



**Augusta Technical College**  
Augusta, Georgia

**Biennial Plan**  
2017/2018

**Review Committee Members**

Dr. Nichole Kennedy, Vice President for Student Affairs  
Amy Laughter, Academic Counselor/Wellness Chair  
Brian Roberts, Director of Student Activities/Marketing/Support Services  
Mike Anchor, Chief of Campus Police  
Shannon Patterson, Director of Human Resources

Student Affairs, Campus Safety & Human Resources

June 30, 2018

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## College Mission & Goals

### Mission

Augusta Technical College, a unit of the Technical College System of Georgia, is a public postsecondary institution that provides academic and technical education, customized business and industry training, continuing education, student support, economic development, and adult education to its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties) at a competitive financial value. Associate of Science Degrees, Associate of Applied Science Degrees, diplomas, and technical certificates of credit are provided through traditional and distance delivery methods.

*Reviewed by the Augusta Technical College Board of Directors: April 2016*

*Approved by the Technical College System of Georgia State Board: June 2016*

### College Goals Directly Related to Biennial Plan

- To contribute to the development of business, industry, and the community through customized education, continuing education, job training, and retraining.
- To provide services and activities to support students in achieving student success as they pursue their educational, personal, and career goals.
- To increase community awareness through marketing and public relations activities.

*Approved by the Technical College System of Georgia State Board: June 2016*

## Overview of Biennial Plan

### Committee Members

Dr. Nichole Kennedy, Vice President for Student Affairs

Amy Laughter, Academic Counselor/Wellness Chair

Brian Roberts, Director of Student Activities/Marketing

Mike Anchor, Chief of Campus Police

Shannon Patterson, Director of Human Resources

All employees and students have access to the college website to view the college, state and federal policies related to alcohol and drug use.

Following is information from the college catalog, student handbook & wellness guide, employee handbook, new student orientation manual and the college website, including the Annual Crime Report, along with information from Student Affairs programming.

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# College Catalog

## ORIENTATION

An orientation is provided for new students. Orientation includes a survey of school facilities; an explanation of college rules and policies; a briefing on student services including financial aid, bookstore, library, counseling, registrar/records, and career services; and a briefing on accessing faculty advisors. Information about programs of study and student activities is also provided. Orientation is continued throughout each student's enrollment by the student's faculty advisor. This service is provided to assist the student in making adequate adjustments to the instructional program and to the world of work. For students with disabilities, the counseling staff provides an individual orientation explaining accommodations and services. After orientation, the counseling staff is available to assist each student in his or her adjustment to technical education by offering a variety of services.

## CAMPUS SECURITY

It is the obligation of the College to ensure orderly operation, to protect the rights of all members of the College community, to prohibit acts which materially and substantially interfere with legitimate educational objectives or interfere with the rights of others, and to institute disciplinary action where conduct adversely affects the pursuit of educational objectives.

Therefore, Augusta Technical College employs Special Duty Sheriff's Department Deputies and Georgia State Patrol Officers to enforce security rules and regulations including the Code of Conduct and Traffic and Parking Regulations (see the Augusta Technical College [Student Handbook](#)). The special duty officers are employees of Augusta Technical College when on assignment. They have full arrest powers and can issue traffic citations.

Uniformed officers provide police protection for safety. The purpose of campus security is to serve the student and provide a safe and pleasant campus atmosphere. Students are encouraged to provide cooperation to the officers. Students and faculty/staff must have the Augusta Technical College identification card visible for verification at all times.

Students and faculty/staff shall not interfere with the special duty officers in the performance of their duties. For questions, problems, or special needs; or if there is a concern regarding enforcement of the code of conduct, traffic and parking regulations and/or security procedures, contact the Vice President for Administrative Services or the Vice President for Operations.

To report emergencies, thefts, vehicle accidents, injuries, suspicious persons, suspicious activities, and solicitors at the Augusta Campus, call (706) 771-4021. To report emergencies, thefts, vehicle accidents, injuries, suspicious persons, suspicious activities, and solicitors at the Thomson and Waynesboro Campuses, call (706) 595-0166 and (706) 437-6801, respectively. For emergencies at the Columbia County Center, call (706) 651-7368.

Statistics concerning the occurrence on campus of criminal offenses reported by special duty officers to the Vice President for Administrative Services will be published annually in September. This information will be available in the Library/Information Technology Center and the Business Office.

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### **GRIEVANCE PROCEDURE POLICY**

Augusta Technical College is in compliance with the rules and regulations for the administration of Title IV of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Title II of the Amendments of 1976, Public Law 83-318, as amended by Section 3 of Public Law 93-568, Title VI, Section 504 of the Rehabilitation Act of 1973, and Public Law 101-336, The Americans with Disabilities Act of 1990.

**THE TECHNICAL COLLEGE SYSTEM OF GEORGIA AND ITS CONSTITUENT TECHNICAL COLLEGES DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, CREED, NATIONAL OR ETHNIC ORIGIN, GENDER, RELIGION, DISABILITY, AGE, POLITICAL AFFILIATION OR BELIEF, GENETIC INFORMATION, DISABLED VETERAN, VETERAN OF THE VIETNAM ERA, OR CITIZENSHIP STATUS (EXCEPT IN THOSE SPECIAL CIRCUMSTANCES PERMITTED OR MANDATED BY LAW). THIS NONDISCRIMINATION POLICY ENCOMPASSES THE OPERATION OF ALL FEDERALLY FINANCED PROGRAMS, EDUCATIONAL PROGRAMS AND ACTIVITIES INVOLVING ADMISSIONS, SCHOLARSHIPS AND LOANS, STUDENT LIFE AND ATHLETICS. IT ALSO APPLIES TO THE RECRUITMENT AND EMPLOYMENT OF PERSONNEL AND THE CONTRACTING FOR GOODS AND SERVICES.**

### **Grievance Procedure**

The following procedure is to be used in reporting and settling grievances in regard to the policy listed above.

1. An opportunity will be provided to resolve the complaint informally through meetings with faculty/staff and student(s) and/or the appropriate coordinator as designated in this policy.
2. All parties to the complaint will be protected from retaliation. All written complaints and information obtained by impartial inquiry will be kept confidential.
3. The Coordinator shall within 15 days conduct a thorough and impartial inquiry into the matter. The findings of this inquiry will be reported in writing to the College administration.
4. A response concerning the complaint shall be made within ten (10) working days by the appropriate Vice President listed below: Vice President for Academic Affairs (Day or Evening credit programs or Adult Education), Vice President for Economic Development (Continuing Education or Industry Training programs), Vice President for

Administrative Services (Business Office, Bookstore, Maintenance, Grounds, and Custodial Services), or the Vice President for Student Affairs (Admission, Career Services, Counseling, Financial Aid, or Student Activities).

## **Coordinators**

### STUDENT GRIEVANCE PROCEDURE COORDINATORS FOR DISCRIMINATION IN REGARD TO RACE, SEX, OR DISABILITY

#### NONDISCRIMINATION COMPLIANCE COORDINATOR

Shannon Patterson  
AUGUSTA CAMPUS  
BUILDING 100  
706-771-4013

**[sbentley@augustatech.edu](mailto:sbentley@augustatech.edu)**

ADA/504 COORDINATOR  
KARISSA D. WRIGHT  
AUGUSTA CAMPUS  
BUILDING 1300  
706-771-4067

**[kdavis@augustatech.edu](mailto:kdavis@augustatech.edu)**

MAILING ADDRESS:  
AUGUSTA TECHNICAL COLLEGE  
3200 AUGUSTA TECH DRIVE  
AUGUSTA, GA 30906

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## Student Handbook & Wellness Guide

### STUDENT CONDUCT CODE

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for knowledge.

Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus, other college sites, and in the community. Students are expected to exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of the community. Nothing in this Code of Conduct shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the United States of America.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, college discipline will be initiated if the presence of the student on campus is considered a possible threat to persons or property, or if that person's presence may disrupt the educational process of the college. However, when a student's violation of the law also adversely affects the college's recognized educational objectives, or violates the college's Student Code of Conduct, the college will enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law.

It is the policy of the Technical College System of Georgia (TCSG) to provide technical and adult education programs for the people of Georgia. TCSG's technical colleges must provide opportunities for intellectual, emotional, social, and physical growth. Technical college students assume an obligation to act in a manner compatible with the fulfillment of the mission. The technical college community recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, the Technical College System of Georgia establishes this Student Code of Conduct.

Generally, technical college jurisdiction and discipline shall be limited to conduct which occurs on technical college Premises, off-campus classes, activities or functions sponsored by the technical college, an examination or any other written or oral work submitted for evaluation and/or a grade, or which otherwise adversely affects members of the technical college community and/or the pursuit of the technical college's objectives.

## **I. DRUG-FREE COMMUNITIES AND SCHOOL ACT**

This policy has been developed in concert with the federal Drug Free Schools and Communities Act which was enacted to ensure that any institution of higher education that receives funds under any federal program has adopted and implemented a program to prevent the use of illicit drugs and abuse of alcohol by students. It also incorporates the statutory mandates required under the state Drug-Free Postsecondary Education Act of 1990 (O.C.G.A. § 20-1-20 et seq.) No student may engage in the unlawful manufacture, possession, use or distribution of illicit drugs and alcohol on the technical college's property or as part of any of its sponsored activities. Such unlawful activity may be considered sufficient grounds for serious punitive action, including expulsion. Disciplinary sanctions for students convicted of a felony offense involving alcohol or the manufacture, distribution, sale, possession or use of marijuana, controlled substances or other illegal or dangerous drugs shall be immediate suspension and denial of further state and/or federal funds from the date of conviction. Specifically in the case of a drug related offense the student shall minimally be suspended for the remainder of the quarter and forfeit all academic credit for that period.

Augusta Technical College shall notify the appropriate state/federal funding agency within 10 days after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction.

Within 30 days of notification of conviction, Augusta Technical College shall with respect to any student so convicted:

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

Augusta Technical College is responsible for ensuring the development and implementation of a drug free awareness program to inform students of the following:

- 1) The dangers of drug and alcohol abuse on the campus and elsewhere.
- 2) Any available drug and alcohol counseling, rehabilitation and assistance programs.
- 3) Any penalties to be imposed upon students for drug and alcohol abuse violations occurring on the campus.

Augusta Technical College shall conduct a biennial review of its program to determine its effectiveness and implement changes to the program if they are needed and to ensure that the sanctions required by the program are consistently enforced.

Augusta Technical College shall maintain and make available to the U. S. Secretary of Education and to the public a copy of each item in the program as required by this policy and applicable law as well as results of the biennial review.



## II. STUDENT CODE OF CONDUCT

### 5. Drugs, Alcohol and Other Substances

Substances referred to under this policy include all illegal drugs, alcoholic beverages, and misused legal drugs (both prescription and over-the-counter).

- a) Alcohol: Students must comply with all state and federal laws regulating alcohol as well as TCSG Policy II.C.6, Alcohol on Campus. Alcoholic beverages may not be served or sold at any student sponsored function. Students being in a state of intoxication on Augusta Technical College Premises or at Augusta Technical College-sponsored or supervised functions (including off-campus functions), internships, externships, practicum, clinical sites, co-operative or academic sponsored programs or activities or in a Augusta Technical College-owned vehicle is prohibited.
- b) Controlled substances, illegal drugs and drug paraphernalia: Augusta Technical College prohibits possession, use, sale, or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.
- d) Smoking/Tobacco: Augusta Technical College prohibits smoking, or using other forms of electronic, alternative smoking devices or other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on Augusta Technical College Premises. Refer to the Augusta Technical College Tobacco Policy.

### 7. Weapons

The Technical College System of Georgia is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on college building or property shall be governed by Georgia state law. All individuals are expected to comply with the related laws. Failure to follow laws pertaining to weapons is considered a violation of the Student Code of Conduct. Relevant Georgia laws to be aware of and compliant with include but may not be limited to:

O.C.G.A. § 16-8-12(a)(6)(A)(iii); O.C.G.A. § 16-7-80; O.C.G.A. § 16-7-81; O.C.G.A. § 16-7-85; O.C.G.A. § 16-11-121; O.C.G.A. § 16-11-125.1; O.C.G.A. § 16-11-126; O.C.G.A. § 16-11-127; O.C.G.A. § 16-11-127.1; O.C.G.A. § 16-11-129; O.C.G.A. § 16-11-130; O.C.G.A. § 16-11-133; O.C.G.A. § 16-11-135; O.C.G.A. § 16-11-137; O.C.G.A. § 43-38-10

## PREVENTION HEALTH CARE

### Smoking

Smoking is a matter of personal choice. However, the link between smoking and lung cancer seems clear. If you are going to smoke, you should know what is happening in your body.

1. Each time you inhale tobacco smoke you kill several hundred lung cells.
2. You send carbon monoxide into the blood where it competes with oxygen for hemoglobin (and usually wins).
3. You paralyze the bronchial cilia (hairs that catch things) and make it hard for them to keep bacteria from the lungs.
4. You speed up your heart rate.
5. You dull your brain with carbon monoxide, thereby slowing your reaction time and visual acuity.
6. Nicotine hits the central nervous system and stimulates it to release hormones. A feeling of depression and fatigue follows the nicotine "rush."
7. Other components of cigarette smoke cause the arteries to contract, causing a decrease in blood supply to the fingers and toes and a drop in skin temperature.

### Drug Use and Abuse

Many people use and abuse drugs and don't realize it. They don't think that foods and drinks contain drugs. We have all, at one time or another, used and abused drugs. Here is some information on different drugs you may encounter. If you determine you have a drug dependency problem or just want more information, please contact a Wellness Counselor.

**Aspirin:** This is one of the most commonly abused drugs. It is also, however, one of the most useful medicines. It has three functions: (1) analgesia (pain relieving); (2) anti-inflammatory (reduces redness and swelling); and (3) antipyretic (reduces fever). With the exception of those few people who are allergic to it, two aspirins every six hours are safe for nearly everyone. Aspirin is useful for most headaches, fevers, minor injuries and illnesses. Aspirin should be avoided if you have the flu or chicken pox. Aspirin may contribute to Reye's Syndrome during these illnesses.

**Caffeine:** The users of cola drinks, coffee, tea, and chocolate don't think they are taking drugs, but all these beverages contain caffeine, a drug, which is sometimes prescribed medically. Those who overuse drinks containing caffeine use drugs in the truest sense, and some are addicted.

**Tobacco:** Tobacco is addictive due to its content of nicotine. Nicotine decreases blood flow to vital organs which contributes to disease of these organs. Seven known carcinogens, over 1,000 chemicals, and many toxic gases enter your bloodstream each time you light up. Smoking is the number-one voluntary health risk. Tobacco abuse increases your risk of chronic bronchitis, emphysema, upper respiratory and lung infections, and coronary artery and cardiovascular disease. It is

a leading risk factor for cancer of the larynx, lung, mouth, throat, esophagus, kidney, pancreas, and bladder. It has recently been shown to increase women's risk of cancer of the cervix. A new form of tobacco abuse --smokeless tobacco--is just as dangerous and addicting as smoking. The greatest risk is oral cancer, but it also causes dental problems--tooth decay, bad breath, discolored teeth, and gum disease.

**Alcohol:** Although alcohol is legal, it is a potentially lethal drug and can be addictive. See section on Alcohol.

**Marijuana:** Marijuana is a dangerous and illegal drug. It damages the lungs in the same way as cigarette smoke, causes chest pain because of increased heart rate, reduces short-term memory, and affects the reproductive system of males and females. Its chronic use is associated with "amotivational syndrome,"--loss of motivation and interest in school, work, and friends. Marijuana also interferes with coordination, reactions, and judgment. Marijuana is psychologically addictive.

**Stimulants:** The amphetamines (bennies, dexies, speed), methamphetamines (ice, crystal), and cocaine (coke, blow, flake, snow, crack, rock) fall into this class of drug. These drugs are not harmless. They raise blood pressure and respirations. Sudden death due to cardiac arrhythmias or stroke can occur at any time, even with the first use. Users of stimulants build up tolerance so that more and more of the drug is needed to get the same effect. These drugs can be psychologically and physically addictive.

**Narcotics:** This class of drugs includes opium, morphine, codeine, and heroin. These drugs are addictive. They are used medically to alleviate pain; but even in this case, must be used cautiously because of the tendency to produce addiction.

**Sedatives:** Barbiturates like Phenobarbital are the main drugs in the sedative class. As with virtually all classes of drugs, these have definite medical value. They are, however, physically addictive. Sudden withdrawal from Phenobarbital can cause severe problems including convulsions, just as sudden withdrawal from alcohol can produce delirium tremens (DT's) and convulsions in an alcoholic.

**Psychedelic Drugs:** The major psychedelics are Mescaline, Psilocybin, and LSD. These drugs increase pulse, heart rate, blood pressure, and temperature. They also cause chills, nausea, irregular breathing, confusion, and hallucinations. Frequent users can have flashbacks without taking additional drugs. There is also evidence that LSD can cause permanent genetic damage. Psychedelic drugs are very unpredictable. One "trip" may be good and another may be disastrous. There is a great danger of bodily injury to self and others.

## Alcohol

Drinking is so much a part of American culture that we take it for granted. We drink at home, at parties, in bars, in restaurants, and at football games. We drink to relax, to break the ice, to celebrate, to show off, and to forget. We often forget that we have a choice - to drink or not to drink. The choice is ours alone, and we alone are responsible for the decision.

When deciding what role alcohol should play in your life, you should consider not drinking at all. Join the 50 million adults who have chosen not to drink.

Alcohol is potent--it affects the brain powerfully and quickly. Alcohol kills. It is a major factor in motor vehicle accidents, drownings and violent crime. Alcohol destroys. It ruins careers, breaks up families, and leads to personal tragedy.

Long-term excessive abuse of alcohol increases the risks of heart disease, liver disease, cancer, brain damage, mental disorders, loss of sexual functions and blood disorders. Alcohol abuse during pregnancy can cause birth defects and other fetal abnormalities.

A small minority of us are problem drinkers. Check the list below to see if you fall into this category.

1. Family, social, job or financial difficulties due to drinking.
2. Loss of ability to control drinking.
3. "Blackouts" or forgetting what happened while drinking.
4. Distressing reactions if drinking is stopped.
5. A need to drink increasingly more to get the desired effect.
6. Changes in behavior or personality when drinking.
7. Getting drunk frequently--more than four times a year.
8. Injuring oneself or someone else while intoxicated.
9. Breaking the law while intoxicated.
10. Starting the day with a drink.

If you know someone who is not a responsible drinker or who seems to have a drinking problem, don't be afraid to talk to him/her about it. Show some concern and offer some support while avoiding preaching or criticizing. Discuss the issue when neither of you is drinking. Be prepared to offer alternatives as to what kinds of professional help are available. Wellness Counselors can help by referring individuals with drinking problems to the appropriate agency or support group.

## Haven/HavenPlus & AlcoholEdu

As part of our federal compliance mandate to address Title IX and comprehensive prevention efforts for new and returning students, Augusta Technical College expects you to complete the Haven/HavenPlus and AlcoholEdu courses. Haven and HavenPlus are programs on sexual assault prevention techniques. AlcoholEdu is a program that provides alcohol abuse prevention techniques. These 2 hour online courses are thoughtful, educated, and educating programs for adults of all ages committed to thinking about their life choices, as well as assisting others. Students are requested to complete the courses in their first semester of attendance

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## **STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT OF 1990 (THE CLERY ACT)**

The Student Right-To-Know and Campus Security Act of 1990 requires all postsecondary institutions participating in Federal Student Aid Programs to disclose campus security policies and certain crime statistics.

Augusta Technical College publishes an annual disclosure report to faculty, staff, students and the public to comply with the provisions of the law. This report is available in the Information Technology Center, Business Office and on our website at <https://www.augustatech.edu/index.cms>. Printed copies may be obtained from the Business Office.

The following staff may be contacted if you have questions pertaining to the following:  
Crime Statistics: Michael Anchor (706) 771-4021

## **SEXUAL HARASSMENT**

Sexual Harassment is defined as unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome, verbal, written, electronic or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for education decisions affecting such individual; or,
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

Sexually harassing conduct or behavior (regardless of the gender of the persons involved) can include but is not limited to:

Physical touching, sexual comments of a provocative or suggestive nature, suggestive looks or gestures, sexually explicit jokes, electronic media/communication, printed material or innuendos intended for and directed to another, requests for sexual favors, making acceptance of any unwelcome sexual conduct or advances a condition for grades, continued enrollment or receipt of any educational benefit or determination.

**Sexual Violence** (a form of unlawful harassment): physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent, including but not limited to sexual assault, rape, sexual battery, and sexual coercion. All acts of sexual violence are considered unlawful sexual harassment, regardless of gender, for purposes of this procedure.

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## GRIEVANCE PROCEDURE

### A. Reporting and Management Action

1. All students are encouraged to report events of unlawful harassment, discrimination, sexual violence and/or retaliation (“prohibited conduct”) against themselves or others.
2. Students have the right to file (or not to file) a criminal complaint for sexual violence with the local law enforcement authorities before, during, or after filing a complaint with Augusta Technical College. Augusta Technical College shall not unreasonably delay investigation under this procedure to await the outcome of any criminal investigation.
3. If a student filing a complaint requests anonymity or asks that the complaint not be pursued, Augusta Technical College must inform the student that its ability to respond may be limited, that retaliation for filing a complaint is prohibited and steps to prevent harassment and retaliation will be taken. Augusta Technical College should take all reasonable steps to investigate and respond to the complaint consistent with the request and pursue other steps to limit the effects of the alleged harassment and prevent recurrence.
4. Colleges may weigh a request for anonymity or a request they not pursue a complaint considering the following factors: the seriousness of the alleged conduct, the complainant’s age, whether there have been other harassment complaints about the same individual, and the alleged harasser’s rights to receive information about the allegations if the information is maintained as an “education record” under FERPA. Augusta Technical College must inform the student if the request cannot be granted.
5. Reports concerning all prohibited conduct referenced in this procedure will be processed confidentially to the extent permitted by law; communications regarding complaints will be disseminated to others on a need-to-know basis to ensure that necessary steps are taken to protect the community as a whole and that appropriate disciplinary measures or corrective actions are considered and taken.
6. Allegations or suspicions of unlawful discrimination, harassment, sexual harassment, sexual violence or unlawful retaliation may be reported to Augusta Technical College’s Title IX or Section 504 Coordinators, the president, or the Human Resources Director (should the complaint involve employees). Complaints may also be emailed to [unlawfulharassment@tcsg.edu](mailto:unlawfulharassment@tcsg.edu).
7. Complaints under this procedure can be expressed in writing, by telephone, or in person; individuals are, however, encouraged to express complaints in writing to ensure all concerns are addressed.
8. If an allegation of unlawful harassment, discrimination, sexual harassment, sexual violence or retaliation is made to an employee not designated to receive such reports, the employee receiving the complaint must report the allegation as provided in section 6 above.

9. Allegations of any sexual conduct involving individuals under the age of 18 must also be reported as an allegation of child abuse as outlined in O.C.G.A. § 19-7-5.

10. Students or employees may be suspended, transferred or reassigned employees or students in order to prevent possible further harassment, discrimination, sexual violence or retaliation; to facilitate the investigation or to implement preventive or corrective actions under this procedure.

11. Any allegation of unlawful harassment, discrimination, sexual harassment, sexual violence or retaliation against employees must be reported to the Human Resources Director who may elect to conduct the investigation in conjunction with other local investigators.

## Employee Handbook

### Orientation

On the first day of employment, the immediate supervisor should greet the new employees and orient them to their office area, telephone, fax, computer, and all other equipment, supplies, and working areas. The supervisor should also tour the new employees around the campus and introduce them to as many people as possible. Each person in his/her chain of command should be introduced to him/her as soon as possible. Also, during the first days of employment, the new employee should have a name tag ordered, have an e-mail account started, and be given a phone list. Employees must complete the online New Employee Orientation.

### Professional Development

The faculty and staff of Augusta Technical College are encouraged to continue professional growth by updating knowledge and skills. Annually, a professional development plan is jointly developed by all full-time faculty and staff. The plan focuses on increasing knowledge and skills, not accomplishing tasks or work. The *Professional Development Plan Form* is available in the Forms Repository on the Augusta Technical College website. Documentation of professional development during the year must be completed during the plan year which is May 1 to April 30 of the following year. All professional development activities must be reported in Compliance Assist.

The President must approve all employees' professional development plans. If professional development hours are not completed and documented by April 30, the President has the right not to provide the employee a contract for the new fiscal year.

### 2017 & 2018 Mandatory Offerings

FY2017	FY2018
Active Shooter Training – 1 hour	ALICE Training – 2 hours
ADA/504 Compliance- 1 hour	ADA/504 Compliance- 1 hour
Automotive Liability Coverage – 1 hour	Automotive Liability Coverage – 1 hour
Bloodborne & Airborne Pathogens –1 hour (Required for specific personnel)	Bloodborne & Airborne Pathogens –1 hour (Required for specific personnel)
	Cyber Threat Awareness – 1 hour
Diversity – 2 hours	Diversity – 2 hours
Driving Do's & Don'ts – 1 hour	Driving Do's & Don'ts – 1 hour
Haven/Sexual Assault – 1 Hour	Haven/Sexual Assault – 1 Hour
Right-To-Know – 1 hour	Right-To-Know – 1 hour
Titles IX, VI & Sexual Harassment – 1 hour	Titles IX, VI & Sexual Harassment – 1 hour
	Work Ethics Awareness – 1 Hour



## **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

Augusta Technical College and the Technical College System of Georgia (TCSG) believe the health and wellbeing of all our employees is of critical importance. The State of Georgia has contracted with Espyr, an independent firm, to provide employee assistance services for full-time employees, and their immediate families.

The EAP staff and counselors include psychologists, clinical social workers, marriage and family counselors, alcohol and drug counselors, attorneys, financial advisors and other professionals. EAP counselors are licensed mental health professionals, and all have a master's degree or doctorate in their field of expertise.

The EAP program is **free, confidential, and accessible 24/7**, with your right to privacy protected within the bounds of the law. Espyr will not disclose who uses the Employee Assistance Program. To take advantage of the EAP, contact Espyr by calling 855-584-3588 or you may securely request services from the website at [www.espyr.com](http://www.espyr.com). Enter **SOG2015** in the Employee Portal as your password.

## **UNLAWFUL DISCRIMINATION, HARASSMENT AND RETALIATION IN EMPLOYMENT**

The College prohibits unlawful discrimination, harassment and retaliation in accordance with the Statement of Equal Opportunity. Students, faculty, and staff who engage in discrimination, harassment, and retaliation on the College premises, or at a college-sponsored activity will be subject to disciplinary action.

All employees are expressly prohibited from engaging in any form of unlawful discrimination or harassment. Any employee who has engaged in such prohibited behaviors or conduct will be subject to disciplinary action, up to and including dismissal.

All employees are required to report any act of unlawful discrimination and harassment. Reports will be treated in an expeditious and confidential manner to the extent provided by law.

The College will not tolerate retaliation for having filed a good faith complaint of unlawful discrimination or harassment or for having provided any information in an investigation of such. Any employee who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including dismissal. Employees in a supervisory or managerial capacity are prohibited from knowingly permitting unlawful discrimination, harassment or retaliation in their assigned work unit(s) and from making sexual advances, welcome or unwelcome, toward any subordinate.

The harassment of an employee by a non-employee (e.g. vendor, contractor, etc.) in conjunction with the performance of his/her assigned duties and responsibilities and the harassment of a non-employee by an employee will not be tolerated. Conduct which does not rise to the level of unlawful harassment may still violate other

policies or procedures and subject an employee to disciplinary action, up to and including dismissal from employment. (Reference State Policy 4.3.1.)

### **CAMPUS SECURITY**

Augusta Technical College has established a campus police department with full-time and part-time police officers. The Augusta Technical College Police Department is POST recognized, and the campus officers have the legal authority to make arrests and issue summons.

### **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.

### **TOBACCO USE**

Augusta Technical College is a smoke-free environment; therefore, there shall be no use of tobacco products (to include cigarettes, cigars, pipes, or smokeless tobacco) on campus.

### **WEAPONS ON CAMPUS**

Augusta Technical College is designated as a school safety zone. This means that weapon possession is restricted by GA law. The text of the law (O.C.G.A. 16-11-127.1) is listed *in the handbook*. 16-11-127.1.

## Website Information

### CLERY ACT

The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (originally known as the "Campus Security Act") was enacted by the United States Congress and signed into law by President George Bush in 1990.

It is named in memory of 19-year old Lehigh University freshman Jeanne Ann Clery who was assaulted and murdered while asleep in her residence hall in 1986. This law requires us and all institutional officials with significant responsibility for campus and student affairs to publicly disclose three years of campus crime statistics.

This publication has been developed by the Augusta Technical College in compliance with the Crime Awareness and Campus Security Act and the Jeanne Clery Act. It is intended to make you aware of the safety and security policies that have been instituted at Augusta Technical College to provide a safe academic environment.

**Note:** *These statistics represent crimes reported to security officials at Augusta Technical College. Some of these crimes may eventually be determined to have been unfounded or inaccurately reported.*

### Annual Crime Report

The annual security report must be published and distributed by October 1 each year. Therefore, the crime statistics shown are for the (3) three previous years.

<https://www.augustatech.edu/skins/userfiles/files/AugustaTechnicalCollegeAnnualSecurityReport.pdf>

### Crime Statistics

The following table lists the number of criminal offenses, arrests and disciplinary actions reported on the college sites for the past 3 years.

Offenses	Augusta			Columbia Co			Thomson			Waynesboro		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Criminal Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape												
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0

Criminal Offenses	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0

Hate Crimes	Augusta			Columbia Co			Thomson			Waynesboro		
Hate Crimes	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Race	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity												
Disability	0	0	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0

Hate crime categories include murder and non-negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, Larceny-theft, simple assault, intimidation and destruction/damage/vandalism of property.

FOR THE REPORTING YEARS OF 2014, 2015 AND 2016, THERE WERE NO REPORTED HATE CRIMES FOR CRIME CATEGORY.

Arrests	Augusta			Columbia Co			Thomson			Waynesboro		
Arrests	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Illegal weapons possessions	1	1	0	0	0	0	0	0	0	0	0	0
Drug law violations	1	0	0	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0

Disciplinary Actions	Augusta			Columbia Co			Thomson			Waynesboro		
Arrests	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Illegal weapons possessions	0	1	0	0	0	0	0	0	0	0	1	0
Drug law violations	1	0	0	0	0	0	0	0	0	1	0	0
Liquor law violations	1	0	0	0	1	0	0	0	0	0	0	1

## Student Affairs Programs

### STUDENT ACTIVITIES EVENTS

#### Franks for Fall

Annual event held each September on all college locations as a celebration to the start of the school year. Faculty and Staff serve students hotdogs, chips and drinks while also sharing information about campus services and campus organizations.

#### Spring Spirit

The Annual Augusta Tech Spring Spirit was held at each campus location, along with lunch being provided, the events showcased activities as well as a Wellness Resource Tent with College and community agency participation.

#### New Student Orientation

Prior to the start of each new semester, New Students and New to Program Students are invited to attend an orientation either in-person or online where they learn about student services and college resources. Students meet with advisors to register online in SmartWeb and complete the financial aid process. Students receive their ID cards and parking permits at the in-person orientation and each participant receives an Augusta Tech t-shirt.

FY2017	Event	Campus	Attendees
6/10/16	New Student Orientation	Augusta	24
7/15/16	New Student Orientation	Augusta	105
7/21/16	New Student Orientation	Augusta	53
7/29/16	New Student Orientation	Augusta	95
8/2/16	New Student Orientation	Thomson	14
8/4/16	New Student Orientation	Columbia Co.	28
8/12/16	New Student Orientation	Augusta	223
9/14/16	Franks for Fall	All Campuses	1300
9/15/16	Franks for Fall	All Campuses	1200
10/24/16	The Big Game Show	Augusta	150
11/18/16	New Student Orientation	Augusta	43
12/8/16	New Student Orientation	Columbia Co.	11
12/9/16	New Student Orientation	Augusta	55
10/31/16	Acoustic Café/Breast Cancer Awareness	Augusta	40
11/11/16	Veterans Day Program	Augusta	75
11/14/16	DUI Simulator	Augusta	57
1/6/17	New Student Orientation	Augusta	122
2/16/17	Acoustic Café/Black History Month	Augusta	25
4/18/17	Spring Spirit	All Campuses	700
4/28/17	New Student Orientation	Augusta	61
5/12/17	New Student Orientation	Augusta	97

<b>FY2017</b>	<b>Event</b>	<b>Campus</b>	<b>Attendees</b>
6/9/17	New Student Orientation	Augusta	5
		<b>Total=</b>	<b>4,483</b>
<b>FY2018</b>	<b>Event</b>	<b>Campus</b>	<b>Attendees</b>
7/28/17	New Student Orientation	Augusta	200
8/9/17	New Student Orientations	Columbia Co.	32
9/19/17	Franks for Fall	All Campuses	1200
11/8/17	Career Fair	Augusta	271
11/17/17	New Student Orientation	Augusta	31
12/8/17	New Student Orientation	Augusta	61
2/15/18	Black History Month Lecture Series	Augusta	100
2/19/18	Black History Month Lecture Series	Augusta	50
3/14/18	Career Fair	Augusta	228
4/11/18	Spring Spirit	All Campuses	600
4/13/18	New Student Orientation	Augusta	17
4/24/18	New Student Orientation	Columbia Co.	7
5/11/18	New Student Orientation	Augusta	36
		<b>Total=</b>	<b>2,833</b>

## COUNSELING CENTER

### Wellness/Resource Fairs

The Annual Wellness/Resource Fairs are held in September, February and June on all college locations bringing college departments, community organizations and vendors who specialize in physical, spiritual, financial and emotional health. Healthy living options are provided by these groups including services for alcohol, drug and safety concerns.

### Presentations & Information Table Displays

Study Skills/Time Management, Test Anxiety/Stress Management and Conflict Resolution Workshops both discuss the importance of healthy living and managing stressors daily. Resources for avoiding drugs and alcohol, and managing healthy relationships, are provided during the presentations and participants are encouraged to reach out for assistance.

Information Table Displays for Healthy Choices, Breast Cancer Awareness, Depression Awareness, Great American Smokeout, Cold & Flu, Sexual Assault/Domestic Violence Awareness, and Exam De-Stressing promoted on all campuses shared information with students, faculty and staff the importance of making good choices, and recognizing stressors that lead to unhealthy choices and shared ways to make better choices in the future, including education on drugs and alcohol.

<b>Date</b>	<b>Presentations &amp; Information – FY2017</b>	<b>Campus</b>	<b>No.</b>
7/15/16	New Student Orientation/Counseling Information	Augusta	105
7/18/16	Counseling/Wellness Information Table	Thomson	14
7/19/16	Counseling/Wellness Information Table	Waynesboro	20

<b>Date</b>	<b>Presentations &amp; Information – FY2017</b>	<b>Campus</b>	<b>No.</b>
7/21/16	New Student Orientation/Counseling Information	Augusta	53
7/27/16	Engineering Technology Information Session	Augusta	19
7/29/16	New Student Orientation/Counseling Information	Augusta	95
8/2/16	New Student Orientation/Counseling Information	Thomson	14
8/4/16	New Student Orientation/Counseling Information	Columbia Co.	28
8/8/16	New Student Orientation/Counseling Information	Waynesboro	5
8/10/16	ADN/LPN Program/Counseling Services	Augusta	60
8/12/16	New Student Orientation/Counseling Information	Augusta	223
8/22/16	ECET – Time Management/Study Skills	Augusta	20
8/23/16	Counseling/Wellness Information Table	Thomson	21
8/24/16	Counseling/Wellness Information Table	Waynesboro	34
9/9/16	NET – Time Management/Study Skills	Augusta	30
9/13/16	Resource Fair	Augusta	155
9/14/16	Health Choices Table at Franks for Fall	Augusta	150
9/15/16	Health Choices Table at Franks for Fall	Augusta	150
9/13/16	Counseling/Wellness Information Table	Thomson	25
9/22/16	Counseling/Wellness Information Table	Columbia Co.	15
9/26/16	Counseling/Wellness Information Table	Thomson	15
9/26/16	Counseling/Wellness Information Table	Columbia Co.	11
9/27/16	Counseling/Wellness Information Table	Waynesboro	33
9/29/16	LPN Students/Time Management/Study Skills	Waynesboro	8
10/16	Breast Cancer Awareness/Monthly Table Display	All Campuses	75
10/4/16	Ladies Night Out/Counseling Information	Augusta	59
10/10/16	Counseling/Wellness Information Table	Columbia Co.	28
10/19/16	Counseling/Wellness Information Table	Waynesboro	12
10/27/16	Financial Aid Literacy Workshop	Augusta	0
10/31/16	Breast Cancer Awareness (Acoustic Café)	Augusta	40
11/2/16	Counseling/Wellness Information Table	Columbia Co.	24
11/3/16	5/3 Bank Mobile Banking Services	Augusta	30
11/9/16	5/3 Bank Financial Empowerment Program	Augusta	3
11/16/16	Counseling/Wellness Information Table	Waynesboro	25
11/17/16	Great American Smokeout Information	All Campuses	75
11/18/16	New Student Orientation/Counseling Information	Augusta	43
12/1/16	Counseling/Wellness Information Table	Columbia Co.	10
12/5/16	New Student Orientation/Counseling Information	Waynesboro	3
12/6/16	New Student Orientation/Counseling Information	Thomson	9
12/8/16	New Student Orientation/Counseling Information	Columbia Co.	11
12/9/16	New Student Orientation/Counseling Information	Augusta	55
1/5/17	New Student Orientation/Counseling Information	Waynesboro	5
1/6/17	New Student Orientation/Counseling Information	Augusta	122
1/11/17	ADN Information Session/Counseling Services	Augusta	40
1/18/17	Counseling/Wellness Information Table	Columbia Co.	18
1/19/17	5/3 Bank Empowerment Program	Augusta	4

<b>Date</b>	<b>Presentations &amp; Information – FY2017</b>	<b>Campus</b>	<b>No.</b>
2/6/17	Wellness/Resource Fair	Thomson	25
2/7/17	Wellness/Resource Fair	Augusta	63
2/8/17	Wellness/Resource Fair	Columbia Co.	36
2/13/17	Wellness/Resource Fair	Grovetown	24
2/16/17	5/3 Bank Empowerment Program	Augusta	9
2/21/17	5/3 Bank Empowerment Program	Augusta	3
3/1/17	Counseling/Wellness Information Table	Columbia Co.	31
3/8/17	5/3 Bank Empowerment Program/ID Protection	Augusta	5
3/14/17	High School High Tech/Disability Services	Thomson	62
3/15/17	5/3 Bank Empowerment Program	Augusta	8
3/21/17	Counseling/Wellness Information Table	Waynesboro	15
3/28/17	We Speak Against Sexual/Domestic Violence	Augusta	85
3/29/17	College Success Workshop	Augusta	2
3/29/17	5/3 Bank Empowerment Program	Augusta	4
4/11/17	Counseling/Wellness Information Table	Columbia Co.	10
4/12/18	5/3 Bank Empowerment Program	Augusta	6
4/18/17	Spring Spirit/Counseling Information Table	Augusta	150
4/19/17	College Success Workshop	Augusta	0
4/19/17	5/3 Bank Empowerment Program	Augusta	5
4/24/17	College Success Workshop	Augusta	0
4/25/17	New Student Orientation/Counseling Information	Thomson	10
4/26/17	New Student Orientation/Counseling Information	Columbia Co.	8
4/28/17	New Student Orientation/Counseling Information	Augusta	67
5/1/17	New Student Orientation/Counseling Information	Waynesboro	5
5/12/17	New Student Orientation/Counseling Information	Augusta	97
5/19/17	NET – Study Skills/Time Management	Augusta	20
5/30/17	Counseling/Wellness Information Table	Columbia Co.	17
5/31/17	Counseling/Wellness Information Table	Waynesboro	10
6/9/17	New Student Orientation/Counseling Information	Augusta	5
6/20/17	College Success Workshop	Augusta	6
6/21/17	Counseling/Wellness Information Table	Columbia Co.	21
6/27/17	Counseling/Wellness Information Table	Waynesboro	10
6/30/17	OTA – Conflict Management	Augusta	25
		<b>Total=</b>	<b>2,838</b>

<b>Date</b>	<b>Presentations &amp; Information – FY2018</b>	<b>Campus</b>	<b>No.</b>
7/19/17	Counseling/Wellness Information Table	Columbia Co.	22
7/26/17	Open House/Counseling Services	Augusta	150
7/28/17	New Student Orientation/Counseling Information	Augusta	200
8/1/17	New Student Orientation/Counseling Information	Thomson	15
8/7/17	New Student Orientation/Counseling Information	Waynesboro	9
8/9/17	ADN/LPN Orientation/Counseling Services	All Campuses	60



<b>Date</b>	<b>Presentations &amp; Information – FY2018</b>	<b>Campus</b>	<b>No.</b>
8/9/17	New Student Orientations/Counseling Information	Columbia Co.	32
8/21/17	Wells Fargo at Work/Financial Information	Augusta	N/A
8/22/17	Wells Fargo at Work/Financial Information	Augusta	N/A
9/6/17	Resource/Wellness Fair	Augusta	106
9/7/17	Resource/Wellness Fair	Columbia Co.	52
9/19/17	Franks for Fall-Counseling/Wellness Information	Augusta	106
9/26/17	Resource/Wellness Fair	Waynesboro	38
9/27/17	Resource/Wellness Fair	Thomson	62
10/17	Breast Cancer Awareness/Monthly Table Display	All Campuses	81
10/12/17	STEM4Her Ladies Night Out/Counseling Info.	Augusta	98
10/18/17	Purple Promise/Domestic Violence Event	Augusta	75
10/19/17	Purple Promise/Domestic Violence Event	Waynesboro	90
10/19/17	Purple Promise/Domestic Violence Event	Columbia Co.	31
10/26/17	Amerigroup Disability Services Mentoring Day	Augusta	12
11/1/17	Mid-Semester Check-In/Counseling Information	Augusta	47
11/1/17	Counseling/Wellness Information Table	Columbia Co.	5
11/7/17	The BIG Show/Active Bystander Intervention	Augusta	150
11/9/17	Elite Style Do-It-Yourself Automobile Maintenance & Care Workshop/STEM4Her/Counseling Info.	Augusta	11
11/15/17	STEM4Her Event/GOAL/Counseling Information	Augusta	83
11/16/17	Great American Smokeout Promotion	All Campuses	N/A
11/17/17	New Student Orientation/Counseling Information	Augusta	31
11/28/17	High School High Tech/Disability Services	Augusta	121
11/29/17	Chill & Chat Ice Cream Social	Augusta	9
12/4/17	ENGT Time Management/Study Skills (2)	Augusta	40
12/5/18	New Student Orientation/Counseling Information	Thomson	20
12/6/17	Counseling/Wellness Information Table	Columbia Co.	36
12/6/17	New Student Orientation/Counseling Information	Columbia Co.	12
12/8/17	New Student Orientation/Counseling Information	Augusta	61
12/11/18	New Student Orientation/Counseling Information	Waynesboro	5
12/13/17	CRED-Active Bystander Intervention Training (2)	Augusta	14
1/30/18	Counseling/Wellness Information Table	Columbia Co.	12
2/12/18	Wellness/Resource Fair	Columbia Co.	26
2/13/18	Wellness/Resource Fair	Thomson	48
2/14/18	Wellness/Resource Fair	Augusta	146
2/15/18	Wellness/Resource Fair	Waynesboro	30
3/6/18	Counseling/Wellness Information Table	Waynesboro	15
3/6/18	Dual Enrollment Information Session	Augusta	100
3/8/18	Counseling/Wellness Information Table	Columbia Co.	5
3/16/18	Counselors/Administrators Luncheon	Augusta	60
3/19/18	5/3 Bank Financial Empowerment Program	Augusta	7
4/11/18	#TurnAugustaTechTeal – Sexual Assault Event	Augusta	250
4/11/18	Spring Spirit – Counseling/Wellness Table	Augusta	150
4/13/18	New Student Orientation/Counseling Information	Augusta	17

Date	Presentations & Information – FY2018	Campus	No.
4/19/18	5/3 Bank Mobile Banking Services	Augusta	25
4/24/18	New Student Orientation/Counseling Information	Columbia Co.	8
4/24/18	Dual Enrollment Information Session	Columbia co.	6
4/25/18	5/3 Bank Financial Empowerment Program	Augusta	6
4/30/18	New Student Orientation/Counseling Information	Waynesboro	10
5/1/18	New Student Orientation/Counseling Information	Thomson	14
5/11/18	New Student Orientation/Counseling Information	Augusta	36
5/23/18	5/3 Bank Financial Empowerment Program	Augusta	3
5/30/18	Counseling/Wellness Information Table	Columbia Co.	27
6/5/18	Resource Fair	Waynesboro	24
6/6/18	Resource Fair	Augusta	56
6/7/18	Resource Fair	Thomson	25
6/11/18	Resource Fair	Columbia Co.	34
6/11/18	OTA/Conflict Management Presentation	Augusta	21
6/13/18	5/3 Bank Financial Empowerment Program	Augusta	0
6/27/18	Chill & Chat Ice Cream Social/Counseling	Augusta	29
<b>Total =</b>			<b>3,074</b>

### Haven & AlcoholEdu

An online course provided by the Technical College System of Georgia through EverFi, Inc. is offered to all new and returning students with a request to complete by the Vice President of Student Affairs. **Haven** and **HavenPlus** are programs on sexual assault prevention techniques. **AlcoholEdu** is a program that provides alcohol abuse prevention techniques.

### Student Report for FY2017

Course	Total Registrations	Part 1 Complete	Part 2 Complete
AlcoholEdu	800	546	171
Haven	539	457	122
Haven Plus	261	248	85

### Student Report for FY2018\*

Course	Total Registrations	Part 1 Complete	Part 2 Complete
AlcoholEdu	1325	532	228
Haven	902	529	183
Haven Plus	426	249	103

\*As of 6/29/2018

### Student Health 101

Annual subscription to online health resource customized for Augusta Technical College with information on Nutrition, Stress, Relationships, Finances, Exercise and more. The program shares local resources for students, faculty and staff seeking assistance.

**Usage Report**

Fiscal Year	Website Visitors	Page Views
FY2017*	763	8,306
FY2018	484*	1,622*

\*Student Health 101 Phone App launched in FY2017

\*\*As of 6/29/2018

**Judicial Hearings & Student Code of Conduct Complaints**

The Vice President for Student Affairs is the chief administrator for handling the disciplinary procedures for the college. Mandatory counseling through the Counseling Center and the *Haven* and *AlcoholEdu* courses have been included as sanction options when the hearing panel is rendering a decision.

**Disciplinary & Conduct Complaint Results FY2017 (201712, 201714, 201716)**

Type of Hearings	Number of Students/ Number of Complaints	Community Service and/or Restitution	Probation	Suspended	Expelled	No Findings*
Alcohol	0	0	0	0	0	0
Drugs	3	0	0	0	0	3
Sexual Misconduct	0	0	0	0	0	0
Theft	10	6	0	4	0	0
Vandalism	1	1	0	0	0	0
Weapons	0	0	0	0	0	0

\*No sanctions or student unavailable for hearing process

**Disciplinary & Conduct Complaint Results FY2018 (201812, 201814, 201816)**

Type of Hearings	Number of Students/ Number of Complaints	Community Service and/or Restitution	Probation	Suspended	Expelled	No Findings*
Alcohol	1	0	1	0	0	0
Drugs	0	0	0	0	0	0
Sexual Misconduct	1	0	0	0	1	0
Theft	5	2	0	0	0	3
Vandalism	0	0	0	0	0	0
Weapons	0	0	0	0	0	0

\*No sanctions or student unavailable for hearing process

## Resource Links

**Augusta Technical College Website**

<https://www.augustatech.edu/index.cms>

**Annual Crime Report & Clery Act**

<https://www.augustatech.edu/about-us/crime-statistics.cms>

**College Catalog**

<http://augustatech.smartcatalogiq.com/>

**College Mission**

<https://www.augustatech.edu/about-us/strategic-plan.cms>

**Counseling Center & Wellness Committee**

<https://www.augustatech.edu/student-resources/counseling-center-ov.cms>

**Employee Handbook**

<https://www.augustatech.edu/skins/userfiles/files/EmployeeHandbook02222018.pdf>

**EverFi Programs: Haven & Alcohol Edu**

<http://everfi.com>

**New Student Orientation**

<https://www.augustatech.edu/student-resources/new-stu-ori.cms>

**Student Activities**

<https://www.augustatech.edu/student-resources/student-clubs-ov.cms>

**Student Handbook & Wellness Guide**

<http://augustatech.smartcatalogiq.com/en/2018/Student-Handbook-and-Wellness-Guide>

**Student Health 101**

<http://augustatech.readsh101.com/>