations>

**Policy History:**

Revision Date	Author	Description
08-2013	Policy Library	Revised ETD external link

**Responsible Conduct of Research**

For information on Responsible Conduct of Research please follow the link below.  
[www.rcr.gatech.edu](http://www.rcr.gatech.edu)

**Responsible Conduct of Research (RCR) Academic Policy for Master's Thesis Students**

**Policy Book:** Student Life

**Type of Policy:** Academic

**Effective Date:** Aug 2014

**Last Revised:** May 2019

**Review Date:** May 2020

**Policy Owner:** Graduate Studies

**Contact Name:** Jason Borenstein

**Contact Title:** Director of Graduate Research Ethics Programs

**Contact Email:** borenstein@gatech.edu

**Reason for Policy:**

The responsible conduct of research (RCR) is an increasingly significant component of the education and training of researchers. Policies from federal agencies have contributed to this change. In 2009, the National Institutes of Health (NIH) updated its RCR policy, adding emphasis to the importance of in-person training. That same year, the National Science Foundation (NSF) released a new RCR training policy.

As a premier technological university at the cutting edge of education, research, and innovation, the Georgia Institute of Technology (Georgia Tech) is committed to providing leadership in the realm of ethics and RCR. RCR training is central to Georgia Tech's mission to ensure that students are prepared with the knowledge and skills necessary to

conduct themselves professionally and with integrity. In Fall 2011, Georgia Tech implemented the **RCR Academic Policy for Doctoral Students**, which covers new doctoral students. The Policy described here builds on that prior initiative and expands RCR training to master’s students who are pursuing a thesis degree.

**Policy Statement:**

The **RCR Academic Policy for Master’s Thesis Students** applies to all master’s students who register for thesis hours (courses numbered 7000).

As part of their degree requirements, master’s students who register for thesis hours (courses numbered 7000) must complete at least one of the following options:

**First Option** - Successfully complete an online RCR course from the Georgia Tech approved vendor (<http://rcr.gatech.edu/online-training>).

OR

**Second Option** - Successfully complete an RCR course that has already been approved to satisfy the in-person RCR training requirement for doctoral students (<http://rcr.gatech.edu/doctoral-courses>).

OR

**Third Option** - Receive at least 4 contact hours of RCR education during a course that is a required part of the curriculum for the specific master’s program (<http://rcr.gatech.edu/masters-courses>).

Master’s students who plan to transition to a doctoral program should refer to the “Related Information” section below.

**Scope:**

This Policy applies to all Master’s Students who enroll in thesis hours (courses numbered 7000).

**Policy Terms:**

<b>RCR</b>	Responsible Conduct of Research
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**Procedures:**

**5.1 RCR Training Timeline**

**Notification of the Requirement**

Students will be informed of the RCR requirement described in this Policy when they enroll in 7000 thesis hours.

**Deadline for Completion**

Students are strongly encouraged to complete the requirement prior to conducting research but it must be completed no later than when submitting the Request for Approval of Master’s Thesis Topic Form to the Office of Graduate Studies.

**5.2 Documenting RCR Training Completion on the Request for Approval of Master’s Thesis Topic Form**

**First Option**

If the First Option is selected, applicable master’s students must successfully complete the online RCR course before the Request for Approval of Master’s Thesis Topic Form will be processed by the Office of Graduate Studies. The

completion of the training must be indicated on the Thesis Topic Form.

### **Second and Third Options**

If the Second or Third Option is selected, applicable master's students must successfully complete a course that has been approved to satisfy the in-person RCR training requirement before the Request for Approval of Master's Thesis Topic Form will be processed by the Office of Graduate Studies. The course name and semester taken must be indicated on the Thesis Topic Form.

## **5.3 Review of the Request for Approval of Master's Thesis Topic Form by Graduate Studies**

### **Verification of RCR Training Completion**

The Office of Graduate Studies will verify completion of the RCR training when it examines the Request for Approval of Master's Thesis Topic Form.

**Form Links:** [Request for Approval of Master's Thesis Topic Form](#)

**Frequently Asked Questions:** [Master's RCR Policy Frequently Asked Questions \(FAQs\)](#)

**Responsibilities:**

### **8.1 Master's Programs**

Master's programs must inform their thesis students about this Policy. Master's programs who wish to pursue the "Third Option" (listed above) should refer to: <http://rcr.gatech.edu/masters-courses>.

### **8.2 Master's Thesis Students**

- Master's thesis students should contact their home program to learn about their degree requirements relating to RCR.
- Master's thesis students must complete RCR training before the Request for Approval of Master's Thesis Topic Form will be processed by the Office of Graduate Studies.
- Applicable master's thesis students can check their RCR training status in DegreeWorks.

### **8.3 The Office of Graduate Studies**

The Office of Graduate Studies will verify that the RCR training has been completed prior to processing the Request for Approval of Master's Thesis Topic Form.

### **8.4 The RCR Program**

The Administrator of the RCR Program, in conjunction with the Office of Graduate Studies and the Office of the Registrar, will monitor student adherence to this Policy.

### **Enforcement:**

Noncompliance with this Policy will result in the denial of the Request for Approval of Master's Thesis Topic Form until the RCR training (described above) is completed. Failing to complete the training may result in the Form being returned to the student's home department. Noncompliance will also result in DegreeWorks indicating an RCR deficiency for a master's thesis student.

### **Related Information**

- Master's thesis students covered by this Policy may need to complete additional RCR training if they receive funding from certain sponsors. Refer to the **Georgia Tech RCR Compliance Policy** for more

information: <http://www.policylibrary.gatech.edu/research-support/responsible-conduct-research-compliance-policy>.

- Master’s students who plan to transition to a doctoral program should refer to the RCR training requirements of that doctoral program and review the information contained within the **RCR Academic Policy for Doctoral Students**. Successfully completing the training requirements contained in the **RCR Academic Policy for Doctoral Students** also satisfies the requirements of this Policy: <http://policylibrary.gatech.edu/academic-affairs/policy-responsible-conduct-research-rcr-academic-policy-doctoral-students>.
- The **RCR Academic Policy for Master’s Thesis Students** does not affect undergraduate students, non-thesis master’s students, doctoral students, or postdoctoral researchers. However, they may still be subject to the **Georgia Tech RCR Compliance Policy** if they receive funding from certain sponsors: <http://www.policylibrary.gatech.edu/research-support/responsible-conduct-research-compliance-policy>.

**Related Information:**

- [RCR Academic Policy for Master’s Thesis Students website](#)
- [RCR Online Training](#)
- [RCR Courses for Master’s Thesis Students](#)
- [RCR Courses for Doctoral Students](#)
- [Responsible Conduct of Research website](#)
- [RCR Compliance Policy](#)
- [RCR Academic Policy for Doctoral Students website](#)
- [RCR Academic Policy for Master’s Thesis Students - Third Option](#)
- [RCR Topics](#)

**Policy History:**

Revision Date	Author	Description
05-2019	Policy Owner	Policy updated with revisions

**Statement of Competitive Admission**

**Review Date:** Dec 2014

All qualified persons are equally welcome to seek admission to the Georgia Institute of Technology, and all persons may apply for and accept admission confident that the policy and regular practice of the Institute will not discriminate against them on the basis of race, religion, sex, or national origin.

Projections of the number of graduate students to be admitted and enrolled in any year will be determined (a) by the capacity of the Institute, (b) by the capacity of the admitting department, and (c) by approved enrollment levels. If the number of eligible applicants for admission exceeds the number of applicants who can be admitted and enrolled, those to be offered admission will be selected on the basis of (a) the department’s judgment of the applicant’s relative qualifications for satisfactory performance in the Institute/program/research area and (b) recognition of the Institute’s special responsibilities to the residents of Georgia.

Verification of credentials and certification of compliance with Institute policies shall be the responsibility of the Office of Graduate Admissions. Policies and procedures that are approved by the Office of the President, Board of Regents of the University System of Georgia, and the Graduate Senate of the Institute shall be applied in determining eligibility for consideration for graduate study. From those eligible candidates, final admission decisions shall be the responsibility of the admitting department. Satisfying minimal standards, however, does not guarantee admission, since the number of eligible applicants generally far exceeds the number of places available. As a result, many well-qualified applicants cannot be accommodated.

The criteria used in determining each applicant’s eligibility for consideration shall include: (1) evidence of award of a bachelor’s degree or its equivalent (prior to matriculation) from a recognized institution and graduation in the upper half of their class (Masters) or upper quarter of their class (Doctoral); students must show evidence of preparation in their chosen field sufficient to ensure profitable graduate study; (2) for international applicants, satisfactory scores on the Test of English as a Foreign Language (TOEFL). From eligible candidates, departments may make final admission decisions based on a combination of factors, including academic degrees and records, the statement of purpose, letters of recommendation, test scores, and relevant work experience. Also considered are the appropriateness of the applicant’s goals to the degree program in which they are interested and to the research interests of the program’s faculty. In addition, consideration may be given to how the applicant’s background and life experience would contribute significantly to an educationally beneficial mix of students.

Applicants who do not satisfy basic admission criteria may, for sufficient reason, be admitted with the approval of the Graduate Committee as established in the statutes and bylaws of the Institute.

This statement is in accordance with the Institute’s Mission and Vision statement which can be viewed at [www.gatech.edu/vision/](http://www.gatech.edu/vision/).

**Stipends for Graduate Assistantships**

**Type of Policy:** Administrative

**Effective Date:** Aug 2015

**Last Revised:** May 2019

**Review Date:** May 2020

**Policy Owner:** Graduate Studies

**Contact Name:** Bonnie Ferri

**Contact Title:** Vice Provost for Graduate Education and Faculty Affairs

**Contact Email:** Bonnie.ferri@gatech.edu

**Reason for Policy:**

Set a minimum stipend for graduate research and teaching assistants across the Institute and describe processes and responsibilities for setting stipends at or above the minimum.

**Policy Statement:**

For the 2019-2020 academic year, the minimum stipend level for each doctoral graduate research or teaching assistant shall be \$1,483 per month, regardless of whether the student is working one-third or one-half time. The minimum stipend level for each master’s student who is a graduate research or teaching assistant shall be \$978 per month, regardless of whether the student is working one-third or one-half time. Any exceptions to the application of this policy must be approved by the Vice Provost for Graduate Education and Faculty Development.

**Scope:**

The policy applies to all graduate students enrolled in all degree-seeking programs.

**Definitions:**

<b>Stipend</b>	The salary paid to the graduate student employee for teaching or research services provided.
<b>Graduate Research Assistantship (GRA)</b>	Part time research job held by a graduate student.
<b>Graduate Teaching Assistantship (GTA)</b>	Part time teaching job held by a graduate student.



Procedures:

Institute Level	
Setting the Institute Minimum	The Office of the Provost will determine a new minimum stipend level by January 1st of each year to apply to the following academic year. The revised minimum will take into account: (1) Georgia Tech's projected mandatory and elective fees for the next year; (2) projected graduate student health insurance premium level; (3) current level of stipends on NSF fellowships; (4) state employee pay increase percentage; (5) other costs factors affecting graduate students; (6) available funding. This policy will be updated annually based on the Provost's determination.
Unit and Program Level	
Setting and Reviewing Unit or Program Stipend Levels	Each academic unit or inter-school degree program shall determine the stipend levels for its students. The stipend levels shall be determined by the following factors: (1) peer institution stipend levels for individual disciplines, taking into consideration the tuition waiver policies and cost factors for peer institutions for comparability (peer reviews to be conducted by academic units); (2) the student's progress toward his/her degree, including whether the student is a masters or doctoral student; (3) whether the student is asked to work one-third time or half-time, as determined by each department; (4) level of teaching or research work conducted by the student; (5) past experience and performance of the student in research or teaching; (6) for an international student, the estimated cost of living as determined by the Office of International Education through the I-20 form ( <a href="http://www.oie.gatech.edu/">http://www.oie.gatech.edu/</a> ); (7) available funding.
Reviewing Stipends Annually and Anticipating the Need for Raises	Each academic unit shall annually review the overall stipend levels for its students based on the factors noted in 5.2. If Georgia Tech is authorized to provide annual salary increases to permanent employees, comparable increases for graduate assistants funded through non-sponsored funds shall be considered. Raises for graduate assistants funded through sponsored funds should be anticipated through escalation factors in grant budgets.
Publishing Stipend Levels; Maintaining Equity	In order to maintain equity and transparency in stipend levels, each unit should publish its stipend levels in a location accessible to both students and faculty in that unit. Unit heads are responsible for maintaining equitable stipends in their units through regular review of

Unit and Program Level	
	the stipends being paid and supporting the rationale for any differences.

**Responsibilities:**

**Provost**

Sets Institute-level minimum stipends.

**Units and Programs**

Set unit or program stipend levels; review them annually and raise them as appropriate; anticipate the need for increased stipend amounts and include them in unit and grant budgets; maintain equity in pay through regular review.

**Enforcement:**

The Institute reserves the right to address violations by raising the stipends of individual students to the minimum using the budget of the hiring unit.

To report suspected instances of noncompliance with this policy, please visit Georgia Tech's *EthicsPoint*, a secure and confidential reporting system, at: [https://secure.ethicspoint.com/domain/en/report\\_custom.asp?clientid=7508](https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7508)

**Related Information:**

[Graduate Assistantships](#)

[Graduate Assistant Schedule Flexibility](#)

**Policy History:**

Revision Date	Author	Description
May 2019	Provost Office	Updated Stipend Information
March 2017	Provost Office	Updated Stipend Information
May 2016	Provost Office	Updated Stipend Information
May 2015	Provost Office	Updated Stipend Information
June-2008	Provost	The policy set the minimum stipend effective August, 2008.

**Thesis and Dissertations**

For information on Thesis and Dissertations please follow the link below.

<http://www.grad.gatech.edu/theses-dissertations>

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## Missing Student Notification Policy

**Type of Policy:** Administrative

**Last Revised:** Nov 2018

**Review Date:** Sep 2022

**Policy Owner:** Student Life

**Contact Name:** John Stein

**Contact Title:** Vice President for Student Life and Brandt-Fritz Dean of Students Chair

**Contact Email:** john.stein@vpss.gatech.edu

**Reason for Policy:**

Georgia Institute of Technology is committed to providing a safe and secure environment for faculty, staff, students and visitors. In our efforts to continue to protect our campus community, the Institute must develop policies and procedures that proactively address safety on and around campus. The Jeanne Clery Act requires colleges and university to publish safety policies and procedures for the campus community. The Missing Student Notification policy details the process to be followed in the event that a student is determined to be missing.

**Policy Statement:**

If there is reason to believe that a student has been missing (i.e., when his or her whereabouts are unknown and unexplainable for a period of time regarded as highly unusual or suspicious in consideration of the person's usual behavior, patterns, routines or plans), the person realizing that the student is missing must contact one of the following: Division of Student Life, Georgia Tech Police Department ("GTPD"), and/or the Department of Housing. Any campus official who is aware that a student living on-campus has been, or may have been, missing must immediately notify the GTPD either in person or by phone at 404-894-2500. All faculty, staff and students are encouraged to report when they suspect a student is missing, however, Campus Security Authorities are required to report a missing student to the Georgia Tech Police Department.

**Scope:**

This policy applies to faculty, staff and students.

**Policy Terms:**

**Campus Security Authority**

Any Institute employee who has significant responsibility for student and campus activities, he or she is a campus security authority.

**Procedures:**

**4.1 Missing Student Notification Procedures**

**Notification Process**

Any campus official who is aware that a student has been, or may have been, missing should immediately notify the GTPD in person or by phone at 404.894.GTPD (2500). There is no waiting period to report a missing person to GTPD.

Upon notification that a person is or may be missing, GTPD will give full consideration and attention to the report, including careful recording of factual circumstances surrounding the disappearance and identifying those cases when an individual may be in jeopardy. GTPD will exercise particular care in instances involving individuals who may be mentally or physically impaired, missing or unidentified children, and others who are insufficiently prepared to take care of themselves. If it is determined that a student is missing, GTPD will notify the appropriate campus administrators (e.g., Dean of Students, Director of Housing, etc.) and additional law enforcement agencies as appropriate. Although an investigation will begin upon notification, a student will be officially classified as a missing person if 24 hours have elapsed since their last known contact.

Students are encouraged to identify a confidential contact person or persons who will be notified by GTPD or by the

Division of Student Life if the student is determined to be missing. If a student has identified a confidential contact, the Office of the Dean of Students will notify that contact within 24 hours after the student is determined to be missing. If the student is under the age of 18, and not emancipated, the Office of the Dean of Students will notify the student’s custodial parent or legal guardian and the confidential contact person after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through OSCAR under the “Personal Information” menu. A student may view and update the “Housing Missing Person Contact” at any time. Once a determination has been made that a student is missing, the Institute will notify local law enforcement within 24 hours.

All contact information collected for the purpose of missing students shall remain confidential and will be used only for the purpose specified herein and will not be disclosed outside the realm of a missing student investigation.

**Responsibilities:**

**7.1. Georgia Tech Police Department**

To report a student missing to the Georgia Tech Police Department please call 404-894-2500

**7.2. Division of Student Life:**

To report a student missing to the Office of the Dean of Students please call 404-894-2565

**7.3. Department of Housing**

To report a student missing to the Department of Housing please call 404-894-2470

**Enforcement:**

To report suspected instances of noncompliance with this policy, please visit Georgia Tech’s *EthicsPoint*, a secure and confidential reporting system, at: [https://secure.ethicspoint.com/domain/en/report\\_custom.asp?clientid=7508](https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7508)

**Related Information:**

[Georgia Tech Police Department Safety Report](#)

[Georgia Tech Police Department Safety Videos](#)

[Office of the Dean of Students](#)

[Department of Housing](#)

**Policy History:**

Revision Date	Author	Description
08-2014	Office of the Dean of Students	New Policy
08-2017	Policy Specialist	Clery Compliance Requirement

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## Student Conduct

### Definitions

**Last Revised:** Jul 2016

**Review Date:** Mar 2020

**Policy Owner:** Student Life

**Contact Name:** John Stein

**Contact Title:** VP, Student Life

**Contact Email:** john.stein@vpss.gatech.edu

*“Administrative Conference”* refers to the meeting between the Respondent and the Student Conduct Administrator that occurs during an investigation. An Administrative Resolution may be offered during this conference.

*“Administrative Resolution”* refers to a decision by a Student Conduct Administrator that will result in the Respondent either being found responsible or not for the alleged violation.

*“Advisor”* refers to an individual, chosen by the Student or Organization, who assists a participant with the Student Conduct process. Each party has the right to use an Advisor (including an attorney) of his or her choosing, and at his or her own expense, for the express purpose of providing advice and counsel. The Advisor may be present during meetings and proceedings during the investigatory and/or resolution process at which his or her advisee is present. The Advisor may advise his or her advisee in any manner, including providing questions, suggestions, and guidance on responses to any questions asked of the advisee, but shall not participate directly.

*“Appellate Officer”* means the person authorized by the Institute to consider an appeal of a disciplinary decision rendered by a Student Conduct Administrator, a Student Conduct Panel, or the Vice President for Student Life and Dean of Students.

*“Business day”* means any day in which the Institute is open for its full hours of operation, in accordance with the Institute’s official calendars. All campuses will follow their respective calendars. When an authorized Institute Official closes the Institute, it will not be considered a Business day.

*“Chairperson”* means a member of a Student Conduct Panel who is identified by the Institute to oversee the proceedings during a hearing.

*“Complainant”* means any person who submits a complaint to OSI alleging that a Student or Organization violated the Student Code of Conduct, or anyone who has been affected by the alleged misconduct.

*“Community”* includes any Student, Faculty Member, Institute Official, or any other person employed by the Institute. A person’s status in a particular situation shall be determined by the Vice President for Student Life and Dean of Students.

*“Faculty Member”* means any person hired by the Institute to conduct classroom, teaching, or research activities or who is otherwise considered by the Institute to be a member of its Faculty.

*“Group”* means a number of persons who are associated with each other, but who have not complied with Institute requirements for registration as an Organization.

*“Group or Organization Activity”* means any activity on or off Institute Premises that is directly initiated for, or

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supervised by a Group or Organization including any individual activity occurring in buildings, facilities, grounds, utilities, or resources (including computer resources) owned, leased, operated, controlled, or supervised by an Institute Organization.

*"Hazing"* is conduct, whether on or off Institute property, which exceeds the normal expectations of the organizational purpose or mission and which a) endangers the mental or physical health or safety of a student as a condition of affiliation with a group or organization and/or b) which is sufficiently severe or pervasive enough to interfere with academic responsibilities.

*"Information"* means any Witness testimony, documents, statements, or tangible material presented to a Student Conduct Administrator or Student Conduct Panel.

*"Institute"* and *"Georgia Tech"* each refer to the Georgia Institute of Technology and all of its undergraduate, graduate, and professional schools, divisions, and programs.

*"Institute Official"* is defined as faculty, administration, or staff personnel, including Students serving as Institute employees.

*"Institute Premises"* includes all land buildings, facilities, grounds, utilities, resources, and other property (including computer resources) in the possession of, or owned, operated, leased, controlled, or supervised by the Institute (including adjacent streets and sidewalks).

*"Investigator"* means a person or entity charged with reviewing allegations of misconduct.

*"May"* is used in the permissive sense.

*"Office of Student Integrity"* or *"OSI"* means the office designated by the Institute to oversee the Student Code of Conduct.

*"Organization"* means a number of persons who have complied with, or are in the process of complying with, the requirements for chartering.

*"Policy"* or *"Policies"* means any written rule or regulation of the Institute.

*"Preponderance of the Evidence"* means it is more likely than not that the Respondent is responsible for a violation of the Code of Conduct.

*"President"* means the President of the Georgia Institute of Technology or his/her designee.

*"Respondent"* means a Student, Group, or Organization who is alleged to be in violation of the Student Code of Conduct.

*"Sanction"* and *"Supplementary Requirements"* means the conditions imposed upon a Respondent found responsible for a violation of the Student Code of Conduct.

*"Student"* means any person who is taking or auditing classes of the Institute, either full-time or part-time; is participating in academic programs; or is pursuing undergraduate, graduate, or professional studies. A Student is also any person who matriculates in any Institute program, has been accepted for enrollment, or is eligible to reenroll without applying for readmission.

“*Student Conduct Administrator*” means an Institute Official authorized on a case-by-case basis by the Vice President for Student Life and Dean of Students to impose Sanctions upon any Student(s) found to have violated the Student Code of Conduct.

“*Student Conduct Panel*” means a set of persons authorized by the Institute to determine whether the Respondent has violated the Student Code of Conduct. In non-academic cases, the Panel recommends a decision and Sanctions, if applicable, to the Director of Student Integrity.

“*Substantial Evidence*” means evidence a reasonable mind might accept as adequate to support a conclusion.

“*Victim*” means any individual who has been affected by an alleged violation of this Code.

“*Weapon*” means any object or substance designed, intended, or used to inflict or threaten bodily injury.

“*Will*” and “*shall*” are used in the imperative sense.

“*Witness*” is defined as a person providing Information during the Conduct process.

## **Non-Academic Misconduct**

**Last Revised:** Oct 2017

**Review Date:** Mar 2020

**Policy Owner:** Student Life

**Contact Name:** John Stein

**Contact Title:** Vice President for Student Life and Dean of Students

**Contact Email:** john.stein@vpss.gatech.edu

**Policy Statement:**

The most current policies regarding Conduct can be found on the Policy Library web site as listed in the References. In the event of any conflict, the policies found in the Policy Library will govern.

- A. General
- B. Prohibited Non-Academic Conduct
- C. Conduct Procedures
- D. Sanctions
- E. Interim Suspension
- F. Appeal Procedures
- G. Record Keeping and Release of Information
- H. References

### **A. GENERAL**

The policies regarding conduct educates all members of the Georgia Tech Community about the Institute’s expectations and Students’ rights, and creates a standard by which Students are expected to conduct themselves for the purpose of establishing an environment conducive to academic excellence.

#### **1. Authority**

a. This Policy is not written with the specificity of a criminal statute and should not be confused with criminal law. Institute conduct proceedings are not restricted by the rules of evidence governing criminal and civil proceedings.

**Students may be charged under multiple codes (this Policy, the Academic Misconduct Policy, the Student Sexual Misconduct Policy, housing policies and procedures) based upon the same conduct.** Students may be held accountable both to civil or criminal authorities and the Institute for acts that constitute violations of law and the Policy. Proceedings under this Policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings. Students who reside in Institute housing are subject to housing policies and procedures in addition to this Policy. Sexual misconduct is governed not by this policy, but by the Student Sexual Misconduct Policy, including its procedures and sanctions. See <http://www.policylibrary.gatech.edu/student-affairs/student-sexual-misconduct-policy-change>

b. OSI, in consultation with the Office of Legal Affairs, shall develop consistent operating procedures for the administration of the conduct process and for the conduct of Student Conduct Panel hearings.

c. Any question of the interpretation or application of the Policy shall be referred to the Vice President for Student Life and Dean of Students for final determination.

d. In any instance in which reference is made to an official of the Institute, such reference shall mean the official or his/her designee.

## 2. Jurisdiction

a. The Institute reserves the right to take necessary and appropriate action to protect the safety and well-being of the community. Academic misconduct relevant to any Institute activity will be addressed regardless of where it may have occurred. Non-academic misconduct will be addressed whenever such acts:

1. occur on Institute Premises; or
2. occur at Institute sponsored activities; or
3. occur at Group or Organization Activities; or
4. occur off Institute Premises when conduct adversely affects the Institute and/or the pursuit of its objectives.

b. Each Student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree. This includes conduct that may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. The Policy shall apply to a Student's conduct even if the Student withdraws from school while a disciplinary matter is pending. The Policy applies to Institute programs in remote and overseas locations.

c. The Institute shall retain jurisdiction over all Students irrespective of when the Student is subject to tenets of an agreement with other schools.

## 3. Inappropriate Classroom Behavior

The primary responsibility for managing the classroom environment rests with the instructor. Students who engage in any acts that result in disruption of a class may be directed by the instructor to leave the class for the remainder of the class period. Longer suspensions from a class can be administered only by the Vice President for Student Life and Dean of Students in accordance with this Policy.

## 4. Student Organizational Discipline

Student Organizations are subject to this Policy. Any Student Organization accused of committing or attempting to commit one or more of the following acts of misconduct is subject to conduct procedures in accordance with the Addendum "Student Organization Conduct Procedures."

## B. PROHIBITED NON-ACADEMIC CONDUCT

Any Student accused of committing or attempting to commit one or more of the following acts of non-academic



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misconduct is subject to conduct procedures in accordance with Section C. Any Student Organization accused of committing or attempting to commit one or more of the following acts of non-academic misconduct is subject to conduct procedures in accordance with the Addendum "Student Organization Conduct Procedures."

1. Alcohol violations including, but not limited to:

- a. Underage use or possession of alcohol.
- b. Possession or consumption of alcohol in an unauthorized area.
- c. Use or possession of fake identification.
- d. Distribution of alcohol to underage person(s).
- e. Behavior, while under the influence of alcohol that endangers any person.
- f. Disorderly conduct associated with the use of alcoholic beverages.

2. Illegal drugs and other substance violations including, but not limited to:

- a. Use or possession of illegal drugs (without valid medical or dental prescription).
- b. Behavior, while under the influence of illegal drugs, that endangers any person.
- c. Manufacturing, furnishing, selling, or distributing of any narcotic or dangerous drug controlled by law.
- d. Disorderly conduct associated with the use of illegal drugs.

3. Unjustifiably pushing, striking, or otherwise intentionally causing reasonable apprehension of such harm to any person.

4. Disorderly conduct including, but not limited to:

- a. Boisterousness, rowdiness, obscene, or indecent conduct or appearance.
- b. Obstruction or disruption of teaching, research, administration, or other Institute activities, including its public service functions or other authorized activities.
- c. Breach of the peace.

5. Behavior that endangers any person(s), including self.

6. Unauthorized use of Institute facilities or premises including:

- a. Unauthorized entry into any Institute Premises or remaining without permission in any building after normal closing hours.
- b. Possessing, using, making, or causing to be made any key or other means of access to any Institute Premises without proper authorization.

7. Furnishing false information to any Institute Official.

8. Forgery, alteration, replication, or misuse of any document, record, or identification upon which the Institute relies, regardless of the medium.

9. Hazing.

10. Safety violations, including, but not limited to:

- a. Intentionally initiating or causing to be initiated any false reporting, warning or threat of fire, explosion, or other emergency.
- b. Tampering with safety devices or other emergency, safety, or firefighting equipment.

- c. Setting or attempting to set an unauthorized fire.
  - d. Unauthorized possession of fireworks, firearms, and/or ammunition.
  - e. Unauthorized possession of authorized weapons and/or dangerous materials or chemicals.
  - f. Unauthorized sale, possession, furnishing, or use of any bomb or explosive or incendiary device.
11. Theft and/or unauthorized possession or use of property or services belonging to the Institute, another person, or any other entity.
12. Malicious or unauthorized damage to or destruction of Institute property or property belonging to another.
13. Illegal gambling, including online gambling.
14. Failure to return or submit property or records of the Institute within the time prescribed by the Institute.
15. Acting with any other person to perform an unlawful act or to violate an Institute regulation or Policy.
16. Failure to comply with instructions or a directive of any properly identified Institute Official while that person is acting in the performance of his/her duties.
17. Abuse of the Student Code of Conduct Procedures including, but not limited to:
- a. Failure to cooperate with the investigation, resolution, and procedures of the Student Code of Conduct.
  - b. Falsification, distortion, or misrepresentation of Information before a Student Conduct Administrator or Student Conduct Panel.
  - c. Disruption or interference with the orderly conduct of an Administrative Conference and/or a Student Conduct Panel proceeding.
  - d. Attempting to influence the impartiality of a Student Conduct Administrator and/or a member of a Student Conduct Panel at any point in the Student Conduct process.
  - e. Failure to comply with the Sanction and/or Supplementary Requirements imposed under the Student Code of Conduct.
  - f. Influencing or attempting to influence another person to commit an abuse of the Student Conduct process.
18. Harassing another person including, but not limited to:
- Placing another person in reasonable fear of his/her personal safety through words or actions directed at that person, or substantially interfering with the working, learning, or living environment of the person.
19. Violation of any Georgia Institute of Technology policy, rule or regulation.
20. Violation of any Board of Regents' policy and/or federal, state, or local law.
21. Discriminatory conduct including:
- a. Objectively offensive conduct directed at a particular person or persons based upon that person or persons' race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, veteran status, or any class protected by law that creates a hostile environment or that results in excluding participation in, or denies the benefits of any educational program or working opportunity for that person or persons.
  - b. Verbal or written threats, coercion or any other conduct that is based on race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, veteran status, or any class protected by law, that by design, intent or recklessness incites reasonable fear of physical harm or otherwise unreasonably interferes with another's ability or opportunity to participate in work, education, research, living, or other activities.

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Allegations of sex and/or gender-based discrimination will be governed by the Student Sexual Misconduct Policy.

## D. CONDUCT PROCEDURES

### 1. Case Referrals

Any person may file a complaint against a Student for violations of the Policy. The procedures for filing a complaint are on the OSI web site.

The complaint shall be prepared in writing and directed to OSI. Complaints should include as much information as possible – such as: (1) the type of misconduct alleged; (2) the name and contact information of the Respondent; (3) the date(s), time(s), and place(s) of the misconduct; (4) the name(s) and contact information of any individual(s) with knowledge of the incident; (5) whether any tangible evidence has been preserved; and (6) whether a criminal complaint has been made.

The complaint should be submitted as soon as possible after the event takes place or when it is reasonably discovered, and no later than thirty (30) business days following the discovery of the incident. The Complainant should forward any supporting documentation to OSI within ten (10) business days of the original submission or OSI may process the case based solely on the original complaint. OSI may also initiate a complaint based upon information received.

Complainants may file a report with law enforcement as well as with OSI.

*Confidentiality:* Information from complaints may be shared as necessary to investigate and to resolve the alleged misconduct. Where a complainant or alleged complainant requests that his or her identity be withheld or the allegation(s) not be investigated, the Institute shall consider whether or not such request(s) can be honored while still providing a safe and nondiscriminatory environment. The Institute generally cannot guarantee confidentiality and honoring the request may limit the Institute's ability to respond fully to the incident and may limit the Institute's ability to resolve the Complaint.

*Retaliation:* Anyone who, in good faith, reports what she or he believes to be student misconduct, participates or cooperates in, or is otherwise associated with any investigation, shall not be subjected to retaliation. Anyone who believes he or she has been the target of retaliation for reporting, participating or cooperating in, or otherwise being associated with an investigation should immediately contact the Office of the Vice President for Student Life and Dean of Students. Any person found to have engaged in retaliation in violation of this policy shall be subject to disciplinary action.

*False Complaints:* Individuals who intentionally give false statements to an Institute official, or who submit false complaints or accusations through the complaint process, including but not limited to during a hearing, shall be subject to disciplinary action pursuant to Institute policy.

*Amnesty:* Information reported in good faith by an individual during an investigation concerning use of drugs or alcohol will not be used against that individual in a disciplinary proceeding and will not voluntarily be reported to law enforcement by OSI.

### 2. Communication

All communication (requests for meetings, notifications, notice of hearings, etc.) will be provided via official Institute e-mail addresses, as defined by the Office of Information Technology. If the Respondent is not currently enrolled, the notification will be sent via U.S. Postal Service to the last known address on file with the Registrar.

### 3. Rights

**Right to Access Advisors:** The respondent and alleged victim (where applicable), as parties to these proceedings, shall have the right to use an advisor (including an attorney) of his or her choosing, and at his or her own expense, for the express purpose of providing advice and counsel. The advisor may be present during meetings and proceedings during the investigatory and/or resolution process at which his or her advisee is present. The advisor may advise his or her advisee in any manner, including providing questions, suggestions, and guidance on responses to any questions of the advisee, but shall not participate directly. The institution shall not prohibit family members of a party from attending if the party requests such attendance, but may limit each participant to two family members.

Additionally throughout the conduct process, the Respondent is granted the following rights:

- a. to seek information from a Student Conduct Administrator about the Investigation and Resolution Process;
- b. to be informed of the charge(s) and alleged misconduct upon which the charge is based;
- c. to be informed of the Information upon which a charge is based and afforded an opportunity to offer a relevant response;
- d. to have access to Advisors, as described in section 4 (c);
- e. to remain silent with no inference of responsibility drawn;
- f. to call and question relevant Witnesses;
- g. to present Information in his/her behalf;
- h. to be considered not responsible until proven responsible by a Preponderance of the Evidence;
- i. to be informed of the outcome of the disciplinary proceeding in writing;
- j. to appeal the decision;
- k. to waive any of the above rights; and
- l. to have resolution of the case within a reasonable time.

### 4. Investigation and Resolution Process

#### Initial Evaluation of Incident Reports

a. After OSI receives a complaint, the Student Conduct Administrator will review the complaint and any supporting Information to decide what, if any process to initiate. The Student Conduct Administrator will determine whether the facts as alleged in the complaint or report are sufficient to initiate a conduct process.

- If the Student Conduct Administrator determines that the facts of the complaint or report, even if true, would not constitute a violation of policy, no further action will be taken. Otherwise, the Student Conduct Administrator may (1) attempt to resolve the situation through an informal resolution process including, but not limited to, mediation or a meeting between the Respondent and a Student Conduct Administrator or a third party; or (2) perform an initial investigation to determine what charges should be brought against the Respondent and whether those charges could potentially result in suspension or expulsion of the Respondent.
- The Respondent shall receive notice of the alleged misconduct, shall be provided an opportunity to respond, and shall be allowed to remain silent during the investigation and resolution process, without an adverse inference. If the Respondent chooses to remain silent, the investigation may proceed and policy violation charges may still result, and may be resolved against the Respondent.

b. If OSI receives multiple complaints involving the same Student, each complaint will be considered separately in determining whether a conduct process should be initiated. Multiple charges against the same Respondent will generally be investigated and adjudicated separately; however, multiple charges may be investigated and adjudicated together under appropriate circumstances, which may include, but are not limited to, consent of the parties, similar or

related conduct, and the administrative burden of considering the charges separately.

c. Process for Cases which will Not Result in Suspension or Expulsion. If the Student Conduct Administrator initiates a conduct process, the Respondent is notified and is requested to contact the Student Conduct Administrator within five (5) business days of the notification to schedule an Administrative Conference. During the conduct process, the Respondent should continue to attend class and required Institute functions unless otherwise instructed by the Vice President for Student Life and Dean of Students or OSI. Should the Respondent fail to contact the Student Conduct Administrator within five (5) business days, or fail to attend the Administrative Conference, the Student Conduct Administrator may resolve the case in the Student's absence, or may refer the case to a Student Conduct Panel.

- At the Administrative Conference, the Respondent is presented with the alleged violation of the Student Code of Conduct, supporting Information, and an explanation of his/her rights. The Respondent may bring an Advisor. However, if the Advisor disrupts the investigation and resolution process, he/she may be asked to leave. The Respondent will be provided the opportunity to present his/her version of the reported incident.

d. Process for Cases Which May Result in Expulsion or Suspension

1. The Respondent shall be provided with written notice of the complaint/allegations, pending investigation, possible charges, possible sanctions, available support services, and the identity of the investigator(s). Where applicable, a copy shall also be provided to the alleged victim.
2. Upon receipt of the written notice, the Respondent shall be given five (5) business days to respond in writing. In that response, the Respondent shall have the right to admit or to deny the allegations, and to set forth a defense with facts, witnesses, and documents – whether written or electronic – in support. Failure to respond by the deadline will be considered a general denial of the alleged misconduct.
3. After review of the Respondent's response, the investigation shall continue with interviews of the Respondent, the alleged victim (where applicable) and other relevant witnesses; collection and review of documents or other physical or electronic information; and any other steps deemed necessary by the investigator. The investigator should retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any proffered witnesses not interviewed, along with a brief, written explanation.
4. The investigation shall be summarized in writing in an initial investigation report and provided to the Respondent and the alleged victim (where applicable) in person or via email. This summary should clearly indicate any resulting charges (or alternatively, a determination of no charges), as well as the facts and evidence in support thereof and possible sanctions.
5. To the extent the summary report indicates that the Respondent will be charged with any violation, he or she shall have the opportunity to respond in writing. The Respondent's written response to the report shall be due no later than three (3) business days following the date of the report. The respondent's written response should outline his or her plea in response to the charge(s), and where applicable, his or her defense(s), and the facts, witnesses, and documents – whether written or electronic – in support. The Respondent's failure to submit a written response to the charge(s) within three (3) business days will be interpreted as a denial of the charge(s).
6. The investigator shall conduct further investigation and update the investigative report if warranted by the Respondent's response.
7. The final investigative report shall be provided to the student conduct panel or Student Conduct Administrator for consideration in adjudicating the charges brought against the Respondent. A copy shall also be provided to the Respondent and alleged victim (where applicable) before any hearing. The investigator may testify as a witness regarding the investigation and findings, but shall otherwise have no part in the hearing process and shall not attempt to otherwise influence the proceedings outside of providing testimony during the hearing.
8. During the conduct process, the Respondent should continue to attend class and required Institute functions unless otherwise instructed by the Vice President for Student Life and Dean of Students or OSI.

e. The case will be adjudicated by the Student Conduct Administrator or a Student Conduct Panel. The Respondent

shall have the option of having the charges heard by either the Student Conduct Administrator or by a Student Conduct Panel. The Respondent may also request that the case be adjudicated by a different Student Conduct Administrator than that initially authorized to hear the case in the event of perceived bias of the initially authorized official. The Student's reasons for his/her preference must be conveyed to the Vice President for Student Life and Dean of Students, in writing, before the investigation begins. Ordinarily, the Student's preference will be honored; however, the Vice President for Student Life and Dean of Students will make the final decision in his/her sole discretion. If the Student's preference is not honored, the rationale for the decision will be provided to the Student in writing. The Vice President for Student Life and Dean of Students reserves the right to determine the process to be used based on the relevant facts and circumstances, including, but not limited to:

1. imminent graduation of the Student;
2. end of the semester; or
3. extraordinary circumstances.

f. If the case is to be adjudicated by the Student Conduct Panel, the case shall be referred to the Student Conduct Panel and follow the procedures outlined in Section D.5.b.

Resolution of the case should be made within thirty (30) business days of the Administrative Conference. If resolution cannot be reached in thirty (30) business days, OSI will inform the Respondent and Complainant. OSI may waive this timeline for good cause.

## 5. Forms of Case Resolution

In no case shall a hearing to resolve charge(s) of student misconduct take place before the investigative report has been finalized or before the Respondent has had an opportunity to respond in writing, unless the Respondent has chosen to go through an informal process or otherwise provided a written waiver of rights to these procedures. Further, unrelated charges and/or cases shall be heard separately unless the Respondent consents to the charges/cases being heard jointly.

Where the Respondent indicates that he or she contests the charges, and after the investigative report has been finalized and copies provided to the Respondent (and the alleged victim, where applicable) the case shall be set for hearing; however, in cases with an alleged victim, the alleged victim and Respondent may agree to attempt an informal resolution, except where deemed inappropriate by the Vice President for Student Life and Dean of Students, or his/her designee.

Where a case is not resolved through informal means, the charges shall be heard either by an Administrator or a Student Conduct Panel. Notice of the date, time, and location of the hearing, shall be provided to the Respondent (and the alleged victim, where applicable) at least five (5) business days prior to the hearing.

The following standards will apply to any such hearing, whether before an Administrator or a Student Conduct Panel:

1. The Respondent shall have the right to present witnesses and evidence to the Student Conduct Administrator or panel, as well as to submit questions to be asked of any witnesses. This questioning may take place through the submission of written questions to the panel or Student Conduct Administrator for consideration; however, the parties' Advisor may actively advise and assist in drafting those questions. The Student Conduct Administrator or panel shall ask the questions as written, and will limit questions only if they are unrelated to determining the validity of the charge leveled against the Respondent(s). In any event, the Student Conduct Administrator or panel must document the reason for not asking any particular questions.
2. Where the Student Conduct Administrator or panel determines that a party or witness is unavailable and unable to be present due to extenuating circumstances, the Student Conduct Administrator or panel may establish special procedures for providing testimony from a separate location. In doing so, the Student Conduct

Administrator or panel must determine there is a valid basis for the unavailability, ensure proper sequestration in a manner that ensures testimony has not been tainted, and make a determination that such an arrangement will not unfairly disadvantage any party. Should it be reasonably believed by the Student Conduct Administrator or panel that a party or witness who is not physically present has presented tainted testimony, the Student Conduct Administrator or panel will disregard or discount the testimony.

3. Formal civil rules of evidence do not apply to the investigatory or resolution process.
4. The standard of review shall be a Preponderance of the Evidence; however, any decision to suspend or to expel a student must also be supported by substantial evidence at the hearing.
5. The Institute shall maintain documentation of the proceedings, which may include written findings of fact, transcripts, audio recordings and/or video recordings.
6. Following a hearing, both the Respondent (and alleged victim, where applicable) shall be provided a written decision of the outcome and any resulting sanctions. The decision shall include details on how to appeal, as outlined below. Additionally, the written decision shall summarize the evidence in support of the sanction. The same form will be completed, regardless of whether the student opts for a student panel or an administrative hearing.

#### **a. Administrative Resolution**

The Student Conduct Administrator renders a decision of 1) Not Responsible, which closes the case, or 2) Responsible for one or more violations with an appropriate Sanction, and, as warranted, one or more from among the Supplementary Requirements. The Respondent, after being notified of the Student Conduct Administrator's decision, may submit an appeal to the Vice President for Student Life and Dean of Students according to the appeal procedures described in Section G.

#### **b. Student Conduct Panel**

##### **1. Decisions and Sanctions**

The Student Conduct Panel, after convening a hearing, recommends a disciplinary decision to the Director of Student Integrity. The Director of Student Integrity, after reviewing the case, renders a decision of 1) Not Responsible, which closes the case, or 2) Responsible for one or more violations of the Policy with an appropriate Sanction and, as warranted, one or more from among the Supplementary Requirements. The Respondent, after being notified of the decision and Sanction, may appeal to the Vice President for Student Life and Dean of Students, according to appeal procedures described in Section G.

##### **2. Scheduling of Student Conduct Panel Hearing**

After the case is forwarded to a Student Conduct Panel, the Complainant and the Respondent will be notified of available dates and times for a hearing. The Respondent may indicate preferences from among the available dates and times. These preferences will be considered by OSI if received within three (3) business days of the date the options were presented to the Respondent.

This official notice will be provided at least five (5) business days prior to the hearing and will include the time, date, and location of the hearing. In addition, the notice will specify the Complainant(s), Witnesses(s), and nature of the alleged misconduct. The Accused may waive the notification timeline in order to expedite the hearing process. Upon request, the Respondent may meet with a Student Conduct Administrator to review Information and hearing procedures.

#### **6. Hearing Participants and Attendees**

- Student Conduct Panel hearings shall ordinarily be closed except for the Respondent(s), the Complainant(s), Advisor(s), and Witnesses. Exceptions may be made at the discretion of the Chairperson. Witnesses are allowed at the discretion of the Chairperson. The Chairperson may exclude any person, including the

- Respondent, who disrupts a hearing.
- A Respondent who fails to appear after proper notice will be deemed to have responded "Not Responsible" to the charges against him/her and to have exercised the right to remain silent without prejudice. At the discretion of the Chairperson the hearing may be conducted in the absence of the Student(s) and all the Information regarding the alleged misconduct shall be presented and considered.
  - The Complainant(s) and Respondent(s) have the right to be accompanied by an Advisor and up to two (2) family members. The Complainant(s) and/or Respondent(s) should select an Advisor who can attend the hearing at the scheduled date and time. Delays are not usually granted due to scheduling conflicts of an Advisor.
  - Subject to the Chairperson's control of the hearing, the Complainant(s), Respondent(s), and their Advisor(s), and up to two (2) family members shall be allowed to attend the Student Conduct Panel hearing, but not Panel deliberations.
  - In Student Conduct Panel hearings involving more than one Respondent, OSI may permit the Student Conduct Panel hearings concerning each Student to be conducted either separately or jointly.
  - A maximum of two (2) character Witnesses will be allowed in a hearing.

## 7. Hearing Procedures for Student Panel

- The Chairperson shall exercise control over the proceedings to achieve orderly completion of the hearing.
- Advisors are restricted to private communications with their advisee(s). If the Advisor disrupts the hearing process, he/she may be asked to leave.
- All questions by the Complainant(s) and Respondent(s) must be directed to the Chairperson, rather than to the Witness directly. Questions of whether potential Information will be received shall be resolved at the discretion of the Chairperson.
- In addition to the Information provided by OSI, the Student Conduct Panel, at the discretion of the Chairperson, may accept additional pertinent Information and testimony (including impact statements). Any letters of recommendation submitted by the Respondent will be admitted for consideration at the discretion of the Chairperson and, if admitted, will be viewed only during Panel deliberations.
- All procedural questions arising during the hearing are subject to the final decision of the Chairperson.
- The Student Conduct Panel's standard of proof shall be a Preponderance of the Evidence. Where the potential sanctions for the alleged misconduct may involve a suspension or expulsion, the Panel's finding must be supported by substantial evidence.
- The Student Conduct Panel in consultation with OSI, may reasonably accommodate concerns for the personal safety and well-being of the Complainant(s), Respondent(s), and/or Witnesses during the hearing.
- The Student Conduct Panel shall make a recording and/or summary transcription of the proceeding, which will serve as the official record of the hearing. No other recording will be permitted. The Respondent or the Complainant may request a copy of the Institute's recording upon payment of the cost to reproduce the recording, or may listen to the original recording in a location designated by OSI at no charge. The record shall be the property of the Institute, and is subject to the Family Educational Rights and Privacy Act of 1974, 20 USC §1232g.

## E. SANCTIONS

Sanctions are imposed only when the Respondent is found responsible for one (1) or more violations of the Policy. All



Sanctions are officially recorded. A Respondent who is found responsible must be given one of the four (4) Sanctions, listed in Section E1 in ascending order of severity. The Respondent may also be subject to one or more Supplementary Requirements. There is no requirement that a Student receive less severe sanctions before more severe sanctions; some conduct may warrant immediate expulsion.

In determining the severity of sanctions or corrective actions the following should be considered: the frequency, severity, and/or nature of the offense, history of past conduct, an offender's willingness to accept responsibility, previous institutional response to similar conduct, and the institution's interests. The student conduct panel may recommend, or the Student Conduct Administrator will determine, sanctions and issue notice of the same, as outlined above.

## 1. Sanction Descriptions

- **a. Disciplinary Warning**

A Disciplinary Warning means that the Student has been found responsible for violating the Institute's Policy. Any further disciplinary violation may result in disciplinary action up to and including Expulsion.

- **b. Disciplinary Probation**

Disciplinary Probation means that the Student has been found responsible for violating the Institute's Policy. Disciplinary Probation is for a specified period of time. Any further disciplinary violation may result in disciplinary action up to and including Expulsion.

- **c. Suspension**

Suspension means that the Student has been found responsible for violating the Institute's Policy. Suspension is separation of the Student from the Institute for a specified period of time, after which the Student is eligible to return. Conditions for readmission may be specified by OSI or the Vice President for Student Life and Dean of Students. A suspended Student shall immediately leave campus and may not re-enter campus without prior approval from the Vice President for Student Life and Dean of Students. Students on suspension are not permitted to enroll in classes at the Institute during their suspension. OSI will determine when the Respondent has met the requirements for readmission. Any further disciplinary violation may result in disciplinary action up to and including Expulsion.

- **d. Expulsion**

Expulsion means that the Student has been found responsible for violating the Institute's Policy. Expulsion is permanent separation and termination of the Respondent's status as a Georgia Tech Student, and exclusion from Institute Premises, privileges, and activities.

## 2. Supplementary Requirements

- a. Restitution: Payment to the Institute or to an affected party for damages resulting from a violation of the Student Code of Conduct.
- b. Fine: A monetary penalty paid to the Institute.
- c. Grade Change: Change of grade for the course and/or coursework in which the academic misconduct occurred.
- d. Programmatic Requirements: Required completion of designated educational programs
- e. (e.g., alcohol, community issues, anger management, assessments, etc.).
- f. Restrictions: Exclusion from participation in specified services and activities.
- g. Revocation of Admission and/or Degree: Admission to, or a degree awarded from the Institute may be revoked for fraud, misrepresentation, or other violation of Institute standards obtaining the degree, or for other serious violations committed by a Student prior to graduation.
- h. Withholding Degree: The Institute may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all Sanctions and Supplementary Requirements, if any.
- i. Other Requirements: Other Requirements may be imposed.

## **F. INTERIM SUSPENSION**

In certain circumstances the Vice President for Student Life and Dean of Students may impose a suspension prior to the investigation and resolution process.

1. The Vice President for Student Life and Dean of Students will determine if interim suspension is warranted. Interim suspensions – that is, suspensions while the investigation and adjudication process are proceeding – should occur only where necessary to maintain safety, and shall be limited to situations where the Respondent poses a serious and immediate danger or threat to persons or property. In making such an assessment, the Vice President for Student Life and Dean of Students shall consider the existence of a significant risk to the health or safety of the campus community; the nature, duration, and severity of the risk; the probability of potential injury; and whether less restrictive means can be used to significantly mitigate the risk. Before an interim suspension is issued, the institution must make reasonable efforts to give the Respondent the opportunity to be heard on whether his or her presence on campus poses a danger. If an interim suspension is issued, the terms of the suspension shall take effect immediately. When requested by the Respondent, a hearing to determine whether the intermediate suspension should continue will be held within three (3) business days of the request.

2. During the interim suspension the Student may be denied access to classes, campus facilities, and all other Institute activities or privileges.

3. The Student shall be notified in writing of this action and the reasons for the Interim Suspension, in accordance with Section F.1. The notice should include the time, date, and place of a subsequent meeting with the Vice President for Student Life and Dean of Students in order for the student to show cause why he/she should not be interim suspended.

4. Cases of interim suspension shall be given priority and will be expedited through the conduct process.

## **G. APPEAL PROCEDURES**

Where the sanction imposed includes a suspension or expulsion, there are appellate procedures provided to the Respondent and Complainant at every level.

Any party may challenge the participation of any Institute official or employee in the process on the grounds of personal bias by submitting a written statement to the Institute's designee setting forth the basis for the challenge. The written challenge should be submitted within a reasonable time after the party reasonably should have known of the existence of the bias. The Institute's designee will determine whether to sustain or deny the challenge, and if sustained, the replacement to be appointed.

### **1. Reasons for Appeal**

The appeal process is not intended to grant a new hearing at a higher level. An appeal shall be limited to a review of the record of the initial hearing, supporting documents, and the Respondent's written appeal. The Respondent must explicitly state why he or she believes an appeal is warranted. Appeals will be considered only for the following reasons:

- a. to consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing, because such information was not known or knowable to the person appealing during the time of the hearing;
- b. to allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing, including but not limited to whether any hearing questions were improperly excluded or whether the decision was tainted by bias; or
- c. to allege that the finding was inconsistent with the weight of the information.

## 2. Process

### a. Effective date of sanctions

- If a case is appealed, sanctions are not imposed while the appeal is pending unless the welfare of a person or the community is threatened.
- Sanctions will be imposed if an appeal is not filed, the deadline for an appeal passes, or when an appeal decision has been finalized.

### b. Appeal to the Vice President for Student Life and Dean of Students

- The appeal must be made in writing, and must set forth one or more of the bases outlined above, and must be submitted within five (5) business days of the date of the final written decision.
- The appeal shall be a review of the record only, and no new meeting with the Respondent or any alleged victim will be held. The Vice President for Student Life and Dean of Students, or his/her designee, may affirm the original finding and sanction; affirm the original finding but issue a new sanction of lesser severity; remand the case back to the decision-maker to correct a procedural or factual defect; or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand.
- The Vice President for Student Life and Dean of Students or his/her designee shall then issue a decision in writing to the Respondent within a reasonable time period, ordinarily ten (10) business days. This is the final decision of the Institute, unless the sanction imposed is suspension or expulsion.
- In cases where the Respondent has been expelled or suspended, the decision of the Vice President for Student Life and Dean of Students or his/her designee may be appealed to the President of the Institute solely on the three grounds set forth above.

### c. Appeal to the President

- The appeal to the President must be made in writing, must set forth one or more of the bases outlined above, and must be submitted within five (5) business days of the date of the final written decision by the Vice President for Student Life and Dean of Students.
- The appeal shall be a review of the record only, and no new meeting with the Respondent or any alleged victim will be held.
- The President may affirm the original finding and sanction; affirm the original finding but issue a new sanction of greater or lesser severity, remand the case back to the decision maker to correct a procedural or factual defect; or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The President's decision shall be issued in writing to the Respondent within a reasonable time period, ordinarily within ten (10) business days. The President's decision shall be the final decision of the Institute.  
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- Should the Respondent wish to appeal the President's decision, he or she may appeal to the Board of Regents in accordance with the Board of Regents Policy 8.6.

## 3. Appeal Decisions

Decisions of the Appellate Officer go into effect immediately.

#### 4. Board of Regents

The Board of Regents of the University System of Georgia (the "Board") is the final appellate authority for all cases of suspension or expulsion that have been reviewed by the President. Should the Respondent be dissatisfied with the decision of the President, he/she may apply to the Board for a review of the decision. The application for review shall be submitted in writing to the executive secretary of the Board within the period specified by the Board of Regents.

### H. RECORD KEEPING AND RELEASE OF INFORMATION

#### 1. Maintenance of Disciplinary Files

A case referral results in the creation of a disciplinary file in the name of the Respondent. Disciplinary files of Students found responsible of any charges against them will be retained for five (5) years after graduation or date of last attendance. Disciplinary files containing records of Suspension and Expulsion will be permanently retained. This file shall be destroyed if the Student is found not responsible for the charges.

#### 2. Release of Information

Student disciplinary files shall be governed by the Family Educational Rights and Privacy Act 20 U.S.C. § 1232g.

- a. Academic or non-academic misconduct resulting in expulsion may be released to third parties indefinitely.
- b. Academic misconduct that resulted in suspension may be released to third parties for five years after sanction completion.
- c. Any non-academic misconduct that resulted in suspension where a potential threat to the campus community exists (including but not limited to illegal drug distribution, endangering or harming any person, or jeopardizing the safety of any person) may be released to third parties for five years after sanction completion. In instances of suspension where no threat to the community is identified, the suspension may be reported until the sanction is complete.
- d. Any academic or non-academic misconduct that did not result in suspension or expulsion is not released to third parties.
- e. The Institute requires a specific written request from the student to release the entire disciplinary record to third parties.

#### 3. Parent/Legal Guardian Notification

Parents/Legal Guardians of Students under the age of 21 may be notified when a Student is found responsible for violating the Georgia Tech Student Policy on Alcohol and other Drugs when any of the following occur:

- a. A Student endangers himself/herself or others while under the influence of alcohol or other substances. Specific instances include driving under the influence, fighting, alcohol poisoning, and hospitalization.
- b. The Vice President for Student Life and Dean of Students determines that any future violation of Institute Policy will most likely result in suspension from the Institute.
- c. A Student Conduct Administrator determines that any future violation of Institute Policy will likely result in removal from housing.

#### 4. Transcript Encumbrances

In pending cases that could result in Suspension or Expulsion, the Vice President for Student Life and Dean of Students will normally place a temporary encumbrance (hold) on a Respondent's records. The Vice President for Student Life and Dean of Students will also place a hold on a Respondent's records if the Respondent fails to respond to an official request to meet with a Student Conduct Administrator or the Vice President for Student Life and Dean of Students, or if the Respondent fails to complete assigned Sanctions.

**I. REFERENCES**

Academic Honor Code: [www.honor.gatech.edu](http://www.honor.gatech.edu)  
 Board of Regents: [www.usg.edu/policymanual/](http://www.usg.edu/policymanual/)  
 Computer Use and Network Policy: [www.security.gatech.edu](http://www.security.gatech.edu)  
 Department of Housing: [www.housing.gatech.edu](http://www.housing.gatech.edu)  
 Faculty Senate: [www.Facultysenate.gatech.edu](http://www.Facultysenate.gatech.edu)

Office of the Vice President for Student Life and Dean of Students:  
[www.studentlife.gatech.edu/](http://www.studentlife.gatech.edu/)  
 Office of Student Integrity: [www.osi.gatech.edu](http://www.osi.gatech.edu)  
 Title IX Information: [www.titleix.gatech.edu](http://www.titleix.gatech.edu)

The following policies can be found on the OSI Web site:

Alcohol and Drug Policy  
 Georgia Tech Policy on Student Sexual Misconduct  
 Good Samaritan/ Medical Amnesty Provision

**Related Information:** [Student Code of Conduct Flowchart](#)

**Policy History:**

Revision Date	Author	Description
October 2017	Office of Student Integrity	Revised per BOR Policy
July 1, 2016	Student Life/Legal Affairs	Substantive changes for BOR compliance
April 2015	Office of Student Integrity	Discriminatory Conduct Provision added to policy
March 2015	Office of Student Integrity	Added designee language to appeals section
04-22-2014	Office of Student Integrity	Code of Conduct posted

**Academic Misconduct**

**Last Revised:** Jul 2016  
**Review Date:** Mar 2020  
**Policy Owner:** Student Life  
**Contact Name:** John Stein  
**Contact Title:** VP, Student Life  
**Contact Email:** john.stein@vpss.gatech.edu

Any Student accused of committing or attempting to commit one or more of the following acts of academic misconduct is subject to conduct procedures.

1. Unauthorized Access: Possessing, using, or exchanging improperly acquired written or verbal information in the preparation of a problem set, laboratory report, essay, examination, or other academic assignment.
2. Unauthorized Collaboration: Unauthorized interaction with another Student or Students in the fulfillment of academic requirements.

3. Plagiarism: Submission of material that is wholly or substantially identical to that created or published by another person or persons, without adequate credit notations indicating the authorship.
4. False Claims of Performance: False claims for work that has been submitted by a Student.
5. Grade Alteration: Alteration of any academic grade or rating so as to obtain unearned academic credit.
6. Deliberate Falsification: Deliberate falsification of a written or verbal statement of fact to a Faculty member and/or Institute Official, so as to obtain unearned academic credit.
7. Forgery: Forgery, alteration, or misuse of any Institute document relating to the academic status of the Student.
8. Distortion: Any act that distorts, or could distort grades or other academic records.
9. Intellectual Property: The unauthorized use of an instructor's intellectual property, including marketing and selling, is prohibited (such properties may include power point presentations, lecture notes (any media), examination questions, study guides, etc.).

## **PROCEDURES**

### **1. Case Referrals**

Any person may file a complaint against a Student for violations of this Code. The complaint shall be prepared in writing and directed to OSI or, in academic cases, the instructor of record may hold a Faculty Conference (see Section C.5.c.). The procedures for filing a complaint can be found on the OSI web site. The complaint should be submitted as soon as possible after the event takes place or when it is reasonably discovered, and no later than thirty (30) business days following the discovery of the incident. The Complainant should forward any supporting documentation to OSI within ten (10) business days of the original submission or OSI may process the case based solely on the original complaint. OSI may also initiate a complaint based upon information received.

### **2. Communication**

All communication (requests for meetings, notifications, notice of hearings, etc.) will be provided via official Institute e-mail addresses, as defined by the Office of Information Technology. If the Respondent is not currently enrolled, the notification will be sent via U.S. Postal Service to the last known address on file with the Registrar.

### **3. Rights of the Respondent**

Throughout the conduct process, the Respondent is granted the following rights:

- a. to seek information from a Student Conduct Administrator about the Investigation and Resolution Process;
- b. to be informed of the charge(s) and alleged misconduct upon which the charge is based;
- c. to be informed of the Information upon which a charge is based and afforded an opportunity to offer a relevant response;
- d. to be accompanied by an Advisor;
- e. to remain silent with no inference of responsibility drawn;
- f. to call and question relevant Witnesses;
- g. to present Information in his/her behalf;
- h. to be considered not responsible until proven responsible by a Preponderance of the Evidence;
- i. to be informed of the outcome of the disciplinary proceeding in writing;
- j. to appeal the decision;
- k. to waive any of the above rights; and
- l. to have resolution of the case within a reasonable time.

#### 4. Investigation and Resolution Process

The Institute's conduct process utilizes an investigatory model, not an adversarial model, with the primary goal of uncovering the truth. The standard of proof shall be a Preponderance of the Evidence. The investigation and resolution process is as follows:

a. After OSI receives a complaint, the Student Conduct Administrator will review the complaint and any supporting Information to decide what, if any process to initiate. The Student Conduct Administrator will determine whether the facts as alleged in the complaint or report are sufficient to initiate a conduct process.

If the Student Conduct Administrator determines that the facts of the complaint or report, even if true, would not constitute a violation of policy, no further action will be taken. Otherwise, the Student Conduct Administrator may (1) attempt to resolve the situation through an informal resolution process including, but not limited to, mediation or a meeting between the Respondent and a Student Conduct Administrator or a third party; or (2) initiate a conduct process.

b. If OSI receives multiple complaints involving the same Student, each complaint will be considered separately in determining whether a conduct process should be initiated. Multiple charges against the same Respondent will generally be investigated and adjudicated separately; however, multiple charges may be investigated and adjudicated together under appropriate circumstances, which may include, but are not limited to, consent of the parties, similar or related conduct, and the administrative burden of considering the charges separately.

c. If the Student Conduct Administrator initiates a conduct process, the Respondent is notified and is requested to contact the Student Conduct Administrator within five (5) business days of the notification to schedule an Administrative Conference. During the conduct process, the Respondent should continue to attend class and required Institute functions unless otherwise instructed by the Vice President for Student Life and Dean of Students or OSI. Should the Respondent fail to contact the Student Conduct Administrator within five (5) business days, or fail to attend the Administrative Conference, the Student Conduct Administrator may resolve the case in the Student's absence, or may refer the case to a Student Conduct Panel.

d. At the Administrative Conference, the Respondent is presented with the alleged violation of the Student Code of Conduct, supporting Information, and an explanation of his/her rights. The Respondent may bring an Advisor. However, if the Advisor disrupts the investigation and resolution process, he/she may be asked to leave. The Respondent will be provided the opportunity to present his/her version of the reported incident.

e. The case will be adjudicated by the Student Conduct Administrator or a Student Conduct Panel. The Respondent may state a preference for a decision to be rendered by the Student Conduct Administrator or by a Student Conduct Panel. The Respondent may also request that the case be adjudicated by a different Student Conduct Administrator than that initially authorized to hear the case in the event of perceived bias of the initially authorized official. The Student's reasons for his/her preference must be conveyed to the Vice President for Student Life and Dean of Students, in writing, before the investigation begins. Ordinarily, the Student's preference will be honored; however, the Vice President for Student Life and Dean of Students will make the final decision in his/her sole discretion. If the Student's preference is not honored, the rationale for the decision will be provided to the Student in writing. The Vice President for Student Life and Dean of Students reserves the right to determine the process to be used based on the relevant facts and circumstances, including, but not limited to:

- imminent graduation of the Student;
- end of the semester; or
- extraordinary circumstances.

f. If the case is to be adjudicated by the Student Conduct Administrator, the Respondent shall provide his/her statement

regarding the alleged misconduct, supporting Information, and names of Witnesses no later than 48 hours following the conclusion of the Administrative Conference. The Student Conduct Administrator shall continue the investigation as necessary by meeting with the Complainant(s) and Witnesses and gathering additional Information. If the Student Conduct Administrator determines that a Witness (including faculty or staff) may have relevant Information, s/he will make a good faith effort to contact such Witness to obtain a statement from the Witness. Before rendering a decision, the Student Conduct Administrator will communicate with the Respondent and share with the Respondent the Information collected. The Student Conduct Administrator will then render a final decision, which will be communicated to the Respondent via the Respondent's Institute e-mail address.

g. If the case is to be adjudicated by the Student Conduct Panel, the case shall be referred to the Student Conduct Panel and follow the procedures outlined in Section D.5.b.

h. Resolution of the case should be made within thirty (30) business days of the Administrative Conference. If resolution cannot be reached in thirty (30) business days, OSI will inform the Respondent and Complainant. OSI may waive this timeline for good cause.

## **5. Forms of Case Resolution**

### **a. Administrative Resolution**

The Student Conduct Administrator renders a decision of 1) Not Responsible, which closes the case, or 2) Responsible for one or more violations with an appropriate Sanction, and, as warranted, one or more from among the Supplementary Requirements. The Respondent, after being notified of the Student Conduct Administrator's decision, may submit an appeal to the Vice President for Student Life and Dean of Students according to the appeal procedures described in Section F.

### **b. Student Conduct Panel**

The Student Conduct Panel is convened only when either the Student Conduct Administrator or the Respondent elects this form of resolution.

#### **1. Decisions and Sanctions for Academic Cases**

The Student Conduct Panel, after convening a hearing, makes a recommendation of 1) Not Responsible, which closes the case, or 2) Responsible for one or more violations of the Student Code of Conduct with an appropriate Sanction and, as warranted, one or more from among the Supplementary Requirements. The Respondent, after being notified of the decision, may submit an appeal to the Vice President for Student Life and Dean of Students according to appeal procedures described in Section F. The Student Conduct Panel, at the request of the Respondent, may also conduct a hearing solely to determine appropriate sanctions in cases where the Respondent accepts responsibility for a violation of this Code.

#### **2. Scheduling of Student Conduct Panel Hearing**

After the case is forwarded to a Student Conduct Panel, the Complainant and the Respondent will be notified of available dates and times for a hearing. The Respondent may indicate preferences from among the available dates and times. These preferences will be considered by OSI if received within three (3) business days of the date the options were presented to the Respondent.

This official notice will be provided at least five (5) business days prior to the hearing and will include the time, date, and location of the hearing. In addition, the notice will specify the Complainant(s), Witnesses(s), and nature of the alleged misconduct. The Accused may waive the notification timeline in order to expedite the hearing process. Upon request, the Respondent may meet with a Student Conduct Administrator to review Information and hearing procedures.

## **6. Hearing Participants and Attendees**



- Student Conduct Panel hearings shall ordinarily be closed except for the Respondent(s), the Complainant(s), Advisor(s), and Witnesses. Exceptions may be made at the discretion of the Chairperson. Witnesses are allowed at the discretion of the Chairperson. The Chairperson may exclude any person, including the Respondent, who disrupts a hearing.
- A Respondent who fails to appear after proper notice will be deemed to have responded "Not Responsible" to the charges against him/her and to have exercised the right to remain silent without prejudice. At the discretion of the Chairperson the hearing may be conducted in the absence of the Student(s) and all the Information regarding the alleged misconduct shall be presented and considered.
- The Complainant(s) and Respondent(s) have the right to be accompanied by an Advisor. The Complainant(s) and/or Respondent(s) should select an Advisor who can attend the hearing at the scheduled date and time. Delays are not usually granted due to scheduling conflicts of an Advisor.
- Subject to the Chairperson's control of the hearing, the Complainant(s), Respondent(s), and their Advisor(s), shall be allowed to attend the Student Conduct Panel hearing, but not Panel deliberations.
- In Student Conduct Panel hearings involving more than one Respondent, OSI may permit the Student Conduct Panel hearings concerning each Student to be conducted either separately or jointly.
- A maximum of two (2) character Witnesses will be allowed in a hearing.

## 7. Hearing Procedures

- The Chairperson shall exercise control over the proceedings to achieve orderly completion of the hearing.
- Advisors are restricted to private communications with their advisee(s). However, if the Advisor disrupts the investigation and resolution process, he/she may be asked to leave.
- All questions by the Complainant(s) and Respondent(s) must be directed to the Chairperson, rather than to the Witness directly. Questions of whether potential Information will be received shall be resolved at the discretion of the Chairperson.
- In addition to the Information provided by OSI, the Student Conduct Panel, at the discretion of the Chairperson, may accept additional pertinent Information and testimony (including impact statements). Any letters of recommendation submitted by the Respondent will be admitted for consideration at the discretion of the Chairperson and, if admitted, will be viewed only during Panel deliberations.
- All procedural questions arising during the hearing are subject to the final decision of the Chairperson.
- The Student Conduct Panel's standard of proof shall be a Preponderance of the Evidence.
- The Student Conduct Panel in consultation with OSI, may reasonably accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant(s), Respondent(s), and/or Witnesses during the hearing.
- The Student Conduct Panel shall make a recording and/or summary transcription of the proceeding, which will serve as the official record of the hearing. No other recording will be permitted. The Respondent or the Complainant may request a copy of the Institute's recording upon payment of the cost to reproduce the recording, or may listen to the original recording in a location designated by OSI at no charge. The record shall be the property of the Institute, and is subject to the Family Educational Rights and Privacy Act of 1974, 20

USC §1232g.

### **c. Faculty Conference (optional academic case resolution)**

A faculty conference is an optional way in which an alleged act of academic misconduct can be resolved.

#### **1. Initiation of Complaint**

The Faculty Conference is initiated by the instructor of record, who requests the meeting with the

Respondent to discuss the alleged misconduct. Should the Respondent not choose to participate in a Faculty Conference, the instructor should forward the case to OSI for investigation.

#### **2. Participants**

The Faculty Conference involves the instructor of record and the Respondent. The Faculty Conference may also involve Witnesses and a representative from OSI if requested by either the instructor or the Respondent.

#### **3. Process**

During the Faculty Conference, the instructor of record explains the alleged misconduct, supporting Information, and the Rights of the Respondent. The Respondent has the opportunity to provide 1) his/her response to alleged misconduct, 2) supporting Information, and 3) Witnesses.

#### **4. Conclusion**

- If the instructor finds the Respondent not responsible, the case is closed.
- If the instructor finds the Respondent responsible, but the Respondent does not admit responsibility, the instructor forwards the case to OSI for investigation.
- If the instructor finds the Respondent responsible, and the Respondent acknowledges responsibility, the instructor proposes a Faculty Resolution including 1) a Sanction of Disciplinary Warning, or Disciplinary Probation, 2) a grade penalty, and 3) an educational component.
- If the Respondent agrees to the Faculty Resolution, the Faculty Member forwards the resolution to OSI for consideration. OSI will determine if the Respondent has prior disciplinary history. If so, in the case will be investigated by OSI, in accordance with Section D.4.
- If the Respondent does not agree to the Faculty Resolution, the Faculty Member forwards the case to OSI.

#### **5. Implementation**

- The Respondent is formally notified of the proposed Faculty Resolution by OSI, according to the communication guidelines in Section D.2.
- The Faculty resolution goes into effect upon delivery unless the Respondent requests within five (5) business days that the case be forwarded to OSI for investigation.

#### **SANCTIONS**

Sanctions are imposed only when the Respondent is found responsible for one (1) or more violations of the Student Code of Conduct. All Sanctions are officially recorded. Sanctions are determined by the severity of the case and the

disciplinary history of the Respondent(s). A Respondent who is found responsible must be given one of the four (4) Sanctions, listed in Section E1 in ascending order of severity. In addition the Respondent may be subject to one or more Supplementary Requirements. There is no requirement that a Student receive less severe sanctions before more severe sanctions; some conduct may warrant immediate expulsion.

### 1. Sanction Descriptions

#### a. Disciplinary Warning

A Disciplinary Warning means that the Student has been found responsible for violating the Institute's Code of Conduct. Any further disciplinary violation may result in disciplinary action up to and including Expulsion.

#### b. Disciplinary Probation

Disciplinary Probation means that the Student has been found responsible for violating the Institute's Code of Conduct. Disciplinary Probation is for a specified period of time. Any further disciplinary violation may result in disciplinary action up to, and including Expulsion.

#### c. Suspension

Suspension means that the Student has been found responsible for violating the Institute's Code of Conduct. Suspension is separation of the Student from the Institute for a specified period of time, after which the Student is eligible to return. Conditions for readmission may be specified by OSI or the Vice President for Student Life and Dean of Students. A suspended Student shall immediately leave campus and may not re-enter campus without prior approval from OSI. Students on suspension are not permitted to enroll in classes at the Institute during their suspension. The Vice President for Student Life and Dean of Students will determine when the Respondent has met the requirements for readmission. Any further disciplinary violation may result in disciplinary action up to and including Expulsion.

#### d. Expulsion

Expulsion means that the Student has been found responsible for violating the Institute's Code of Conduct. Expulsion is permanent separation and termination of the Respondent's status as a Georgia Tech Student, and exclusion from Institute Premises, privileges, and activities

### 1. Supplementary Requirements

a. Restitution: Payment to the Institute or to an affected party for damages resulting from a violation of the Student Code of Conduct.

b. Fine: A monetary penalty paid to the Institute.

c. Grade Change: Change of grade for the course and/or coursework in which the academic misconduct occurred.

d. Programmatic Requirements: Required completion of designated educational programs

(e.g., alcohol, community issues, anger management, assessments, etc.).

e. Restrictions: Exclusion from participation in specified services and activities.

f. Revocation of Admission and/or Degree: Admission to, or a degree awarded from the Institute may be revoked for fraud, misrepresentation, or other violation of Institute standards in obtaining the degree, or for other serious violations committed by a Student prior to graduation.

g. Withholding Degree: The Institute may withhold awarding a degree otherwise earned until the completion of the

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process set forth in this Student Code of Conduct, including the completion of all Sanctions and Supplementary Requirements, if any.

h. Other Requirements: Other Requirements may be imposed.

## **APPEAL PROCEDURES**

### **1. Reasons for Appeal**

The appeal process is not intended to grant a new hearing at a higher level. An appeal shall be limited to a review of the record of the initial hearing, supporting documents, and the Respondent's written appeal. The Respondent must explicitly state why he or she believes an appeal is warranted. Appeals will be considered only for the following reasons:

- a. To determine whether the original hearing was conducted fairly and in conformity with prescribed procedures;
- b. To determine whether there was sufficient evidence to support the decision;
- c. To determine whether the Sanctions and Supplementary Requirements imposed were appropriate for the violation for which the Student was found responsible; and/or
- d. To determine whether new Information, not available at the time of the hearing, is relevant to the final decision.

### **2. Process**

If a case is appealed, sanctions are not imposed while the appeal is pending unless the welfare of a person or the community is threatened.

Sanctions will be imposed if an appeal is not filed, the deadline for an appeal passes, or when an appeal decision has been finalized.

The appeal must be addressed to the appropriate Appellate Officer and delivered to the Office of Student Integrity within five (5) business days of the delivery of the decision. Appeal decisions will normally be rendered within ten (10) business days either in person, or in accordance with the communication guidelines. Extension of these deadlines may be granted for extenuating circumstances. At the discretion of the Appellate Officer, a designee may be selected to determine the outcome of the appeal.

For all decisions made by the Office of Student Integrity, the Appellate Officer shall be the Vice President for Student Life and Dean of Students.

For all academic cases where the sanction includes suspension or expulsion, Undergraduate Students may, after an appeal to the Vice President for Student Life and Dean of Students, appeal to the Institute President, via the Vice Provost for Undergraduate Education. The Vice Provost for Undergraduate Education will review and make a recommendation to the Institute President. The Institute President's decision will be the final decision of the Institute.

For all academic cases where the sanction includes suspension or expulsion, Graduate Students may, after an appeal to the Vice President for Student Life and Dean of Students, appeal to the Institute President, via the Vice Provost for Graduate Education and Faculty Affairs. The Vice Provost for Graduate Education and Faculty Affairs will review and make a recommendation to the Institute President. The Institute President's decision will be the final decision of the Institute.

### **3. Appeal Decisions**

Decisions of the Appellate Officer go into effect immediately. The Appellate Officer is authorized to take one of the following actions:

- a. dismiss the appeal for failure to state valid reasons;
- b. find no error and uphold the original decision;
- c. uphold the original decision, but modify Sanctions and/or Supplementary Requirements;
- d. remand the case to a Student Conduct Administrator or Student Conduct Panel; or
- e. reverse the original decision.

### **4. Board of Regents**

The Board of Regents of the University System of Georgia (the "Board") is the final appellate authority for all cases of suspension or expulsion that have been reviewed by the Institute President. Should the Respondent be dissatisfied with the decision of the Institute President, he/she may apply to the Board for a review of the decision. The application for review shall be submitted in writing to the executive secretary of the Board within the period specified by the Board of Regents.

## **RECORD KEEPING AND RELEASE OF INFORMATION**

### **1. Maintenance of Disciplinary Files**

A case referral results in the creation of a disciplinary file in the name of the Respondent. Disciplinary files of Students found responsible of any charges against them will be retained for five (5) years after graduation or date of last attendance. Disciplinary records containing records of Suspension and Expulsion will be permanently retained. This file shall be destroyed if the Student is found not responsible for the charges.

### **2. Release of Information**

Student disciplinary records shall be governed by the Family Educational Rights and Privacy Act 20 U.S.C. § 1232g.

- a. Academic or non-academic misconduct resulting in expulsion may be released to third parties indefinitely.
- b. Academic misconduct that resulted in suspension may be released to third parties for five years after sanction completion.
- c. Any non-academic misconduct that resulted in suspension where a potential threat to the campus community exists (including but not limited to illegal drug distribution, endangering or harming any person, or jeopardizing the safety of any person) may be released to third parties for five years after sanction completion. In instances of suspension where no threat to the community is identified, the suspension may be reported until the sanction is complete.
- d. Any academic or non-academic misconduct that did not result in suspension or expulsion is not released to third parties.
- e. The Institute requires a specific written request from the student to release the entire disciplinary record to third parties.

### **4. Transcript Encumbrances**

In pending cases that could result in Suspension or Expulsion, the Vice President for Student Life and Dean of Students will normally place a temporary encumbrance (hold) on a Respondent's records. The Vice President for Student Life and Dean of Students will also place a hold on a Respondent's records if the Respondent fails to respond to an official request to meet or if the Respondent fails to complete assigned Sanctions

## **REFERENCES**

Academic Honor Code: [www.honor.gatech.edu](http://www.honor.gatech.edu)

Board of Regents: [www.usg.edu/policymanual/](http://www.usg.edu/policymanual/)

Computer Use and Network Policy: [www.security.gatech.edu](http://www.security.gatech.edu)

Faculty Senate: [www.Facultysenate.gatech.edu](http://www.Facultysenate.gatech.edu)

Office of the Vice President for Student Life and Dean of Students:

[www.studentlife.gatech.edu/](http://www.studentlife.gatech.edu/)

Office of Student Integrity: [www.osi.gatech.edu](http://www.osi.gatech.edu)

## Student Organizations Conduct

**Last Revised:** Mar 2016

**Review Date:** Mar 2020

**Policy Owner:** Student Life

**Contact Name:** John Stein

**Contact Title:** VP of Student Life

**Contact Email:** john.stein@vpss.gatech.edu

### STUDENT ORGANIZATION CODE OF CONDUCT PROCEDURES

#### 1. Case Referrals

Any person may file a complaint against an Organization for violations of the Student Code of Conduct. The complaint shall be prepared in writing and directed to OSI. The procedures for filing a complaint can be found on the OSI website. This complaint should be submitted as soon as possible after the event takes place or when it is reasonably discovered, no later than thirty (30) business days following the discovery of the incident. In extraordinary circumstances, OSI may waive this timeline for good cause.

#### 2. Communication

All communication (requests for meetings, notifications, notice of hearings, etc.) will be provided via the official Institute e-mail address of the Organization's President, as defined by the Office of Information Technology. If the Organization president is not currently enrolled, the notification will be sent via U.S. Postal Service to the Student's last known address on file with the Office of the Dean of Students and notification will be sent to the Organization's Advisor via his or her official Institute email address.

#### 3. Rights of the Respondent Student Organization

Throughout the conduct process, the Respondent is granted the following rights:

1. to seek information from a Student Conduct Administrator about the Investigation and Resolution Process
2. to be informed of the charge(s) and alleged misconduct upon which the charge is based
3. to be informed of the Information upon which a charge is based and afforded an opportunity to offer a relevant response
4. to be accompanied by an Advisor
5. to remain silent with no inference of responsibility drawn
6. to call and question relevant Witnesses
7. to present Information in the Student Organization's behalf
8. to be considered not responsible until proven responsible by a Preponderance of the Evidence
9. to appeal the decision
10. to waive any of the above rights.

#### 4. Investigation and Resolution Process

The Institute's conduct process utilizes an investigatory model, not an adversarial model, with the primary goal of uncovering the truth. The standard of proof shall be a Preponderance of the Evidence. During the investigation, the Organization should continue to participate in Institute functions unless otherwise instructed by the Dean of Students. The investigation and resolution process is as follows:

After OSI receives a complaint, the Student Conduct Administrator will review the complaint and any supporting Information to decide what, if any, process to initiate. The Student Conduct Administrator will determine whether

the facts as alleged in the complaint or report are sufficient to initiate Institute conduct proceedings.

1. If the Student Conduct Administrator determines that the facts of the complaint or report, even if true, would not constitute a violation of policy, no further action will be taken. Otherwise, the Student Conduct Administrator may (1) attempt to resolve the situation through an informal resolution process including but not limited to mediation or a meeting between the Organization and a Student Conduct Administrator or a third party; or (2) initiate a conduct process.
2. The Student Conduct Administrator may also determine, in consultation with the Director of Greek Life or the Director of Student Involvement, that the facts of the complaint may constitute a violation of that Organization's own governing documents or bylaws and should be adjudicated by the Organization's governing board conduct process. If the Organization conducts its own process, that process may occur at the same time as any Institute Conduct process.
3. If OSI receives multiple complaints involving the same Organization, each complaint will be considered separately in determining whether a conduct process should be initiated. Multiple charges against the same Respondent will generally be investigated and adjudicated separately; however, multiple charges may be aggregated under appropriate circumstances, which may include, but are not limited to, consent of the parties, similar or related conduct, and the administrative burden of considering the charges separately.
4. If the Student Conduct Administrator initiates a conduct process, the Organization president is notified and is requested to contact the Student Conduct Administrator within five (5) business days of the notification to schedule an Administrative Conference. During the conduct process, the Respondent should continue to engage in Institute functions unless otherwise instructed by the Vice President for Student Affairs and Dean of Students or by the Student Conduct Administrator. Should the Organization president fail to contact the Student Conduct Administrator within five (5) business days, or fail to attend the Administrative Conference, the Student Conduct Administrator may resolve the case in the Organization's absence, or may refer the case to a Student Conduct Panel.
5. At the Administrative Conference, the Organization president is presented with the alleged violation of the Student Code of Conduct, supporting information and an explanation of his/her rights. The Organization president may bring an Advisor. However, if the Advisor disrupts the investigation and resolution process, he/she may be asked to leave.
6. The case will be adjudicated by the Student Conduct Administrator or a Student Conduct Panel. The Organization president may state a preference for a decision to be rendered by the Student Conduct Administrator or by a Student Conduct Panel. The Organization president may also request that the case be adjudicated by a different Student Conduct Administrator than that initially authorized to hear the case in the event of perceived bias of the initially authorized official. The Organization president's reasons for his/her preference must be conveyed to the Vice President for Student Life and Dean of Students, in writing, before the investigation begins. Ordinarily, the Organization president's preference will be honored; however, the Vice President for Student Life and Dean of Students will make the final decision in his/her sole discretion. If the Organization president's preference is not honored, the rationale for the decision will be provided to the Organization president in writing. The Vice President for Student Life and Dean of Students reserves the right to determine the process to be used based on the relevant facts and circumstances, including, but not limited to:
  - imminent graduation of the Student(s) associated with the Organization;
  - end of the semester; or
  - extraordinary circumstances.
7. If the case is to be adjudicated by the Student Conduct Administrator, the Organization president shall provide his/her statement regarding the alleged misconduct, supporting information, and names of Witnesses, no later than forty-eight (48) hours following the conclusion of the Administrative Conference. The Student Conduct Administrator shall continue the investigation as necessary by meeting with the Complainant(s), and Witnesses and gathering additional information. If the Student Conduct Administrator determines that a Witness (including faculty or staff) may have relevant information, s/he will make a good faith effort to contact such Witness to obtain a statement from the

Witness. Before rendering a decision, the Student Conduct Administrator will communicate with the Organization president and share with the Organization president the Information collected. The Student Conduct Administrator will then render a final decision, which will be sent to the Organization president's Institute email address.

8. If the case is to be adjudicated by the Student Conduct Panel, the case shall be referred to the Student Conduct Panel and follow the procedures outlined in Section 5.b of this Code.
9. Resolution of the case should be made within thirty (30) business days of the Administrative Conference. If resolution cannot be reached in thirty (30) business days, OSI will inform the Organization president and the Complainant. OSI may waive this timeline for good cause.

## **5. Forms of Case Resolution**

### **1. Administrative Resolution**

The Student Conduct Administrator renders a decision of 1) Not Responsible, which closes the case or 2) Responsible for one or more violations with an appropriate Sanction, and, as warranted, one or more from among the Supplementary Requirements. The Organization president, after being notified of the Student Conduct Administrator's decision, may submit an appeal to the Vice President for Student Life and Dean of Students according to appeal procedures described in Section G of the Student Code of Conduct.

### **2. Student Conduct Panel**

#### **1. Decisions and Sanctions**

The Student Conduct Panel, after convening a hearing, makes a recommendation of (1) not responsible, or (2) responsible, with an appropriate sanction to the Director of Student Integrity. The Director of Student Integrity, after reviewing the case, renders a decision of 1) Not Responsible, which closes the case, or 2) Responsible for one or more violations of the Student Code of Conduct with an appropriate Sanction and, as warranted, one or more from among the Supplementary Requirements. The Organization president, after being notified of the decision and Sanction, may appeal to the Vice President for Student Life and Dean of Students, according to appeal procedures described in Section G of the Student Code of Conduct.

#### **2. Scheduling of Student Conduct Panel Hearing**

After the case is forwarded to a Student Conduct Panel, the Complainant(s) and the Respondent(s) will be notified of available dates and times for a hearing. The Organization president may indicate preferences from among the available dates and times, which will be considered by OSI if received within three (3) business days.

This official notice will be provided at least five (5) business days prior to the hearing and will include the time, date, and location of the hearing. In addition, the notice will specify the Complainant(s), Witnesses(s), and nature of the alleged misconduct. The Organization president may waive the notification timeline in order to expedite the hearing process. Upon request, the Organization president may meet with a Student Conduct Administrator to review Information and hearing procedures.

#### **3. Hearing Participants and Attendees**

- Student Conduct Panel hearings shall ordinarily be closed except for the Respondent(s), the Complainant(s), Advisor(s), and Witnesses. Exceptions may be made at the discretion of the Chairperson. Witnesses are allowed at the discretion of the Chairperson. The Chairperson may exclude any person, including the Organization, who disrupts a hearing.
- A Organization who fails to appear after proper notice will be deemed to have responded "Not Responsible" to the charges against him/her and to have exercised the right to remain silent without prejudice. At the discretion of the Chairperson the hearing may be conducted in the absence of the Student(s) and all the Information regarding the alleged misconduct shall be presented and considered.
- The Complainant(s) and Respondent(s) have the right to be accompanied by an Advisor. The Complainant(s) and/or Respondent(s) should select an Advisor who can attend the



hearing at the scheduled date and time. Delays are not usually granted due to scheduling conflicts of an Advisor.

- Subject to the Chairperson's control of the hearing, the Complainant(s), Respondent(s) and their Advisors, shall be allowed to attend the Student Conduct Panel hearing, but not Panel deliberations.
- In Student Conduct Panel hearings involving more than one Accused, OSI may permit the Student Conduct Panel hearings concerning each Organization to be conducted either separately or jointly.
- A maximum of two (2) character Witnesses will be allowed in a hearing.

#### 4. Hearing Procedures

- The Chairperson shall exercise control over the proceedings to achieve orderly completion of the hearing.
- Advisors are restricted to private communications with their advisee(s). If the Advisor disrupts the investigation and resolution process, he/she may be asked to leave.
- All questions by the Complainant(s) and Respondent(s) must be directed to the Chairperson, rather than to the Witness directly. Questions of whether potential Information will be received shall be resolved at the discretion of the Chairperson.
- In addition to the Information provided by OSI, the Student Conduct Panel, at the discretion of the Chairperson, may accept additional pertinent Information and testimony (including impact statements). Any letters of recommendation submitted by the Respondent will be admitted for consideration at the discretion of the Chairperson and, if admitted, will be viewed only during Panel deliberations.
- All procedural questions arising during the hearing are subject to the final decision of the Chairperson.
- The Student Conduct Panel's standard of proof shall be a Preponderance of the Evidence.
- The Student Conduct Panel in consultation with OSI, may reasonably accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant(s), Respondent(s), and/or Witnesses during the hearing.
- The Student Conduct Panel shall make a recording and/or summary transcription of the proceeding, which will serve as the official record of the hearing. No other recording will be permitted. The Respondent or the Complainant may request a copy of the Institute's recording upon payment of the cost to reproduce the recording, or may listen to the original recording in a location designated by OSI at no charge. The record shall be the property of the Institute, and is subject to the Family Educational Rights and Privacy Act of 1974, 20 USC §1232g.

## Sexual Misconduct

**Effective Date:** Jul 2016

**Last Revised:** Nov 2019

**Review Date:** Aug 2022

**Policy Owner:** Institute Diversity, Equity, and Inclusion

**Contact Name:** Burns Newsome

**Contact Title:** Executive Director, Equity and Compliance

**Contact Email:** burnsnewsome@gatech.edu

**Reason for Policy:**

The Georgia Institute of Technology is committed to maintaining a learning environment that is safe and fosters the dignity, respect, and worth of students, faculty, and staff. Each member of the community has the responsibility to practice and to expect the highest ethical principles and standards of conduct. Persons who do not adhere to these principles and standards by the commission of sexual harassment or sexual misconduct damage the community and its members.

This policy addresses the process and procedures for addressing complaints of sexual misconduct committed by students. The process and procedures for claims of sexual misconduct committed by employees are addressed in the [Equal Opportunity, Nondiscrimination, and Anti-Harassment Policy](#) issued by the Office of Human Resources.

**Policy Statement:**

Discrimination on the basis of sex is prohibited by the Georgia Institute of Technology. This prohibition applies to students, faculty, staff, and all other members of the Institute community.

Complaints of sex discrimination, including but not limited to nonconsensual sexual contact, sexual harassment, stalking, intimate partner violence, dating violence, and retaliation, shall be addressed as provided in [Policy 6.7 \(Sexual Misconduct Policy\)](#) and [Policy 4.6.5 \(Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings\)](#) of the Policy Manual of the Board of Regents of the University System of Georgia. The [Student Code of Conduct \(Non-Academic Misconduct\)](#) may also apply where the Board of Regents policies are silent.

The Board of Regents Sexual Misconduct Policy (Policy 6.7) applies to all members of the Institute community. Policy 4.6.5 sets forth the process and procedures for claims of sexual misconduct committed by students.

**Scope:**

The Board of Regents Sexual Misconduct Policy (Policy 6.7) applies to all members of the Institute community. Policy 4.6.5 sets forth the process and procedures for claims of sexual misconduct committed by students.

**Policy Terms:**

<b>Community</b>	Students, faculty, and staff as well as contractors, vendors, visitors, and guests.
<b>Complainant</b>	An individual lodging a complaint. The complainant may not always be the alleged victim.
<b>Confidential Employees</b>	Institution employees who have been designated by the Institution’s Coordinator to talk with an alleged victim in confidence. Confidential Employees must only report that the incident occurred and provide date, time, location, and name of alleged respondent (if known) without revealing any information that would personally identify the alleged victim. This minimal reporting must be submitted in compliance with Title IX and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”). Confidential Employees may be required to fully disclose details of an incident in order to ensure campus safety.
<b>Consent</b>	Words or actions that show a knowing and voluntary willingness to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, intimidation or coercion; by ignoring or acting in spite of objections of another; or by taking advantage of the incapacitation of another where the respondent knows or reasonably should have known of such incapacitation. Minors under the age of 16 cannot legally consent under Georgia law.

	<p>Consent is also absent when the activity in question exceeds the scope of consent previously given. Past consent does not imply present or future consent. Silence or an absence of resistance does not imply consent.</p> <p>Consent can be withdrawn at any time by either party by using clear words or actions.</p>
<b>Dating Violence</b>	<p>Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.</p>
<b>Domestic Violence</b>	<p>Violence committed by a current or former spouse or intimate partner of the alleged victim; by a person with whom the alleged victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, or by a person similarly situated to a spouse of the alleged victim.</p>
<b>Incapacitation</b>	<p>The physical and/or mental inability to make informed, rational judgments. It can result from mental disability, sleep, involuntary physical restraint, status as a minor under the age of 16, or from intentional or unintentional taking of alcohol and/or other drugs. Whether someone is incapacitated is to be judged from the perspective of an objectively reasonable person.</p>
<b>Nonconsensual Sexual Contact</b>	<p>Any physical contact with another person of a sexual nature without the person's consent. It includes but is not limited to touching (or penetrating) of a person's intimate parts (such as genitalia, groin, breasts, or buttocks); touching (or penetrating) a person with one's own intimate parts; or forcing a person to touch his or her own or another person's intimate parts.</p>
<b>Privileged Employees</b>	<p>Individuals employed by the institution to whom a complainant or alleged victim may talk in confidence, as provided by law. Disclosure to these employees will not automatically trigger an investigation against the complainant's or alleged victim's wishes. Privileged Employees include those providing counseling, advocacy, health, mental health, or sexual-assault related services (e.g., sexual assault resource centers, campus health centers, pastoral counselors, and campus mental health centers) or as otherwise provided by applicable law. Exceptions to confidentiality exist where the conduct involves suspected abuse of a minor (in Georgia, under the age of 18) or otherwise provided by law, such as imminent</p>

	threat of serious harm.
<b>Respondent</b>	Individual who is alleged to have engaged in conduct that violates this Policy.
<b>Responsible Employees</b>	Those employees who must promptly and fully report complaints of or information regarding sexual misconduct to the Coordinator. Responsible Employees include any administrator, supervisor, faculty member, or other person in a position of authority who is not a Confidential Employee or Privileged Employee. Student employees who serve in a supervisory, advisory, or managerial role are in a position of authority for purposes of this Policy (e.g., teaching assistants, residential assistants, student managers, orientation leaders).
<b>Sexual Exploitation</b>	<p>Taking non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or for the benefit or advantage of anyone other than the one being exploited.</p> <p>Examples of sexual exploitation may include, but are not limited to, the following:</p> <ol style="list-style-type: none"> <li>1. Invasion of sexual privacy;</li> <li>2. Prostituting another individual;</li> <li>3. Non-consensual photos, video, or audio of sexual activity;</li> <li>4. Non-consensual distribution of photo, video, or audio of sexual activity, even if the sexual activity was consensual;</li> <li>5. Intentional observation of nonconsenting individuals who are partially undressed, naked, or engaged in sexual acts;</li> <li>6. Knowingly transmitting an STD or HIV to another individual through sexual activity;</li> <li>7. Intentionally and inappropriately exposing one's breasts, buttocks, groin, or genitals in non-consensual circumstances; and/or</li> <li>8. Sexually-based bullying.</li> </ol>
<b>Sexual Harassment</b>	Unwelcome verbal, nonverbal, or physical conduct, based on sex or on gender stereotypes, that is implicitly or explicitly a term or condition of employment or status in a course, program, or activity; is a basis for employment or educational decisions; or is sufficiently severe, persistent, or pervasive to interfere with one's work or educational performance creating an intimidating, hostile, or offensive work or learning environment, or interfering with or limiting one's ability to participate in or to benefit from an institutional program or activity.

<b>Sexual Misconduct</b>	Includes, but is not limited to, such unwanted behavior as dating violence, domestic violence, nonconsensual sexual contact, sexual exploitation, sexual harassment and stalking.
<b>Stalking</b>	Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily, require medical or other professional treatment or counseling.

**Procedures:**

<b>5.1 Reporting Options</b>	
<b>To speak with a confidential resource</b>	<p>A student victim may speak confidentially with individuals designated as Confidential Employees (see "Definitions" section), including the Institute's VOICE Advocates.</p> <p>In this case, general information is collected for campus safety statistics without revealing information that would identify the victim.</p>
<b>To pursue a Sexual Misconduct Investigation</b>	<p>A victim may report a violation in writing or in person to the Title IX Coordinator or Deputy Coordinators to begin an investigation. A victim may also report a violation to any other Responsible Employee of the Institute, as defined in this Policy. Upon the report of an alleged violation, the Responsible Employee will inform the victim of:</p> <ul style="list-style-type: none"> <li>• the Responsible Employee's obligation to report the alleged violation to the Title IX Coordinator; and</li> <li>• the victim's option to discuss available resources, including counseling, support and investigation, with the Title IX Coordinator or a confidential VOICE Advocate; and</li> <li>• the victim's right to file a complaint with the Institute and to report a crime to Georgia Tech and/or local police.</li> </ul> <p>To prepare for the official conduct process, students are encouraged to meet with a VOICE Advocate prior to</p>

	<p>making the official complaint with the Title IX Coordinator.</p> <p>Victims are encouraged to report as soon as possible. However, the Institute will review all complaints of sexual misconduct.</p>
<p><b>To seek a criminal investigation</b></p>	<p>A victim may file a report with Georgia Tech Police Department or local police for a criminal investigation, which may be sought in addition to a Georgia Tech investigation.</p> <p>Reports to Georgia Tech Police Department of misconduct by students will be shared with the Title IX Coordinator and the Office of Student Integrity and will be investigated for violation of this Policy or violations of the Student Code of Conduct.</p> <p>The Office of the Dean of Students (including the Women's Resource Center) can provide to a student victim a VOICE Advocate in the Office of Health Initiatives who can assist students with reporting to Georgia Tech Police Department or local police. Advocates are confidential and available 24 hours per day.</p>

**A victim may also choose not to file any report. In that case, a victim can still receive support services. Contact a confidential VOICE Advocate in the Office of Health Initiatives for assistance.**

<p><b>5.2 Hearing Procedures</b></p>	
<p><b>Hearing Panel</b></p>	<p>The panel of any hearing for an accused student conducted pursuant to this policy shall consist of three members. Panelists shall be assigned to the panel by the Office of Student Integrity in alphabetical order from a list of appropriately trained and available Institute employees. The names and titles of persons available to serve as hearing panelists shall be publicly available and posted on the websites of the Title IX Coordinator and the Office of Student Integrity and can be accessed <a href="#">here</a>.</p>
<p><b>Request for Recusal</b></p>	<p>If a party to any student hearing conducted pursuant to this policy wishes to challenge the impartiality of any proposed panelist, the party may do so by making a written request for recusal to the Director of Student Integrity prior to the scheduled date of the hearing. All such requests for recusal shall specifically identify the alleged bias and include evidence in support of the request. The Director of Student Integrity shall rule on the request for recusal in writing within a reasonable time. If the Director grants the request for recusal, the recused panelist shall be excused and the next (in alphabetical order) available panelist shall be assigned to the hearing panel.</p>

	<p>A party who wishes to challenge the impartiality of any official or employee in the student sexual misconduct process may also submit a written request for recusal to the Title IX Coordinator, identifying the alleged bias and supporting evidence. A decision will then be made to sustain or deny the challenge and, if sustained, a replacement will be appointed, if appropriate.</p>
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**Recordkeeping and Release of Information:**

<b>Student Information</b>	
<b>Maintenance of Disciplinary Files</b>	<p>A case referral results in the creation of a disciplinary file in the name of the Respondent. Disciplinary records of students found responsible for any charges against them will be retained for five (5) years after graduation or date of last attendance. Disciplinary records containing records of suspension and expulsion will be permanently retained. This file shall be destroyed if the student is found not responsible for the charges</p>
<b>Release of Information</b>	<p>Student disciplinary records shall be governed by the Family Educational Rights of Privacy Act 20 U.S.C. § 1232g.</p> <ul style="list-style-type: none"> <li>• Certain information regarding students who are suspended or expelled may be released to third parties.</li> <li>• Any misconduct that resulted in suspension where a potential threat to the campus community exists (including but not limited to illegal drug distribution, endangering or harming any person, or jeopardizing the safety of any person) may be released to third parties for five years after sanction completion. In instances of suspension where no threat to the community is identified, the suspension may be reported until the sanction is complete.</li> <li>• Any misconduct that did not result in suspension or expulsion is not released to third parties.</li> </ul> <p>The Institute requires a specific written request from the student to release the entire disciplinary record to third parties.</p>

**Resources:**

In certain instances of sexual misconduct, for example rape, it is important for the victim to receive medical attention within the first 120 hours. This timeframe allows more options for medical assistance and a greater likelihood of

collecting evidence if the victim chooses to report the incident. Medical care is still encouraged after 120 hours if the victim has not yet sought care.

The Georgia Tech Stamps Health Services (including the Primary Care Clinic and Women's Clinic) is available during regular hours for medical assistance and follow-up care. Local rape crisis centers are available for medical and counseling assistance 24 hours a day.

Health Initiatives (including the Institute's VOICE Advocates), Counseling Center, Health Services (including Women's Health), and the Women's Resource Center are also available resources. VOICE Advocates are available 24 hours per day including weekends and holidays. Additional campus resources for students includes the Office of the Dean of Students. Campus resources for faculty and staff are available through the Institute's Employee Assistance Program and through other programs in the Office of Human Resources. Numerous off-campus services are also available.

In addition, a counselor and a member of the Office of the Dean of Students staff are on call 24 hours a day. After hours, staff members are available through the Georgia Tech Police Department (404-894-2500); their assistance may be requested without making a police report. Counseling resources are available for all persons involved in an incident of sexual misconduct.

The aftermath of sexual violence can be devastating to the individuals involved as well as the community. Given the impact on members of the Georgia Tech community, the Institute takes sex harassment seriously and actively works to end it on campus through prevention, advocacy, and educational programs for all incoming students and new employees, as well as ongoing prevention and awareness campaigns for current students and employees. One such coordinated effort is called VOICE, a campus-wide prevention program housed in Health Initiatives, a unit of the Georgia Tech Department of Health and Wellbeing.

The most up-to-date campus and community resource information is available at VOICE, [www.healthinitiatives.gatech.edu/voice](http://www.healthinitiatives.gatech.edu/voice) or by contacting a VOICE Advocate at 404-385-4464 or 404-385-4451.

VOICE Advocates	404-385-4464 404-385-4451	<a href="http://healthinitiatives.gatech.edu/contact-voice">http://healthinitiatives.gatech.edu/contact-voice</a>
VOICE 24-Hour Info Line	404-894-9000	<a href="http://www.healthinitiatives.gatech.edu/voice">www.healthinitiatives.gatech.edu/voice</a>
Center for Assessment, Referral and Education (CARE)	404-894-3498	<a href="http://www.care.gatech.edu">www.care.gatech.edu</a>
Stamps Health Services	404-894-9980	<a href="http://www.health.gatech.edu">www.health.gatech.edu</a>
Georgia Tech Counseling Center	404-894-2575	<a href="http://www.counseling.gatech.edu">www.counseling.gatech.edu</a>
Office of the Dean of Students	404-894-6367	<a href="http://www.deanofstudents.gatech.edu">www.deanofstudents.gatech.edu</a>
Title IX Coordinator	404-385-5583	<a href="http://titleix.gatech.edu">titleix.gatech.edu</a>
Georgia Tech Police	404-894-2500	<a href="http://www.police.gatech.edu">www.police.gatech.edu</a>
Women's Health	404-894-1434	<a href="http://health.gatech.edu/services/womens">http://health.gatech.edu/services/womens</a>
Women's Resource Center	404-894-0230	<a href="http://www.womenscenter.gatech.edu">www.womenscenter.gatech.edu</a>
LGBTQIA Resource Center	404-385-2679	<a href="http://lgbtqia.gatech.edu">lgbtqia.gatech.edu</a>

Students may additionally file a complaint of discrimination with the Office of Civil Rights (OCR):



Office for Civil Rights  
 U.S. Department of Education  
 Region IV  
 61 Forsyth Street, SW  
 Atlanta, GA 30303  
 Tel: (404) 974-9450  
 Fax: (404) 974-9459

**Enforcement:**

To report suspected instances of ethical violations, please visit Georgia Tech’s *EthicsPoint*, a secure and confidential reporting system, at: [https://secure.ethicspoint.com/domain/en/report\\_custom.asp?clientid=7508](https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7508)

**Related Information:**

- [Policy 6.7 Board of Regents Sexual Misconduct Policy](#)
- [Policy 4.6.5 Board of Regents Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings](#)
- [Equal Opportunity, Nondiscrimination, and Anti-Harassment Policy](#)
- [Cyber Security Policies](#)
- [Title II of Public Law 101-542 Crime Awareness and Campus Security Act](#)
- [Georgia Tech Employee Assistance Program](#)
- [Good Samaritan/Medical Amnesty Provision](#)
- [Office of Student Integrity](#)
- [Student/Student Organization Alcohol Policy](#)
- [Student Code of Conduct \(Non-Academic Misconduct\)](#)
- [Student Organizations Code of Conduct](#)
- [EthicsPoint](#)

**Policy History:**

Revision Date	Author	Description
October 10, 2019	Compliance Programs	Updated Policy
September 26, 2018	Compliance Programs	Updated Policy
August 14, 2017	Compliance Programs	Updated Policy
July 1, 2016	Compliance Programs	New Policy

## Student Government Associations

### Graduate Student Government Association

The purpose of the Georgia Tech Graduate Student Government Association is to represent the graduate student body in all matters concerning academics, welfare, administration, social activities, and other matters specific to graduate students; to work with the Office of Vice Provost for Graduate and Undergraduate Studies and the Office of Dean of Students in promoting greater recognition of graduate education on and off campus; to promote closer graduate student-faculty-administration relations; and to stimulate interest in and appreciation of graduate education both on and

off campus.

**For Graduate Student Government Association Policies,\* please see:** <http://sga.gatech.edu/g/about/policy/>

*\*For the purposes of student government autonomy, these policies are not subject to the Student Regulations Process (i.e., Institute Graduate Committee and Academic Senate) as outlined in the Institute Policy Development and Life Cycle Process.*

## Undergraduate Student Government Association

**Review Date:** Dec 2014

"The Institute recognizes that students may become involved constructively in efforts of individuals and organizations to improve physical and social conditions of the Institute, to increase the effectiveness of the Institute, to increase the effectiveness of the processes of learning and development of maturity, and to create larger opportunities for self-government characterized by orderly procedures and the exercise of mature judgment."

--Statute 2.5.4 of the Georgia Institute of Technology

The Georgia Tech Undergraduate Student Government Association is made up of three branches, modeled after the United States federal government. Each branch serves the student body in a unique way, and is detailed below:

### Executive Branch

Key functions of the Executive Branch include addressing the needs and growing changes of the student body, reviewing campus policies, and actively developing solutions to student issues. The Executive Branch is the voice of the Georgia Tech student body.

### Legislative Branch

The primary responsibilities of the Legislative Branch include:

- Expressing the position of the the student body on issues affecting the student experience.
- Formulating the annual Student Activity Fee Budget during the spring semester.
- Allocating Student Activity Fee funds to chartered student organizations throughout the year.
- Modifying the structure and functions of Student Government.
- Approving all amendments to the Constitution and Bylaws of the Student Government Association.

### Judicial Branch

The Undergraduate Judiciary Cabinet (UJC) serves two main purposes: upholding non-academic integrity and interpreting any actions or legislation of the USGA to uphold the system of checks and balances provided for by the Undergraduate Constitution. The UJC also has appellate jurisdiction over all lower courts. At any given time there are twelve acting justices and one Chief Justice.

**For Undergraduate Student Government Association Policies,\* please see:** <http://sga.gatech.edu/ug/>

*\*For the purposes of student government autonomy, these policies are not subject to the Student Regulations Process (i.e., Student Regulations Committee and Academic Senate) as outlined in the Institute Policy Development and Life Cycle Process.*

## Student Health Policies

### Special Health Considerations

**Review Date:** Dec 2014

**Form Links:** [CONTACT US](#)

**Related Information:**

[Health website](#)

[ADAPTS website](#)

It is the responsibility of all students to notify the Health Center, the School of Applied Physiology, and the Office of Disabled Student Services of any disability that would make participation in swimming, competitive sports, and aerobic training hazardous to their well-being. Any student requesting special consideration because of mental or physical disability should have his or her physician write an explanatory letter, giving full details of the disability and consequent limitations on physical activity, to the medical director of Health Services. This letter must accompany the Medical Entrance form.

### Student/Student Organization Alcohol Policy

**Last Revised:** Aug 2015

**Review Date:** Aug 2020

**Policy Owner:** Student Life

**Contact Name:** John Stein

**Contact Title:** VP, Student Life

**Contact Email:** john.stein@vpss.gatech.edu

**Form Links:** [Student Alcohol Event Planning Form](#)

The purpose of this policy is to promote and educate about the lawful and responsible use of alcohol by students, and to educate about illegal drugs in order to maintain an environment that is consistent with the educational focus of Georgia Tech.

Georgia Tech will comply with all federal, state, and local laws and policies, including the policies of the Board of Regents of the University System of Georgia, on the abuse of alcohol and other drugs by its students. The legal drinking age in the State of Georgia is 21.

Each member of the Georgia Tech community should be involved in the implementation of, and compliance with this policy. Unless otherwise stated by law, each individual retains responsibility for his or her actions at all times regardless of his or her mental state, even if altered by alcohol or other drugs.

Campus organizations may develop and enforce additional group/individual standards which are more restrictive than those established in this policy.

#### STANDARDS OF CONDUCT AND SANCTIONS

In accordance with federal and state laws and because of the potential detriment to the health and well-being of its students, all students are prohibited from engaging in the unlawful use, possession, manufacture, distribution, dispensation, and sale of alcoholic beverages, controlled substances (including marijuana), and other drugs. The term "dangerous drug" is defined in the Official Code of Georgia Section 16-13-71.

#### A. Alcohol

The sale, distribution, and consumption of alcoholic beverages in or on all Georgia Tech owned or leased (by) property, or on sidewalks/streets are specifically prohibited, with the exception of those approved by the Office of the President

or designee. This policy does not prohibit the lawful use of alcohol in Institute-owned residences.

Individual possession and/or consumption of alcohol is acceptable, provided individuals DO NOT:

- a. Possess or consume alcohol if under 21 years of age.
- b. Furnish, or cause to be furnished, any alcohol to persons under 21 years of age.
- c. Conspicuously display open containers of alcohol in any public location, including, but not limited to, grounds, sidewalks, and streets within campus boundaries (but not the public sidewalks and streets, or privately owned or leased property).
- d. Sell alcoholic beverages.
- e. Misrepresent one's age or identity in any manner for the purpose of obtaining or possessing alcohol.
- f. Serve or make available alcohol to intoxicated persons.

Alcoholic beverages may be served and/or consumed by individuals 21 and older at advertised events and activities that are promoted, sponsored, or supervised by a chartered Georgia Tech organization, providing the organization shall:

- a. Be responsible for enforcing the entire Student Policy on Alcohol and Illegal Drugs.
- b. Completed and confirmed review of the "Acknowledgement of Alcohol and Illegal Drugs Policy." This form will remain on file with the Center for Student Engagement. Acknowledgment of Alcohol and Illegal Drugs Policy Forms are available in the Center for Student Engagement. This must be signed with every officer transition.
- c. Ensure that alcohol is not the focal point, the reason for, or the drawing card for an event.
- d. Submit, and have approved, a completed Alcohol Event Planning Form. Alcohol Event Planning Forms are also available in the Center for Student Engagement.
- e. Not advertise the service or availability of alcoholic beverages at functions.
- f. Ensure that alcoholic beverages are not consumed by any individual under the legal drinking age of 21.
- g. Provide non-alcoholic beverages and food in reasonable quantity, in the same general area, and for the same time period, as the alcoholic beverages are accessible.
- h. Control access to the alcoholic beverages through a central point of distribution by a designated server within a designated area at the event (e.g. beer garden) and through the use of sober monitors. Only students who have shown proper proof of age may enter the designated area where alcohol is being served. All alcohol must be distributed and consumed within the designated area. Control is for the purpose of restricting use by those under 21 and/or who are obviously intoxicated.
- i. Not use organizational funds to purchase alcohol. Any funds used to pay for alcohol must be taken from personal/private sources and paid to a properly licensed third party vendor. Alcohol may not be paid for by the student organization via a sale at the activity or by charging an admission fee either in advance or at the door (as stated in the Georgia Code of Law, 1981 Section 3-3-21).
- j. Not use kegs, champagne/punch fountains, or other common usage containers (such as punch bowls or frozen drink machines) for alcoholic beverages.
- k. In the absence of a third-party vendor, designate or hire a TIPS (Training Intervention Procedures for Servers) trained server to monitor the service and consumption of alcohol. It is unlawful to serve or make available alcohol to intoxicated persons (as stated in the Georgia Code of Law, Section 3-3-22).
- l. Require a full-time Institute employee, who must not be a minor, to be present for the duration of functions hosted by student organizations where alcohol is served or made available. Advisers are encouraged to attend such functions.

Promotional activities regarding alcohol are as follows:

- a. The posted advertisement of alcoholic beverages on campus is not permitted. This includes, but is not limited to: chalking, electronic communications, bulletins, flyers, and social media sites.
- b. Campus publications are encouraged to minimize/eliminate all advertisement of alcoholic beverages.
- c. No promotion or advertising on campus of incentive drinking ("happy hours", "2-for-1 specials", unlimited quantities

of alcohol available at reduced prices or free, events focusing on the consumption of alcohol, etc.) is permitted.

d. Chartered student organizations and student groups may not seek or accept sponsorship or support from companies/vendors whose main focus of business is the manufacture, distribution, or sale of alcohol, other drugs or related paraphernalia.

Participants in Study Abroad programs are bound by the legal drinking age of the respective countries in which they are traveling and in all other respects this policy applies.

**Sanctions for Violation of Standards:**

Students who violate this policy will be subject to disciplinary action and penalties in accordance with the Georgia Tech Student Code of Conduct.

Attempts to circumvent the provisions in this policy in any way are an infraction of this policy.

**B. Possession and/or Use of Illegal Drugs**

Georgia Tech does not permit or condone the illegal possession and/or use of controlled substances. Controlled substances means any drug, substance, or immediate precursor included in the definition of controlled substance in the Official Code of Georgia Section 16-13-21 (4) or Schedule I through V of Section 202 of the Federal Controlled Substance Act [21 United States Code 812]. The term “dangerous drug” is defined in the Official Code of Georgia Section 16-13-71.

**Sanctions for Violation of Standards:**

Any student who violates this policy or any federal or state law or policy regarding the manufacture, distribution, sale, possession, or use of controlled substances or other dangerous drugs shall be subject to disciplinary actions and penalties in accordance with the Georgia Tech Student Code of Conduct.

Additionally, in accordance with Georgia law, any student convicted of a felony that involves the manufacture, distribution, sale, possession, or use of controlled substances or other illegal drug, or chartered student organizations and student groups involved in these activities may be subject to specific penalties required by state law.

Further information regarding the effects of drug abuse and penalties for manufacture, distribution, sale, possession, or use of controlled substances or other illegal drugs is available in the Counseling Center, Stamps Health Services and the Office of the Dean of Students.

Participants in Study Abroad programs are bound by the policies of the Georgia Institute of Technology regarding the possession and/or use of controlled substances or other illegal drugs.

**DRUG AND ALCOHOL COUNSELING, TREATMENT, AND REHABILITATION PROGRAMS**

Students with alcohol- or drug-related concerns may be referred to, or seek assistance from the Division of Student Affairs. The Division of Student Affairs provides trained professional and paraprofessional counselors in the Counseling Center for drug and alcohol abuse prevention, education, and counseling.

**POLICY REVIEW**

This policy shall be reviewed by a Task Force which includes student representation and is appointed by the Dean of Students or their designee, to determine its effectiveness, to ensure that policies are enforced and the disciplinary sanctions are consistently applied, to evaluate the effectiveness of the implementation of the educational component of the policy, and to recommend and implement changes as appropriate.

**POLICY DISTRIBUTION**

The Dean of Students, or their designee, shall oversee the annual distribution of this Policy to every Georgia Tech student. Additional copies of the Policy on Student Alcohol and Illegal Drugs may be obtained from the Office of the

Dean of Students.

**Office of Disability Services**