



Augusta Technical College

Adjunct Faculty Orientation Manual

Welcome to Augusta Technical College

In order to help **adjunct or part-time faculty** become more familiar with Augusta Tech, this *Adjunct Faculty Orientation Manual* has been developed. It is the responsibility of all adjunct faculty members to read this manual and to familiarize themselves with other policy and procedure materials to develop a knowledge base of information to adhere to policies and procedures and to better advise students. This *Augusta Technical College Adjunct Faculty Orientation Manual* complements [The Technical College System of Georgia Procedure Manual](#), which defines the general policies and procedures that pertain to faculty responsibility. The orientation manual is to be used in conjunction with the [Augusta Technical College Employee Handbook](#), [Augusta Technical College Policies and Procedures](#), [catalog](#), [program standards](#), [program guides](#), and all other documents and procedural guides.

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Background, Personnel, Employment, Attendance, Paychecks, and Parking Information

Augusta Technical College Historical Timeline

1961 - Augusta Area Vocational Technical School, with an original planned capacity of 350 students in 10 programs, was established by the Georgia State Board of Education in conjunction with the Richmond County Board of Education.

1963 - The Richmond Area Vocational School was established with a planned capacity of 250 students in 10 programs.

1966 - The two schools were combined to form Augusta Area Technical School which soon expanded to three additional sites.

1981 - With the exception of the Health Occupations programs which remained in a facility on Walton Way, the programs offered by Augusta Area Technical School were moved to one campus located off of Deans Bridge Road. By this time, the school was offering more than 30 diploma programs and numerous short-term courses.

1982 - The Commission of Colleges of the Southern Association of Colleges and Schools granted Augusta Area Technical School the right to award associate degrees in three different areas of engineering technology.

1984 - The first students graduated with an Associate Degree of Applied Technology.

1987 - Augusta Area Technical School became a state school operated by the Georgia State Board of Technical and Adult Education. The State Board changed the school name to Augusta Technical Institute. The Augusta Technical Institute Foundation was founded to promote higher education at Augusta Technical Institute by acquiring and administering cash, grants, and other funds to support scholarships, building projects, and other programs at Augusta Technical Institute.

1990 - Augusta Technical Institute became Augusta's leading provider of literacy education when the school accepted responsibility for the Office of Adult Literacy located on Broad Street.

1991 - Allied Health programs moved to the Deans Bridge Road campus when construction was completed on a new Health Sciences building.

1995 - The Augusta Technical Institute Foundation launched The Power To Be Campaign, a major gifts campaign to provide furnishings and equipment for Augusta Technical Institute's Thomson/McDuffie and Waynesboro Campuses, technology support, and funds for future land acquisition and capital construction.

1996 - Construction began on the Thomson/McDuffie Campus of Augusta Technical Institute. Augusta Technical Institute enrolled for the Fall Quarter 1996 totaled over 2,400 credit students enrolled in Associate Degree, Diploma, and Technical Certificates of Credit programs and over 3,000 students in adult literacy, continuing education, and non-credit courses/programs.

1997 - Plans were announced for the Waynesboro/Burke Campus. The Office of Adult Literacy was moved to the Augusta Campus. The Thomson/McDuffie Campus opened with 184 students in 10 credit programs.

1999 - Construction began on the Waynesboro/McDuffie Campus of Augusta Technical Institute. The

campus opened in 2000. Plans for the Student Services Classroom Building were announced for the Augusta Campus. Construction planning has begun.

2000 - Augusta Technical Institute was renamed Augusta Technical College.

2001 – Groundbreaking for new Student Services Building on December 4, 2001

2002 - Dedication of the 900 building to Thelma “T” Allgood.

2003 – the New Student Services and Classroom Buildings open

Augusta Technical College Mission

The mission of Augusta Technical College is to promote the educational, economic, and community development of the Central Savannah River Area.

Goals

To provide competency based associate degree, diploma, and technical certificate of credit programs to prepare students for employment.

To provide adult basic education services and developmental courses to prepare students for access to postsecondary education.

To provide opportunities for lifelong learning through credit and non-credit courses, workshops, and seminars.

To contribute to the development of business and industry and the community through customized education, job training, and retraining.

To provide a seamless education system by collaborating with area secondary and postsecondary institutions.

To provide support services and activities to enable students to develop and achieve educational, personal, and career goals.

To provide opportunities that allow employees to remain current in their respective positions.

To provide a planning and management system for the allocation of resources to enhance personnel, programs, facilities, technology, and equipment.

To provide a positive image through marketing and public relations activities.

To provide an institutional development program to enhance the college mission. To

provide research and assessment to enhance planning and decision-making.

Application and Hiring

At times, Augusta Technical College will hire adjunct faculty. These adjunct faculty members must have the same academic and experiential credentials as their full-time faculty counterparts. Prospective adjunct (part-time) faculty must submit an application, a résumé, and official transcripts to the human resources specialist at Augusta Technical College. Adjunct positions will be filled by the best-qualified applicants from the college’s human resources application pools. If necessary, adjunct positions will be advertised or posted through the human resources specialist. Applicant résumés and applications will be reviewed to determine appropriate adjunct faculty.

Distance Learning (Online) Instructors

All faculty members (full-time and adjunct) teaching or developing distance learning courses must meet the same criteria for academic and professional preparation as those teaching courses delivered in traditional formats. In some instances, third party vendor certifications (MOUS, MCSE, etc.) may be required as well as the appropriate academic credential. All adjunct instructors are required to provide students with contact information for full-time faculty members and/or Department Chairpersons. This information should be documented in the course syllabus.

For more information concerning Distance Learning, please reference the [Distance Learning Manual](#) or contact Tammy O'Brien, Distance Learning Coordinator, at 771-5700 or tobrien@augustatech.edu.

Orientation

The immediate supervisor should greet the new employees, orient them to their working areas, and introduce them to as many people as possible. Each person in their organizational hierarchy should be introduced to them as soon as possible. The adjunct instructor should be directed to the online orientation information for adjunct instructors; or, if a computer is not available to the new adjunct instructor, a hard copy of *The Augusta Technical College Adjunct Faculty Orientation Manual* should be provided. A mentor may be assigned to a newly hired adjunct instructor.

New Employee Packet and Personnel Information

Before beginning teaching at Augusta Tech, you must complete a new employee packet, which contains such items as an application for employment, income tax withholding statement, designation for outstanding wage payment form, employment verification form, and background investigation form. This packet can be picked up from the administrative secretary for your area of teaching. In addition, you will need to provide a copy of the following: your driver's license or picture ID, your Social Security card, and any certifications and health forms required by your teaching area. You will need to request that official transcripts from each postsecondary institution from which you have graduated be sent to your dean. Copies of these requests for transcripts need to be submitted to the dean immediately.

Contract(s)

Before the first day of class, you must sign the contract(s) for the class(es) to be taught. Your contract(s) will be initiated by your dean, department head or chair, or lead instructor for the area for which you are teaching. Instructors may find the appropriate division or building administrative secretaries in the following locations:

<i>General Education</i>	<i>Ms. Shanise Greene</i>	<i>200 Building</i>	<i>Dean's Office</i>
<i>Allied Health Sciences</i>	<i>Ms. Hattie Foreman</i>	<i>900 Building</i>	<i>Dean's Office</i>
<i>Business and Personal Services</i>	<i>Ms. Maureen Jones</i>	<i>1400 Building</i>	<i>Dean's Office</i>
<i>Industrial Technology</i>	<i>Ms. Cynthia Lighter-Jones</i>	<i>700 Building</i>	<i>Dean's Office</i>
<i>Information and Engineering Tech</i>	<i>Ms. Shirley Walker</i>	<i>800 Building</i>	<i>Room 805</i>
<i>Thomson Campus</i>	<i>Mr. Thadeus A. Duzenski</i>	<i>Vice President for Operations Office</i>	
<i>Waynesboro Campus</i>	<i>Ms. Ella S. Jones</i>	<i>Vice President for Operations Office</i>	

Instructor Attendance Policy

Part-time employees are expected to meet all scheduled classes during the quarter. If it becomes necessary for you to miss a class, you must call your department head or dean as soon as possible to arrange for the class to be covered. On your time sheet, write "Absent" beside the date you were out so that the business office can account for that time.

Instructor Evaluation

Adjunct faculty will be evaluated at least annually by the supervisor and the evaluation will form the basis for the supervisor's coaching or counseling and continuation of service. Adjunct instructors will perform a self-evaluation. The self-evaluation, annual evaluation by the supervisor, and the summary of student evaluations and the comments will be maintained in the employee file in the Dean's office. Adjunct faculty will be evaluated by the students each quarter. These evaluations will be reviewed by the supervisor and feedback provided to the instructor.

Process for Evaluation of Adjunct Faculty

Supervisor evaluations will be based on the following:

1. First quarter of teaching
 - Supervisor observation
 - Self-evaluation
 - Student/teacher evaluations
2. At least annually
 - Two quarters of supervisor observations
 - Student/teacher evaluations each quarter
3. Evaluations may be performed more frequently at the discretion of the supervisor

Paychecks

Augusta Tech employees are paid on the last working day of the month. Part-time instructors, like all Georgia state part-time employees, receive their pay on the month after the employment hours were accrued; for instance, an employee who taught during the month of April would receive pay for that work at the end of May. Paychecks may be picked up from the division administrative secretary on the last day of the month after 11:00 am. Any paychecks that are not picked up will be mailed to the employee. If you would prefer to have your paycheck mailed, simply notify your division administrative secretary.

Faculty Parking

Faculty parking spaces are designated with the word "faculty" painted on the curb in front of the space. In order to use these spaces, you must have a faculty-parking badge clearly displayed hanging from the rear view mirror of your vehicle. Your administrative secretary, upon your completion of a Parking Registration form, issues faculty parking badges. Always park with the front of your vehicle parked facing the curb.

Important Names, E-Mails, and Telephone Numbers

Emergency Contacts

Augusta Tech is patrolled by Richmond County Sheriff's Department personnel. If you have an emergency, contact the following people:

- | | | | |
|---|----------------|--|--|
| □ | Augusta | Daytime Ms. Janice Richardson Vice President of Administrative Services 4009 | |
| | | Evening Mr. Andrew Jefferson Evening Operations and Cont. Ed. Coordinator 4024 or 4000 | |

- | | | | |
|---|----------------|---|--|
| □ | Thomson | Daytime Mr. Ted Duzenski Vice President of Operations VPO Office (706) 595-0166 | |
| | | Evening Director of Continuing Education CE Office (706) 595-0166 | |

- | | | | |
|---|-------------------|---|--|
| □ | Waynesboro | Daytime Ms. Ella Jones Vice President of Operations VPO Office (706) 437-6801 | |
| | | Evening Director of Continuing Education CE Office (706) 437-6801 | |

General Education and Learning Support

Dean, Department Chairs, and Administrative Secretary

- | | |
|---|---|
| Dr. Joan C. Puryear, Dean | jpuryear@augustatech.edu 771-5729 |
| Dr. Nader Coptly, Chair
General Education and Developmental Studies | ncoptly@augustatech.edu 771-4123 |
| Mr. Mark Ristroph, Chair
General Education and Developmental Studies | mrishop@augustatech.edu 771-4072 |
| Ms. Shanise Greene, Secretary | trowe@augustatech.edu 771-4111 |

Department Faculty

*Denotes Department Chair

English

- | | |
|--|---|
| *Mr. Mark Ristroph
Chair for English and Social Sciences | mrishop@augustatech.edu 771-4072 |
| Ms. Cameron Bentley | cbentley@augustatech.edu 771-4114 |
| Ms. Felicia Wiggins | fwiggins@augustatech.edu 771-4074 |
| Ms. Carmen Matthews | cmatthews@augustatech.edu 771-4117 |
| Ms. Padmaja Vedula | pvedula@augustatech.edu 771-4117 |
| Ms. Connie Adams
Learning Support English | cadams@augustatech.edu 771-4115 |
| Ms. Emmie Stokes, Thomson
English and Learning Support English | estokes@augustatech.edu (706) 595-0166 |
| Ms. Terri Degenhardt, Waynesboro
English and Learning Support English | twalker@augustatech.edu (706) 437-6819 |

Ms. Christine Ball cball@augustatech.edu 771-4059
Learning Support Reading

Mathematics

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Ms. Nancy Molik nmolik@augustatech.edu 771-4076

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Learning Support Mathematics

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Learning Support Mathematics

Ms. Kathleen Youmans, Thomson kyoumans@augustatech.edu(706) 595-0166
Math and Learning Support Math

Ms. Johnica Mitchell, Waynesboro jmitchell@augustatech.edu(706) 437-6825
Math and Learning Support Math

Psychology

Ms. Kay MacDonald kmacdona@augustatech.edu 771-4073

Ms. Suzette Rynier srynier@augustatech.edu 771-4075

Science

*Dr. Nader Coptly, Physics ncoptly@augustatech.edu 771-4122
Chair for Math and Natural Sciences

Dr. Cindy David, Biology cdavid@augustatech.edu 771-4123

Dr. David Maryniak, Chemistry dmarynia@augustatech.edu 771-4124

Allied Health Sciences

Dean and Administrative Secretary

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Ms. Hattie Foreman, Secretary hforeman@augustatech.edu 771-4175

Department Faculty

*Denotes Department Head

Associate of Allied Health Science

*Ms. Ernestine Johnson ejohnson@augustatech.edu 771-4186

Cardiovascular Technology

*Ms. Pat Thomas (University Hospital) pthomas@uh.org 774-5044

Ms. Elisabeth Frail

Ms. Sharon Jenkins

Dental Assisting

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Dr. Frank Poole fpoole@augustatech.edu 771-4179

Emergency Medical Technology/Paramedic

*Mr. Ernest Quattlebaum equattle@augustatech.edu 771-4195

Ms. Susan Putnam sputman@augustatech.edu 771-4152

Fire Science

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Medical Assisting

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Ms. Karon Walton kw Walton@augustatech.edu 771-4197

Ms. Shannon Henninger shenning@augustatech.edu 771-4197

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Ms. Sonya Burns, Waynesboro sburns@augustatech.edu (706) 437-6807

Medical Coding

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Occupational Therapy Assistant

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Patient Care Assistant

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Pharmacy Technology

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Practical Nursing

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Ms. Pat Lisk plisk@augustatech.edu 771-4184

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Ms. Margaret Pella, Thomson mpella@augustatech.edu(706) 595-0166

Waynesboro @augustatech.edu(706) 437-6830

Ms. Beverly Moore, Waynesboro bmoore@augustatech.edu(706) 437-6830

Radiologic Technology

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Ms. Stephanie Lauderdale slauderdale@augustatech.edu 771-4781

Respiratory Therapy

*Ms. Rita Waller rwaller@augustatech.edu 721-4194

Mr. Darrell McDaniel dmcdanie@augustatech.edu 721-4193

Surgical Technology

*Mr. Gene Burke lburke@augustatech.edu 721-4191

Business and Personal Services

Dean and Administrative Secretary

Ms. Debbie Clark, Dean dclark@augustatech.edu 771-4049

Ms. Maureen Jones, Secretary mjones@augustatech.edu 771-4049

Department Faculty

*Denotes Department Head

Associate of Applied Technology

*Mr. Kurt Bradley kbradley@augustatech.edu 771-4063

Accounting

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Mr. Kurt Bradley kbradley@augustatech.edu 771-4063

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Ms. Charlotte Houke, Waynesboro chouke@augustatech.edu(706) 437-6827

Administrative Office Technology

*Ms. LeAnne Lovering
Legal Office Specialist lloverin@augustatech.edu..... 771-4054

Business Office Technology

*Ms. Elizabeth Julian
Medical Office Specialist ejulian@augustatech.edu..... 771-4062

Ms. Margaret Sweitzer
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Dr. Marilyn Willis
Medical Office Specialist mwillis@augustatech.edu 771-4066

Ms. Debbie Miller
Business Office Specialist dmiller@augustatech.edu 771-4053

Ms. Brenda Freeman, Thomson
Business Office Specialist bfreeman@augustatech.edu.....(706) 595-0166

Ms. Deby DelGenio, Thomson
Business Office Specialist ddelegen@augustatech.edu(706) 595-0166

Ms. Betty Manning, Waynesboro
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Ms. Ada Denise Walker, Waynesboro
Business Office Specialist awalker@augustatech.edu(706) 437-6828

Cosmetology

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Nail Tech and Barbering amulkey@augustatech.edu..... 771-4080

Ms. Patsy Finch (evening) pfinch@augustatech.edu771-4080

Criminal Justice

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Culinary Arts

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Early Childhood Care & Education

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Environmental Horticulture

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Mr. Scott Smith jssmith@augustatech.edu 771-4058

Golf Course Management

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Management and Supervisory Development

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Marketing Management

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Mr. Richard Newton rnewton@augustatech.edu 771-4060

Information and Engineering Technology

Ms. Jo Anne Robinson, Dean jrobinso@augustatech.edu 771-5730

Ms. Shirley Walker, Secretary swalker@augustatech.edu 771-5731

Department Faculty

*Denotes Department Head

Computer Information Systems

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Computer Programming jarena@augustatech.edu 771-4044

Mr. Jim Howe
Computer Programming jhowe@augustatech.edu 771-4043

Mr. David Upky, Thomson
Computer Information Systems dupky@augustatech.edu (706) 595-0166

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E-Commerce Web Programming

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Microcomputer Specialist

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Microcomputer Specialist

Mr. Don Foley, Thomson dfoley@augustatech.edu (706) 595-0166
Microcomputer Specialist

Ms. Rebecca Byrd, Waynesboro rbyrd@augustatech.edu (706) 437-6801
Microcomputer Specialist

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Networking

Mr. Ken Simmons ksimmons@augustatech.edu 771-4135
Networking

Hugh Frayne hfrayne@augustatech.edu 771-4137
Networking

Electronics and Computer Engineering Technology

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Ms. Kim Gaines kgaines@augustatech.edu 771-4138

Mechanical Engineering Technology

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Mr. Mike O’Grady mogrady@augustatech.edu 771-4094

Computer Design Drafting

*Mr. Glenn Frosthalm gfrosth@augustatech.edu 771-4092

Industrial Process Technician

*Mr. Bonnie Mills bmills@augustatech.edu 771-4093

Public Works Civil Technician

*Mr. Glenn Frosthalm gfrosth@augustatech.edu 771-4092

Printing/Graphics Technology

*Ms. Sherrie Rowe srowe@augustatech.edu 771-4125

Mr. Jason Dixon jdixon@augustatech.edu 771-4125
Media Communications

Industrial Technology

Dean and Administrative Secretary

Mr. James Price, Dean jprice@augustatech.edu 771-4096
Ms. Cynthia Lighter-Jones, Secretary cjones@augustatech.edu 771-4097

Department Faculty

*Denotes Department Head

Associate of Applied Technology, Technical Studies

Air Conditioning Technology

*Mr. Gary Golovan ggolovan@augustatech.edu 771-4102
Mr. Dalton Thacker dthacker@augustatech.edu 771-4103
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Automotive Technology

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Mr. Robert Townsend, Waynesboro rtownsend@augustatech.edu (706) 437-6815

Chemical Operations Technology

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Dr. David Maryniak dmarynia@augustatech.edu 771-4124

Electrical Construction and Maintenance

Electronics Technology

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Industrial Systems Technology

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Mr. Neil Jones njones@augustatech.edu 771-4100
Mr. Grady Dixon, Waynesboro gdixon@augustatech.edu (706) 437-6816

Mr. Michael Dienes, Thomson mdienes@augustatech.edu (706) 595-0166

Machine Tool Technology

*Mr. William Blackledge wblackle@augustatech.edu 771-4105

Welding and Joining Technology

*Mr. Tommy Lyles tlyles@augustatech.edu 771-4107

Mr. Tommy Greer tgreer@augustatech.edu 771-4106

Mr. Franklin Cox, Waynesboro fcx@augustatech.edu(706) 437-6804

Thomson/McDuffie County

Vice President for Operations and Administrative Secretary

Mr. Ted Duzenski tduzensk@augustatech.edu(706) 595-0166
Vice President for Operations

Ms. Liz Williams, Executive Secretary lwilliam@augustatech.edu(706) 595-0166

Waynesboro/Burke County

Vice President for Operations and Administrative Secretary

Dr. Ella Jones ejones@augustatech.edu(706) 437-6801
Vice President for Operations

Ms. Michele McEntire, Office Manager mmcentir@augustatech.edu(706) 437-6801

College Connections

Dr. Elizabeth Chamblin, Director echambli@augustatech.edu 771-4139

***Note to General Education Adjunct Faculty:** If you have concerns or questions about a particular student, you may wish to contact a student’s advisor. Often program advisors can be very helpful and have additional knowledge about these students that can be useful when dealing with a student problem. Advisors also have an interest in that student’s success, which helps to create a collegial cooperation.

<p style="text-align: center;">Academic Calendar, Campus Map, And Classroom Building Information</p>

Academic Calendar

The Augusta Technical College Academic Calendar can be accessed at the Augusta Technical College Website— <http://www.augustatech.edu/geninfo/academicCalendar.shtml>

Campus Map

The Augusta Technical College Campus Map can be accessed at the Augusta Technical College Website— <http://www.augustatech.edu/geninfo/campusmap.htm>

Classroom Building Information

1. The 100 Building houses our administration, human resources, New Connections to Work, cashier's office, and business office.
2. The 200 Building houses most of the General Education offices and classes
3. The 300 Building holds an interactive developmental studies math lab as well as cosmetology classes.
4. The 400 Building is the Cafeteria/Student Center and the location of Culinary Arts classes.
5. The 500 Building houses Childhood Education classes and laboratory childcare rooms.
6. The 600 Building houses CADTEC, along with an auditorium.
7. The 700 Building houses the Industrial Technology Division.
8. The 800 Building houses the Information and Engineering Technology Division, as well as the Physical Science offices and labs.
9. The 900 Building houses most Allied Health Sciences offices, classes and labs.
10. The 1300 Building houses Student Services, including admissions, financial aid, career placement, counseling center, and the bookstore.
11. The 1400 Building houses the Business Division offices and classrooms, as well as some of the Allied Health Sciences offices and labs.

Educational Support

Instructional Materials

Teaching materials, such as textbooks, instructor guidebooks, information on specific departmental policies and course information, sample tests, lists of videos available, and test bank information can be obtained from the department head or division administrative secretary.

General Supplies

Teaching supplies, such as pens, pencils, notepads, transparencies, folders, and grade books can be obtained from the division administrative secretary.

Duplication

The duplication center, located in the 800 Building, is open from 8:00 am until 4:00 pm daily. You will need to fill out an order form for each order you place, put it in a sealed envelope, and address the envelope to Duplication. Blank forms can be obtained at the duplication center or the division administrative secretary. You will need to obtain your Access Code number from your division administrative secretary to include on your copy order form. Also remember to include a name and building number so your order will be delivered correctly; you may want to include your department head's name on the order as well so that the order can be placed in his or her mailbox for you. A copy machine is located in or near your division administrative secretary's office that can be used for orders of 15 copies or less. Remember that to increase the life span of the smaller copiers, we do ask that larger orders be submitted to the duplication center.

Bookstore

The bookstore is located in the 1300 Building. Normal hours of operation are 8 am - 6 pm Monday through Thursday, and 8 am - 3 pm on Fridays. Extended hours for the first four days of the quarter are 8 am - 8 pm (except for Fridays). Students can obtain all textbooks and classroom materials from the bookstore. Instructors who need items from the bookstore must first get a supply purchase request from the division administrative secretary and have the request signed by the dean. Students receiving financial aid will have a book voucher that must be signed by their instructors before books can be purchased. Students must attend class before the instructor can sign the voucher. You may also want to visit the bookstore's web page, which can be accessed, from Augusta Tech's homepage at <http://www.augustatech.edu/bookstore/>

Information Technology Center (ITC)/LIBRARY

What's Available?

The Jack B. Patrick Information Technology Center is a state-of-the-art facility offering a wealth of information and resources to our students and personnel. In addition to the books, journals, CD ROMs, computer software, government documents, videotapes, audiotapes, industry standards, and children's books, and Automated Teller Machine (ATM), the ITC facilities also include a 250-seat auditorium, a 50-seat distance-learning/lecture classroom, a multimedia classroom, and a multimedia development lab. There is also an open student computer lab equipped with computer hardware and software. Four individual small study rooms are available on the top floor, and coin operated copy machines are located on each floor. Many resources are also available online: Galileo, Proquest, online computer catalog and circulation system, and, of course, the Internet.

Orientation

Library staff will provide ITC orientations for individuals or classes. Please call the main desk at 771-4165 to arrange an orientation for yourself or for your students, if needed. Be aware that most students attend an ITC orientation during their first English class and, therefore, would not need to repeat this experience in subsequent courses.

Hours of Operation

The ITC is open on

- | | | |
|--------------------------|-------------------|-------------------|
| <input type="checkbox"/> | Monday - Thursday | 7:30 am - 9:00 pm |
| <input type="checkbox"/> | Friday | 7:30 am - 3:00 pm |
| <input type="checkbox"/> | Sunday | 2:00 pm - 6:00 pm |

The ITC is closed on Saturdays and Holidays.

Web Page

Access the ITC online at <http://www.augustatech.edu>

Student Services

Counseling Center

The Augusta Technical College Counseling Center is located in the Student Services Building. This center offers a variety of services to assist our students. If you have a student whom you believe would benefit from speaking with one of our counselors, please contact Ms. Amy Laughter, 771-4068.

Tutoring

The Tutoring Center is available for support in some academic areas, especially English and mathematics. Inform the students that the Tutoring Center is located in Room 218 in the 200 Building if they need some help outside of class and instructor support. The telephone number is 771-4111.

Classroom Policies and Procedures

First Day of Class

The Academic Calendar at <http://www.augustatech.edu/geninfo/academicCalendar.shtml> provides information about the scheduling of the first day of classes, midterm, and final exams. The first class sets the pace and tone for the quarter. The atmosphere should be friendly and caring, yet show the value of student responsibility. It is extremely important to get a very accurate accounting of who is present and who is absent. This accounting is the basis for NO SHOW reporting discussed in the CLASS ROSTERS AND REPORTING OF NO-SHOWS in another section of this document. The syllabus for the class should be duplicated and ready for distribution on the first day if possible, but no later than the end of the first week of class(es). Sometimes preliminary testing or performance evaluations are completed for base line information. If students are given the opportunity for book purchases, the instructor should remain in the classroom or laboratory for the class period.

Code of Conduct

All students attending Augusta Technical College must abide by the conduct code listed in the [Student Handbook and Wellness Guide](#). Students violating the conduct code are subject to being suspended. Faculty members witnessing a student violating the conduct code should report the incident immediately to the emergency contacts at the provided telephone numbers.

Attendance Policy and Suspension Process

As it is necessary for students to meet the requirements of business and industry, students should be present and on time every day for all classes as is required in the workplace. Attendance and tardiness is counted and if the student misses in excess of five (5) days for a course that meets five hours per week or misses more than 10% in any course during the quarter, the student is subject to being suspended from the course involved. Three tardies equals one absence. The suspension forms are available in the dean's office. The student suspended may appeal in writing within two days to the supervising dean. If the student is appealing the suspension, that student should continue attending class until the suspension hearing is held. After the student has met with the dean, you will be contacted concerning the outcome. If you do not receive a letter from the dean, it may indicate that the student has not appealed the suspension or made the appropriate appointment for the hearing.

If you have a student who is acquiring a large number of absences or tardies or seems to be having some other difficulties that are interfering with his or her school performance, you may want to direct that student to our counseling center. An “**Early Alert Referral Form**” is available from the counseling center or from department heads. You may contact the Counseling Center, ext. 4067 for copies.

Food and Drinks

According to the *Student Handbook and Wellness Guide*, students shall not eat or drink inside any area of any building other than snack bars, the cafeteria, or other designated areas.

Tobacco Use

According to the *Student Handbook and Wellness Guide*, Augusta Technical College is a smoke-free environment. Therefore, there shall be absolutely no use of tobacco products (to include cigarettes, cigars, pipes, or smokeless tobacco) in any building on campus. With the exception of marked designated smoking areas, the use of tobacco products is prohibited within fifteen feet of all buildings. Violations of this policy should be reported to any administrator or instructor for further action.

Alcohol, Drugs, and Narcotics

The use, possession, or distribution of alcohol, narcotics, amphetamines, barbiturates, marijuana, hallucinogens, and any other dangerous or controlled drugs, not prescribed by a physician, is prohibited on State of Georgia property or at College sponsored events.

Weapons

It is unlawful for an individual to bring to, possess, or have under such person's control, an explosive compound, firearm, or knife designed for the purpose of offense or defense while at a public gathering.

Security and Safety

Children on Campus

Employees and students may not bring or permit their children or other dependents to be present at their worksite. Under extraordinary circumstances, employees may obtain the President's permission before bringing a child on campus. This prohibition does not apply to brief, informal visits by an employee's child, as long as the visits are infrequent and are not distracting (Reference Policy II.D.4).

Campus Security

Augusta/Richmond County off-duty sheriffs maintain Augusta Technical College campus security. Anyone needing security may call the business office at 771-4011 (Reference State Policy II.D.2).

The Campus Crime and Security Act requires that all students/employees and potential students/employees be provided access to campus crime statistics. This information is available on the Augusta Technical College Website www.augustatech.edu or by contacting the Vice President of Administrative Services at 771-4009.

Blood and Air Borne Pathogens

The Exposure Control Plan for Augusta Technical College is designed to provide the faculty and students with a recognition of task, procedures, and activities which present the potential for occupational exposure to blood and airborne pathogens and a means of eliminating or minimizing the risks in the performance of their instructional duties or activities. Faculty identified in the Exposure Control plan as Category I or II must be oriented within ten days of employment by the College Infection Control Coordinator in blood and airborne pathogens, prevention methods required by the college to avoid risks, and the proper protocol if an exposure incident should occur.

All new Categories I and II faculty must take a TB skin test and present evidence of a negative TB skin test or medical clearance after a positive skin test or after being infected with TB. Current Categories I and II faculty must maintain an updated TB skin test either every six months or annually according to their program's classification.

All Category I and II faculty must receive annual training to meet the requirements of the Exposure Control Plan. Copies of the Exposure Control Plan and clarification of the category classification of specific programs can be obtained from the Infection Control Coordinator, (Reference State Policy II.D.3. a.b.). Contact Ernest Quattlebaum, Coordinator of Blood Borne Pathogens and Exposure Control at 771-4195.

Hazardous Materials

The Hazardous Chemicals Communications Coordinator is Warren Miller, 771-4113. He is responsible for preparing, implementing, and monitoring the hazard communication plan; provide training in the area of hazardous chemicals for all employees on an annual basis; and maintaining a master log of all training activities for three years. This plan and training are to safeguard the health and safety of the employees when working in contact with or in proximity to hazardous chemicals (Reference State Policy II.D.3.c.)

CLASS ROSTERS/REPORTING NO SHOWS, WITHDRAWALS, AND FINAL GRADES

First-Day Rosters

Class rosters are distributed to instructors four times during a quarter to review for accuracy and make changes. The rosters show all students who have registered and paid fees. The first roster is distributed on the first day of the quarter. The instructor should call roll in class from this roster, any students not appearing on the roster should be sent to the admissions office after class. It is also a good idea to have students fill out an information card with social security number, contact information, and previous course information. If the course has a prerequisite course, you may ask the student to include a sentence saying that he/she has passed the course with a C or higher. It is imperative that accurate attendance be taken, especially for the first seven days of the quarter, as all **NO SHOW** students must be correctly reported on the seven-day roster.

Seven-Day Roster

The second roster is distributed after the 7th day of the quarter. The instructor must review this roster, mark any students who have dropped the class by noting the **LAST DAY OF ATTENDANCE**, mark any students who were **NO SHOWS**, and return to the Registrar's Office by the requested deadline. **Any students who are not on this roster must not attend class until they show proof of registration.**

This roster is particularly important to reflect **NO SHOWS** and the **LAST DAY OF ATTENDANCE** for those students who dropped the class during the first 7 days. This information is **VERY** important in determining financial aid awards. **Therefore, the 7th day class rosters MUST be returned on time and MUST be accurate.**

Midterm Roster

The third roster is distributed before or during mid-term. The instructor must review this roster, make changes, and return to the Registrar's Office by the requested deadline. **NO SHOWS** cannot be listed on this roster; they should only be listed on the Seven-Day roster. Last day of attendance can be shown on this roster for students who dropped after the 7th day of class.

Final Grade Roster and Final Grades

During the week of final exams, final rosters will be distributed. Final grades should be reported on these rosters, and the rosters should be given to your department head. Grades for credit courses (non- developmental studies) should be recorded as A, B, C, D, F, I (Incomplete), WP (Withdraw Passing), or WF (Withdraw Failing). *Students who withdraw (or stop coming to class) after midterm and who are failing the class at the time of withdrawal, receive a grade of F, not WF.

If a student has stopped attending your class and you list a grade of W, WP, or WF, you must also list the last day of attendance for that student. Please proofread your rosters carefully before you turn them in. You may also want to make a copy of them for your records.

Augusta Technical College Complaint Resolution Procedures

Introduction

While the process described in this Complaint Resolution procedure is generic and therefore available to address any concerns of members of the Augusta Technical College community, it is intended to be of particular use to those persons seeking to vindicate rights accorded them pursuant to the Technical College System of Georgia's policy of Equal Opportunity. More specifically, this policy constitutes the grievance mechanism called for by the regulations implementing the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, Title VI (barring discrimination on the basis of race, color, or national origin); Title VII (barring discrimination on the basis of race, color, religion, gender, or national origin), and Title IX (barring sex discrimination.)

This complaint resolution process is also intended to provide the Employee Grievance Procedure for the Unclassified Service mandated by the Governor's Executive Order, September 30, 1999 and constitutes the grievance procedure called for by the [Public Employee Hazardous Chemical Protection and Right to Know Act of 1988](#).

While this complaint resolution process is provided to employees as a mechanism for expressing concerns about employment, it is not intended to alter in any way the employment at-will relationship between the Department and its at-will employees.

Multiple grievances filed by an employee may be consolidated into a single grievance and separate grievances filed by two or more employees or other members of the Technical College community regarding the same issue(s) may be consolidated into a group grievance.

In pursuing a complaint, the individual may be accompanied and otherwise assisted by an advisor only from within Augusta Technical College. The advisor's supervisor shall make a reasonable effort to authorize the advisor to be absent from their duties for up to four hours of work time per grievance for the purpose of assisting the grievant. Such time shall be during regular work hours, without loss of pay or leave credits. Absent extraordinary circumstances, employees may not be authorized to use work time to serve as an advisor for more than two grievances per calendar year.

A grievant will be allowed reasonable time, as determined by the College to prepare a grievance. Such time shall be during regular work hours, without loss of pay or leave credits. Preparation time shall include such activities as meeting with witnesses and reviewing the grievant's personnel file. The Grievance Coordinator shall have the authority to resolve any dispute regarding the determination of reasonable and necessary time for processing a grievance.

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

This policy provides for policy advising and two avenues of pursuing a complaint, an Informal Resolution Procedure and a Formal Resolution Procedure. An individual may utilize either or both of these avenues. The College shall establish a mechanism for tracking all complaints, particularly those alleging discrimination.

Any member of the Technical College community or employee of Augusta Technical College may submit a complaint alleging a violation of the College policy to the appropriate administrator at any time except where time constraints are stipulated by contract or law. All persons are encouraged to file their complaints as promptly as possible because the ability of the College to effectively respond may be compromised by the passage of time. Grievances should generally be filed within thirty (30) days of the date of the conduct complained of or within thirty (30) days of the date the conduct was discovered. Employees who are seeking relief in accordance with the provisions of the [Employee Grievance Procedure for the Unclassified Service](#) must normally file their grievance within ten (10) workdays of the act complained of or within ten workdays following their learning of the act complained of.

Student academic complaints are not covered by this policy and procedure. Students seeking review of academic decisions may do so pursuant to the policy on [Academic Standards, Evaluations, and Appeals](#).

Policy Advising

Complaints regarding sexual harassment shall be handled in accordance with the procedures for handling sexual harassment complaints. Individuals seeking information regarding the process of complaint resolution may consult with any of the following offices or individuals for advice and assistance:

At the Technical College

- A Vice President
- Sexual Harassment Issues – Fiscal Analyst
- Grievance Coordinator – Fiscal Analyst
- Benefits and Employee Services Manager

Non-Grievable Issues

(generally *not* grievable under this process)

- Performance evaluations
- Contract renewals
- Changes in job assignments or duties

Informal Resolution Procedure

Complainants are encouraged to seek informal resolution of their grievances or concerns. This informal procedure is intended to encourage communication between the parties involved, either directly or through an intermediary, in order to facilitate a mutual understanding of what may be different perspectives regarding the complained of act or directive.

Absent extraordinary circumstances, the complainant's immediate supervisor will be responsible for the informal resolution procedure. If the immediate supervisor is the subject of the grievance the complainant may file the informal complaint with another person in the administrative chain of command. The Grievance Coordinator (Title VI and IX Coordinator) at the College shall assist employee-complainants in having their informal grievances heard and shall assist in fashioning an informal resolution upon the request of the complainant, the respondent or the supervisor.

If the informal process does not result in the resolution of the complaint to the satisfaction of the complainant, the complainant may utilize the formal complaint procedure. For monitoring purposes, a record of any complaint alleging discrimination or any other violation of law shall be reported to the College Grievance Coordinator, even when the complainant is using the informal process

Formal Resolution Procedure

A formal complaint shall be in writing and shall set forth a statement of the facts, the College policy(ies), procedure(s) or law allegedly violated and the specific remedy sought. The formal complaint normally shall be filed as follows:

- If the complaint alleges illegal discrimination, the complaint shall be filed with the College Title IX/Grievance Coordinator. All other complaints shall be filed with the College Benefits and Employee Services Manager. These individuals or their offices shall also continue to monitor and coordinate the complaint's resolution.
- The College offices shall forward the complaint to the appropriate Director for Step 1 resolution. For the sake of clarity, the term "Director" in this procedure shall mean the appropriate individual for referring such complaints to. If the complaint is against appropriate Director, Step 1 of the complaint procedure shall be by-passed and the grievance shall be filed with the appropriate Vice President.
- If the complaint is against a Vice President, Step 1 and Step 2 of the complaint procedure shall be by-passed and the complaint shall be filed directly with the President.
- If the complaint is against the President, Step 1, Step 2, and Step 3 of the complaint procedure shall be by-passed and the complaint shall be filed in accordance with the Appeals procedure.

Hearings

- Step 1 Absent extraordinary circumstances, the Grievance Coordinator to whom the complaint was forwarded shall, within five (5) business days unless an extension is mutually agreed to by the parties, conduct a formal conference with the complainant, permitting her or him to provide any necessary information relevant to the complaint. The Grievance Coordinator shall also meet with the respondent and conduct such additional investigation, as he or she deems necessary. Absent extraordinary circumstances, a written recommendation shall be rendered within five (5) business days of the formal conference unless an extension is mutually agreed to by the parties. The recommendation shall be sent to the complainant and respondent. The written recommendation shall state the background information, the rationale for the recommendation, and the recommended remedy (if any). No transcript or recording of the conference shall be made by either party. For monitoring purposes a copy of the report shall be sent to the College officer who received the initial complaint. In those cases where the grievant is seeking to vindicate rights pursuant to the [Employee Grievance Procedure for the Unclassified Service](#), the Fiscal Analyst shall function as the Agency Grievance Coordinator and the Vice President of Administration will function as the Grievance Review Official.
- Step 2 If the complaint is not resolved at Step 1, the complainant or respondent may, within ten (10) business days of receipt of the Step 1 recommendation, appeal to the President of the College in which the alleged policy violation/s occurred.
- Absent extraordinary circumstances, the President shall hold a hearing within fifteen (15) business days of receipt of the appeal or complaint. Absent extraordinary circumstances, a written recommendation shall be rendered within ten (10) business days of such hearing. The complainant and the respondent shall be afforded the opportunity to testify, to call witnesses and to introduce documentary evidence. No transcript or recording shall be made of the hearing. For monitoring purposes a copy of the report shall be sent to the College officer who received the initial complaint.
- Step 3 In the event that the complaint is not resolved at Step 2, the complainant or respondent may file an appeal with the Commissioner, as appropriate, within ten (10) business days of the receipt of the Step 2 recommendation.
- Absent extraordinary circumstances, the Commissioner shall, within five (5) business days refer the complainant or respondent to a Grievance Hearing Officer. The Step 3 hearing shall be held as soon as practicable and normally within twenty (20) business days of referral of the complaint to the Grievance Hearing Officer by the Commissioner. The complainant and the respondent shall have the right to call witnesses, to testify and to present relevant documentary evidence. The complainant and the respondent shall have the right to cross-examine all witnesses. A recording of the proceeding shall be made and a copy shall be provided, at cost, to the complainant and to the respondent. Following the hearing, the Grievance Hearing Officer shall, absent extraordinary circumstances, render a report and recommendation to the Commissioner within twenty business days following the hearing. The report shall contain specific findings of fact and recommendations. Upon consideration

of the report and recommendation, the Commissioner shall render a decision in writing and communicate the same to the complainant, the respondent, and to the College or monitoring officer.

Mediation

At any point in the procedure, a grievance may be referred to mediation upon the concurrence of the parties. The Grievance Coordinator shall assist the parties in locating either an in-house or external mediator.

Appeals

Absent extraordinary circumstances, the President or Commissioner's decision shall be final. However, a grievant may file an appeal of a President's decision to the Commissioner and thence to the State Board and a grievant may file an appeal of a Commissioner's decision to the State Board. In addition, the decision of a President to non-renew an employee's contract may not be appealed.

Discrimination

The Augusta Technical College Board of Directors, recognizing that certain rights, privileges, and immunities accompany the educational process, declares its abhorrence of discrimination in any and all forms including race, color, gender, age, national origin, or disability.

The Board, in filling its responsibilities to the educational process, obligates itself to and guarantees that:

- It shall make every reasonable effort to protect its students, teachers, and employees from exposure to conditions that are embarrassing or disparaging.
- It shall make every effort to ensure that no student, teacher, or employee be excluded from participation in or denied the benefits of any course, program, or activity because of race, color, sex, national origin, handicap, or disability.
- It shall prohibit its students, teachers, and employees from appearing in, accepting invitations to, or participating in events between institutions, which practice discrimination.

Augusta Technical College does not discriminate against otherwise qualified persons on the basis of race, color, religion, national origin, sex, age, handicap, or disability in its recruitment, admission, employment, facility and program accessibility or services.

Mr. Randall Davis
Title VI and IX Coordinator
Augusta Technical College
Building 100, Room 129 Building 1300, Room 241
(706) 771-4081 (706) 771-4067

Karissa Wright
ADA/Section 504 Coordinator
Augusta Technical College

Augusta Technical College does not tolerate sexual harassment. Sexual harassment is a form of sex discrimination and is in violation of state and federal law. It is the intent of Augusta Technical College to provide an academic and work environment free of *any* type of harassment including sexual harassment for all students and employees.

Employees are instructed not to date students or employees they supervise or make unwelcome advances toward any student or employee. A pervasive sexual harassing, abusive and/or demeaning atmosphere may be created by off-color jokes, teasing and name calling, picture pin-ups and other types of words, acts, or displays. A violation of this policy will constitute grounds for disciplinary action up to and including immediate termination.

Sexual harassment of any student is prohibited. Students who engage in sexual harassment on institute premises or any off campus institutional sponsored activity will be subject to appropriate discipline including suspension or expulsion from the College. In most circumstances, it is best for all parties that complaints of harassment be resolved at the lowest possible organizational level with a minimum of formality. Sexual harassment complaints shall be handled in accordance with the sexual harassment procedure. Confidentiality and privacy of those involved will be respected during all complaint procedures to the degree the procedure and the law will allow. If an employee or

student wishes to bring a complaint and remain anonymous, the ability of Augusta Technical College to respond will be limited. To the extent permitted by law, information shared in confidence shall be maintained as confidential.

Normal institute disciplinary procedures will be followed in determining the appropriate consequences. In the event suspension or expulsion is recommended, local due process procedures will be followed.

Sexual Harassment Complaint Procedure

The following procedure is designed specifically for the reporting of complaints of sexual harassment. This procedure is equally applicable to students and Augusta Technical College employees.

Complaints

Any student or employee who alleges a violation of this policy shall notify Augusta Technical College Grievance Coordinator, Mr. Randall Davis (706) 771-4081, located in Building 100, Room 129, within seven (7) business days following the alleged incident or as soon thereafter as reasonably possible. If the complaint is oral, the Grievance Coordinator shall prepare a written record of the complaint and ask the Complaining Party to sign the statement, indicating that it accurately reflects the essentials of the complaint.

Sexual harassment is a form of gender discrimination and is a violation of State and Federal law.

Sexual harassment is defined to include: unwelcome sexual advances, requests for sexual favors and other verbal or physical nature. Such conduct is prohibited when the behavior is directed to an individual because of his or her gender; (1) when submission to such conduct is made either explicitly or implicitly a term of condition of instruction, employment or otherwise full participation in department or college life; (2) submission to or rejection of such conduct is considered in evaluating a person's academic work or job performance; or (3) such conduct has the purpose or effect of interfering with a person's academic or job performance; creating a sexually intimidating, hostile, or offensive working or educational environment; or interfering with one's ability to participate in or benefit from an educational program or activity.

Examples of conduct that violate this policy include, but are not limited to:

- Physical assault
- Direct or implied threats that submission to sexual advances will be a condition of employment, work status, compensation, promotion, grades, or letters of recommendation.
- Sexual advances, physical or implied, or direct propositions of a sexual nature, which may include inappropriate/unnecessary touching or rubbing against another; sexually suggestive or degrading jokes or comments; remarks of sexual nature about one's clothing and/or body; preferential treatment in exchange for sexual activity; and the inappropriate display of sexually explicit pictures, text, printed materials, or objects that serve no academic purpose.
- A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliate another.
- Remarks speculating about a person's sexual activities or remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history, that serve no medical or academic purpose.

Other violations of this policy include: (1) retaliating against a person who reports alleged harassment or participates as a witness in a harassment investigation; (2) disregarding, failing to investigate adequately or delaying investigations of harassment allegations when responsibility or report and/or investigation harassment complaints comprises part of one's supervisory responsibilities; or (3) deliberately making a false allegation of sexual or other improper harassment. However, failure to prove a claim of harassment does not constitute proof of false accusation.

Violations of this policy by employees will constitute grounds for disciplinary action up to and including immediate termination.

Assurances

Title IX Compliances

Augusta Technical College complies with the rules and regulations concerning sex discrimination in education as set forth by the federal government under Title IX.

The College has designated the Fiscal Analyst, Mr. Randall Davis (706) 771-4081, located in Building 100, Room 129, to coordinate Title IX activities. For information, contact Augusta Technical College, 3200 Augusta Tech Drive, Augusta, Georgia 30906, or (706) 771-4081.

Title IX Grievance Procedure

Pursuant to meeting the regulations for the establishment of a grievance procedure as set forth in Section 86.8(b) of the rules and regulations of Title IX, "Prohibiting Sex Discrimination," the following procedure is to be used by students, parents of students, or employees in the resolution of grievances. The President shall ensure that no student or employee will be subject to any form of retaliation or discipline as a result of submitting a Title IX complaint.

- Step 1 Any grievance concerning possible sex discrimination should be presented to the College Title IX Coordinator in writing. An answer, in writing, will be presented to the aggrieved party with thirty (30) working days.

- Step 2 If satisfaction is not received by the aggrieved party, he/she may, within fifteen (15) working days or school days, appeal in writing to the College President. The President will answer the appeal in writing within thirty (30) working or school days.

- Step 3 The last of the procedure would be written appeal to the State Board of Technical College System of Georgia requesting a hearing or review.

Assurances

Section 504 Compliance and ADA Compliance

Augusta Technical College complies with the rules and regulations concerning handicap or disabilities discrimination in education as set by the federal government under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

The College has designated the Disabilities Services Coordinator, Mrs. Karissa Wright (706) 771-4067, Building 1300, Room 241, as the Americans with Disability Act/Section 504 Coordinator. For information, contact Augusta Technical College, 3200 Augusta Tech Drive, Augusta, Georgia 30906, or (706) 771-4067.

ADA/ Section 504 Grievance Procedure

Pursuant to meeting the regulations for the establishment of a grievance procedure set forth in Section 84.7 (b) of the rules and regulations of Section 504, "Non Discrimination on Basis of Disability," and Title II of the Americans with Disabilities Act, P.L. 101-336 which prohibits discrimination on the basis of disability in services, programs, or activities, the following procedure is to be used by students, parents of students, or employees in the resolution of grievances. The President shall ensure that no student or employee will be subject to any form of retaliation or discipline as a result of submitting a Section 504 or ADA complaint.

- Step1 Any grievance concerning possible handicap or disability discrimination should be presented to the college ADA/Section 504 Coordinator in writing. An answer, in writing will be presented to the aggrieved party within thirty (30) working or school days.

- Step 2 If satisfaction is not received by the aggrieved party he/she may, within fifteen (15) working or school days, appeal in writing to the College President. The President will answer the appeal in writing within thirty (30) working or school days.

Step 3

The last of the procedure would be written appeal to the Technical College System of Georgia's Commissioner requesting a hearing or review.

Assessment

Academic Standards

Augusta Technical College will maintain academic standards that are uniformly applied to all students. Instructors will provide a copy of a course syllabus to all students in each class by the end of the first full week of class. Instructors' evaluations of student work will be periodic, measure achievement of the competencies, have clear directions, be reasonable in difficulty, and be comprehensive. Teachers will allow students to review all tests and other evaluations and will give back evaluations to students in a reasonable time. Instructors will allow feedback and provide remedial instruction. Instructors will also maintain documentation to justify the grades given students for two quarters or until any grade appeal is resolved (Reference State Policy V.H.).

Academic Grading Scale

There is a uniform procedure for calculating grades, based on a 4.0 grading scale (Reference State Policy V.G.). Letter grades for each class will be issued at the end of the quarter. The following grading system is used:

Letter Grade	Number Grade	Grade Points
A	90-100%	4.0
B	80-89%	3.0
C	70-79%	2.0
D	60-69%	1.0
F	59% or less	0
EX	Credit by Exam*	
I	Incomplete	
IP	In Progress	
AU	Audit	
TR	Transfer	
S	Satisfactory	
AC	Articulated Credit	
U	Unsatisfactory	
W	Withdraw	
WF	Withdraw Failing	
WP	Withdraw Passing	

*Please see the Augusta Technical College Catalog for explanation of these terms

Work Ethics Teaching and Grades

All full-time and adjunct faculty are required to teach work ethics in general education and program courses each week. Work Ethics forms are available from the division academic secretary. Students will also receive a work ethics grade at midterm and before final exams each quarter. The grades will range from 0 to 4. These grades will not affect the academic grade point average. This grade will be printed on the Student Progress Reports and Transcripts. These grades are designed to evaluate and encourage good work habits.

NOTE: Developmental Studies students do not receive work ethics grades or lessons.

WORK ETHICS GRADE

3	Exceeds Expectations
2	Meets Expectations
1	Needs Improvement
0	Unacceptable

Midterm

Midterm falls at halfway point of the quarter or session; for example, in a 50-hour course, midterm is the 25th day. Many courses have a midterm exam that counts more than other tests during the quarter. Before this midterm date, a student who is failing a course may withdraw from that course and receive a WF, but the grade will not count against the overall Grade Point Average (GPA).

Final Exams Schedule and Procedures

Final Exam Day Schedule

The final exam schedule for classes taught in the daytime is the same each quarter:

EXAM DAY	If your class meets at:	Your exam is from:
DAY 1	8:00 am classes	8:00 am-10:00 am
	10:00 am classes	10:30 am-12:30 pm
	1:00 pm classes	1:00 pm- 3:00 pm
DAY 2	9:00 am classes	8:00 am-10:00 am
	11:00 am classes	10:30 am-12:30 pm
DAY 3	12:00 pm classes	8:00 am-10:00 am
	2:00 pm classes	10:30 am-12:30 pm

Final Exam Evening Schedule

For evening courses, final skill performance evaluations are given prior to the final class meeting. The final exam covering the theoretical information of the course is given on the final class meeting (usually a two-hour period).

Final Exams Procedures

Final exams generated from the departmental testbank for the course you are teaching **must be used**. **Please check the availability of the testbank with the department head or chair of your area.** These exams will usually be delivered to your department dean's office the week before final exams begin. The tests, answer key, and scantron answer forms will all be included in your test packet. It is your responsibility to check these materials and secure them until the exam.

Be sure that **students include the following information** on the provided exam scantron form:

1. The course number and name
2. The test name and test number
3. The student name
4. The student social security number
5. The bubbled-in social security number
6. The instructor name

On your instructor's scantron answer key, you must include your name, the class and section number of the class taking the exam, and the 16-digit test number found at the top of the test booklet. After you grade your exams, you will return your entire exam packet (including student scantron forms) to your department head or to the division administrative secretary.

Final Grades

The division administrative secretary or department head must input grades into Banner, the computer system for student records and reports, by 10:00 am on the day following the last final exam day. Because of this tight time frame, it is important for you to submit your grades as soon as possible after each final exam is given and grades are determined. This efficient submission will allow the division administrative secretary or department head enough time to complete the grade entry before the deadline rush.

Grade Appeals

A student may appeal a final grade or any other academic decision. The student should first discuss the issue with the instructor who awarded the grade or made the academic decision. This should take place within two weeks. If the consultation with the instructor does not satisfy the student, he or she may appeal to the academic dean. This should occur within four weeks of the contested grade or decision. If the student is not satisfied with the decision of the dean or director, the student may appeal in writing to the Vice President for Instructional Services. This appeal should occur within six weeks of the contested grade or decision. The decision of the Vice President of Instructional Services is final (Reference State Police V.H.).

Student Records

Augusta Technical College adheres to the Family Educational Rights and Privacy Act of 1974. The students have access to their records, they may challenge the accuracy of their records, and the school may only release information with the written consent of the student.

Grade Books

Instructors must maintain a grade book with the attendance, academic grades, and work ethics grades for students in each course. Grades books are legal documents and must be kept for seven years. At the end of the quarter, they should be turned in to the academic dean, labeled on the outside with the instructor name, course number(s), and dates of use.

Students' Instructor Evaluations

In addition, during the final exam, you will need to have each of your students fill out a **student evaluation**. This gives the students an opportunity to anonymously evaluate the course. Students need to write your name, but not their names on this evaluation scantron. Evaluation forms, scantrons and an envelope can be obtained from your department head or division administrative secretary. The evaluation form and scantron should be given to the students at the same time the final exam is handed out. An envelope with your name, the class and section number, and the date should be placed in the front of the classroom so that students may place their evaluation scantrons in the envelope when they are finished. The last student to finish the evaluation should then seal the envelope and take it to the

division administrative secretary. After reviewing your student teacher evaluation response, come to your dean or Vice President of Operation's office to sign and discuss any concerns about your evaluation.

Post Assessment Duties

When you turn in your grades, you will also need to turn in your grade book; all grade books must stay in the department as record for the college.

Additionally, all Augusta Tech textbooks, keys, and parking decals must be returned to the division administrative secretary upon completion of your contract.