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Administrative Student Policies

Financial Aid and Bursar Policies

Code of Conduct Regarding Private Lending and Student Choice

Review Date: 2015-01-00T00:00:00

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Last Revised:** 2006-06-00T00:00:00  
**Review Date:** 2015-01-00T00:00:00

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

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

Impact of Grade Substitution Policy on the HOPE Scholarship:

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

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

Georgia Tech's SAP policy has three components. See "[Satisfactory Academic Progress](http://www.finaid.gatech.edu/hope)", for the complete policy.

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

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

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

**Policy Owner:** Bursarâ€™s Office  
**Contact Name:** Susan Morrell  
**Contact Title:** Associate Bursar  
**Contact Email:** susan.morrell@business.gatech.edu  

**Policy Statement:**

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

1. All monies awarded to students must be administered in a way that ensures any information the school receives is communicated to and coordinated by the Office of Scholarships & Financial Aid (OSFA) in collaboration with the Bursar’s Office.
2. Awards must comply with all fund specific requirements/restrictions.
3. Students must be enrolled in course work to be eligible to receive the payment.Payments requested for
any non-current term either past or future, co-op, or internship work periods must be reviewed/approved by
the Director of OSFA.

4. If required, awards will be adjusted to resolve any over award situations, including adjustments to awards
that exceed the student’s total cost of attendance.

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

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

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

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

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

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

Prize/Award
A prize/award is defined as a payment made to a student in the nature of an award or recognition for some sort of
special achievement, special skill, special knowledge, or special renown in a certain area, or can represent an
award won in a contest of some sort. An example of an award would be an award for the best poster. When paying
an award, the grantor/donor does not specifically intend that the grantee spend the award amount “for purpose of
aiding his study, training, or research”. Funding should come from sources that permit the award payment, such as
Georgia Tech Foundation and Georgia Tech Research Corporation, etc. NO STATE FUNDS ARE ALLOWED TO
PAY PRIZES AND AWARDS. These funds will be disbursed from the appropriate project and account 751120 (not
allowed through projects beginning with 997/998 unless payments meet exception below). Awards made to
students are considered income and will incur the appropriate tax treatment.

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

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

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

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

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

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

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

Mandatory Student Insurance

Last Revised: 2014-10-00T00:00:00
Review Date: 2017-10-00T00:00:00
Policy Owner: Bursar's Office
Contact Name: Susan Morrell
Contact Title: Associate Bursar
Contact Email: susan.morrell@business.gatech.edu

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

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

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

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

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

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

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

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

Policy History:

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Author</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-2014</td>
<td>Bursar's Office</td>
<td>Update to policy</td>
</tr>
</tbody>
</table>

Refunds

Last Revised: 2012-10-00T00:00:00
Review Date: 2015-02-00T00:00:00

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

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

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

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

The responsibility to repay unearned aid is shared by the institution and the student in proportion to the aid each is assumed to possess. Georgia Tech will use the Return of Financial Aid - Refund Policy worksheet to determine the amount the student and/or the institution must refund (canceled from your student account) to the appropriate programs. The Office of Scholarships and Financial Aid and the Bursar's Office will cooperatively verify the accuracy of each refund calculation.
Institution’s Return of Funds
Once the institution's portion of the return of funds has been calculated the OSFA will reduce the student's original financial aid award and return the funds within 45 (forty-five) days to the appropriate program(s) in the order specific in this policy. If this creates a "balance" on the student's account in the Bursar's office, the Bursar will notify the student of the obligation. The student will be responsible for paying the debt to the Bursar immediately. The student will not be allowed to register or receive an official transcript until the debt has been paid in full.

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

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

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

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

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

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

Financial Aid Calculated Examples:

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

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

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

The lesser amount of the institutional charges or federal aid awarded is then multiplied by a daily prorated ratio based on your certified date of withdrawal. The result is the amount of aid to be returned.

Example 1:

<table>
<thead>
<tr>
<th>Institutional Charges</th>
<th>Example1</th>
<th>Example2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$3,859</td>
<td>$3,859</td>
</tr>
<tr>
<td>Recreation Fee</td>
<td>54</td>
<td>54</td>
</tr>
<tr>
<td>Health Fee</td>
<td>154</td>
<td>154</td>
</tr>
<tr>
<td>Transportation Fee</td>
<td>81</td>
<td>81</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>107</td>
<td>107</td>
</tr>
<tr>
<td>Activity Fee</td>
<td>123</td>
<td>123</td>
</tr>
<tr>
<td>Athletic Fee</td>
<td>127</td>
<td>127</td>
</tr>
<tr>
<td>Special Institution Fee</td>
<td>272</td>
<td>272</td>
</tr>
<tr>
<td>Campus Housing</td>
<td>3,900</td>
<td>3,900</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$8,677</strong></td>
<td><strong>$8,677</strong></td>
</tr>
</tbody>
</table>

Financial Aid Awarded

<table>
<thead>
<tr>
<th></th>
<th>Example1</th>
<th>Example2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsubsidized Stafford</td>
<td>$990</td>
<td>$3,713</td>
</tr>
<tr>
<td>Subsidized Stafford</td>
<td>2,723</td>
<td>2,723</td>
</tr>
<tr>
<td>Perkins Loan</td>
<td>1200</td>
<td></td>
</tr>
<tr>
<td>Pell Grant</td>
<td>2,250</td>
<td></td>
</tr>
<tr>
<td>SEOG</td>
<td>2,000</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$9,163</strong></td>
<td><strong>$6,436</strong></td>
</tr>
</tbody>
</table>

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

If your date of withdrawal is at the midpoint of the term, $8,677 would be multiplied by 50% to calculate $4338.50 to return from your Federal Financial Aid funds. For the example, the entire $990 Unsubsidized Stafford Loan would be returned to the servicer (canceled from your account) as well as $2723 of the Subsidized Stafford Loan and $625.50 of the Perkins Loan. Therefore $990 + $2723 + $625.50 = $4,338.50 is the amount of aid to be returned (canceled from your account).

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

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

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

1. One category of unofficial withdrawal happens if you did not complete the withdrawal process or otherwise notify the school of the intent to withdraw due to illness, accident, grievous personal loss or other circumstances beyond your control. If the failure to properly withdraw is beyond your control, the withdrawal date is the date you no longer were able to attend class.

2. A second category of unofficial withdrawals encompasses all other withdrawals where official notification is not provided to the school. For these withdrawals the withdrawal date is the midpoint of the term, unless otherwise documented.

Time Frame of Withdrawal Date for an Unofficial Withdrawal

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

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

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

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

Satisfactory Academic Progress

Last Revised: 2012-05-00T00:00:00
Review Date: 2015-02-00T00:00:00
Policy Statement:
The Higher Education Act of 1965, as amended, requires institutions of higher education to establish and apply standards of academic progress that must be met by all students in order to qualify and remain eligible for assistance from the Title IV student financial aid programs. Georgia Tech has elected to apply the standards set forth below to all students who receive aid from any of the following programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Helping Outstanding Pupils Educationally (HOPE), Federal Work-Study (FWS), Federal Perkins Loan, Federal Direct Student Loan, the Federal Direct Parent Loan for Undergraduate Students (PLUS), the Federal Direct Graduate PLUS Loan, and Institute grants and scholarships. The standards against which applicants for and recipients of financial assistance are measured include both qualitative and quantitative measures.

Qualitative

You must maintain a cumulative minimum grade point average of:

1.7 as a freshman,

1.9 as a sophomore,
2.0 as a junior and senior, 

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

and a 3.0 for a PhD program

**Quantitative/Pace**

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

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

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

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

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

**Maximum Time Frame - Undergraduates**

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

**Maximum Time Frame - Graduates**

Maximum time frames for graduate studies are: master's - 6 semesters; doctoral - 12 semesters. Graduate students whose programs of study cannot be accomplished within these maximums must furnish documentation from their department to support any extension. OSFA knows and understands that several factors contribute to a graduate student's academic progress. The standard we utilize looks at hours attempted and terms enrolled, but we recognize that your graduate/thesis advisor is the authority that we need to depend upon to help us properly document our files and assess your situation appropriately.
Grade Substitution Policy

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

Appealing a Satisfactory Academic Progress Suspension

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

Student Appeals

**Last Revised:** 2011-07-00T00:00:00  
**Review Date:** 2015-01-00T00:00:00

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

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

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

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

**Satisfactory Academic Progress (SAP)**

**GPA/75 percent minimum credit hours:**

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

**Maximum time frame:**

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

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

Adjustment to Income

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

Cost of Attendance

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

Voluntary Student Fees

Last Revised: 2014-10-00T00:00:00
Review Date: 2017-10-00T00:00:00
Policy Owner: Bursar's Office
Contact Name: Susan Morrell
Contact Title: Associate Bursar
Contact Email: susan.morrell@business.gatech.edu
Policy Statement:
Voluntary Student Fees - If a student is registered for 4 or more billable hours during the current semester, these fees are included in the mandatory fees already assessed to the student account. Sign up is not required for students registered for 4 or more billable hours to have access. Eligible students (see definition below) can elect to pay fees voluntarily and receive access to the services and activities these fees support.

The elective fees to choose from are:

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

Eligibility requirements to elect these fees are as follows:

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

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

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

<table>
<thead>
<tr>
<th>Policy History:</th>
<th>Revision Date</th>
<th>Author</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10-2014</td>
<td>Bursar's Office</td>
<td>Updates to verbiage</td>
</tr>
</tbody>
</table>

**Housing Policies**

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

**Technically Speaking:**

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

**Institute Policies on Grad Assistantship Appointments, Waivers & Stipends**

- Allocation of Tuition Waivers for Non-sponsored Assistantships
- Graduate Assistantship Schedule and Flexibility Policy
- Graduate Student Enrollment and Employment
- Stipends for Graduate Assistantships

**Georgia Tech Catalog**

The Georgia Tech Catalog at [http://www.catalog.gatech.edu/index.php](http://www.catalog.gatech.edu/index.php) contains information on the following topics:

- General Information
- Academics
- Admissions
- Archived Catalogs
- Financial
- Regulations
Graduate Student Policies

Allocation of Tuition Waivers for Non-sponsored Assistantships

**Type of Policy:** Administrative  
**Effective Date:** 2015-01-00T00:00:00  
**Last Revised:** 2015-05-00T00:00:00  
**Review Date:** 2018-05-00T00:00:00  
**Policy Owner:** Graduate Studies  
**Contact Name:** Susan Cozzens  
**Contact Title:** Vice Provost for Graduate Education and Faculty Affairs  
**Contact Email:** susan.cozzens@provost.gatech.edu  
**Reason for Policy:** To establish how non-sponsored tuition waivers are allocated in the Georgia Tech budget and budget process.

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

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

**Scope:**  
All colleges and non-college units.

**Definitions:**

**Non-sponsored assistantship**  
An assistantship in which the stipend is paid from state funds.

**Tuition waiver**  
Part of tuition not charged to the student.

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

**Procedures:**  
Using the Waivers

In the colleges

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

or GTA credit with that faculty member.

Outside the colleges

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

Responsibilities:

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

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

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

Non-academic units request tuition waivers from the home schools of students they want to hire there and locate academic faculty members willing to supervise the academic aspects of the work.

Enforcement:

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

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

Policy History:

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Author</th>
<th>Description</th>
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<tbody>
<tr>
<td>April 2006</td>
<td>Lisa Godfrey, Budget Office</td>
<td>Last revision of the procedure</td>
</tr>
</tbody>
</table>

Financial Assistance

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

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

Graduate Admissions

Policies on Graduate Admissions can be found in the Student Catalog, Graduate Admissions

Graduate Assistantship Schedule and Flexibility Policy

Type of Policy: Administrative
Effective Date: 2014-03-00T00:00:00
Last Revised: 2014-03-00T00:00:00
Review Date: 2017-03-00T00:00:00
Policy Owner: Graduate Studies
Contact Name: Susan Cozzens
Contact Title: Office of the Vice Provost for Graduate Education and Faculty Development
Contact Email: scozzens@gatech.edu
Reason for Policy:
To clarify when graduate student work assignments stop and start and the level of acceptable flexibility in hours.

Policy Statement:
The work duties of Graduate Research Assistants (GRAs) and Graduate Teaching Assistants (GTAs, encompass 4.5 calendar months for fall and spring terms and three calendar months for summer term. The fall term work period consists of half of August and all of September through December. The spring term work period consists of January through April and half of May. Summer term consists of half of May, all of June and July, and half of August. Supervisors are generally expected to employ a GRA or GTA for the full work period, providing continuous employment and pay throughout the year.

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

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

/personal-services-reporting-using-plan-confirmation-system/

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

Policy Terms:
Graduate Research Assistantship (GRA)
Part time research job held by a graduate student.

Graduate Teaching Assistantship (GTA)
Part time teaching job held by a graduate student.

**Graduate Assistant (GA)**
Part time research or administrative job held by a graduate student.

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

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

**Responsibilities:**

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

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

**Policy History:**

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<tr>
<th>Revision Date</th>
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<th>Description</th>
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<tbody>
<tr>
<td>March 2014</td>
<td>Clarification of when graduate assistantships start and stop and whether any time away from campus is permitted.</td>
<td>Graduate schedule guidelines</td>
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</table>
Graduate Student Enrollment and Employment

Type of Policy: Administrative
Effective Date: 2015-04-00T00:00:00
Last Revised: 2015-04-00T00:00:00
Review Date: 2018-04-00T00:00:00
Policy Owner: Graduate Studies
Contact Name: Susan Cozzens
Contact Title: Office of the Vice Provost for Graduate Education and Faculty Development
Contact Email: scozzens@gatech.edu
Reason for Policy:
To ensure compliance with Board of Regents policies and our agreements with federal sponsors, the Institute needs policies on when and how graduate students may be employed.

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

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

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

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

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

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

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

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

Definitions:
Graduate Research Assistantship (GRA) | Part time research job held by a graduate student.

Graduate Teaching Assistantship (GTA) | Part time teaching job held by a graduate student.

Graduate Assistant (GA) | Part time research, teaching, or administrative job held by a graduate student.

Full tuition waiver | Administrative action that reduces the tuition a graduate research or teaching assistant pays to $25.

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

**Responsibilities:**

**Hiring Unit**

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

**Enforcement:**

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

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


**Policy History:**

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<tr>
<td>March 2014</td>
<td>This policy replaces <a href="http://www">http://www</a></td>
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**Graduate Student Handbook**

For information on Graduate Student Handbook please follow the link below. [http://www.grad.gatech.edu/student-handbook](http://www.grad.gatech.edu/student-handbook)

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

**Review Date:** 2015-02-00T00:00:00

*Policy & Procedure No. 7*
POLICY ON THE ADVISEMENT OF GRADUATE STUDENT RESEARCH AND THE APPOINTMENT OF THESIS ADVISORY COMMITTEES

Doctoral Theses

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

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

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

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

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

Master's Theses

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

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

Note On Joint Degrees And Departments

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

POLICY ON PUBLICATION OF THeses

A policy of the Georgia Institute of Technology is that Doctoral and Master's Theses are openly published. Extraordinary delays are not to be allowed to protect proprietary interests of sponsors.
It is anticipated that all Ph.D. theses and a significant fraction of master’s theses be published in the open, refereed literature.

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

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

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

GUIDELINES FOR PH.D. DISSERTATION RESEARCH

1. The research should provide a useful educational experience for the student emphasizing creativity, independent action and learning, research methodology, and scholarly approach.
2. The research must be relevant to the field in which the student is pursuing a degree.
3. The contributions to knowledge must be original and as such, should represent a substantial addition to the fundamental knowledge of the field or a new and better interpretation of facts already known. The research must demonstrate creativity. Dissertations based on well known principles, techniques, and models applied to situations only somewhat different from previous applications are not acceptable.
4. The dissertation should contain clear statements about (a) the relevance and importance of the problem and (b) the significance, originality, and generality of the research results. The relationship of the research to the literature of the field should be described.
5. The research should possess the major characteristics of the scientific method, namely objectivity and reproducibility. Assumptions should be clearly stated in both experimental and theoretical research.
6. The dissertation should reflect a level of competence indicative of significant achievement beyond the master’s level. Thus, the research is expected to draw directly upon advanced learning in the student’s major field and demonstrate mastery of that knowledge.
7. The dissertation must demonstrate understanding of the theory and methodology related to its main thrust. Further the dissertation should reflect knowledge of the application area.
8. The research should result in at least one paper publishable in a suitable refereed journal of engineering, science, management or architecture, as appropriate.
9. The dissertation should demonstrate a high degree of proficiency in written communication of research results. It should conform to the Institute’s requirements as outlined in the Office of Graduate Studies and Research "Manual for the Preparation of Graduate Dissertations and Thesis”.
10. The scope of the research should be such that it requires at least the time and effort equivalent to one year of full time graduate study.

Policy on Hour Loads for Graduate Students

Review Date: 2015-01-00T00:00:00

Course Load Requirements
Course Selection
Guidelines for Registration of Doctoral Dissertation Hours
Responsibility

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

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

**Transcript Recognition of Teaching and Research Activity**

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

**Course Load Requirements**

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

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

2. The following students must register on a full-time basis as defined above:
   1. graduate research and teaching assistants;
   2. students supported by fellowships, traineeships or individual grants;
   3. students with out-of-state tuition waivers;
   4. students assigned to the institute by the Armed Forces for the purpose of pursuing a degree;
   5. students on student visas;
   6. graduate co-op students on non-work semesters.

3. Students involved in thesis research must register for an appropriate number of 7000 or 9000 hours.
4. The minimum load for part-time students is 3 credit hours.
5. A student may register for only one hour of Master’s or Doctoral Thesis (7000 or 9000) during the semester of graduation. This exception may be used once for each degree.
6. The maximum allowable semester load for employed students other than graduate assistants is reduced as a function of the number of hours employed per week as follows:

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

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

**Course Selection**

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

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

Guidelines for Registration of Doctoral Dissertation Hours

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

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

Responsibility

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

Policy on Responsible Conduct of Research (RCR) - Academic Policy For Doctoral Students

Last Revised: 2014-02-00T00:00:00
Review Date: 2017-02-00T00:00:00
Contact Name: Jason Borenstein
Contact Title: Director, Graduate Research Ethics Programs
Contact Email: jason.borenstein@pubpolicy.gatech.edu
Policy Statement:
Background
The responsible conduct of research (RCR) is an increasingly significant component of the education and training of researchers. Policies from federal agencies have contributed to this change. In 2009, the National Institutes of
Health (NIH) updated its RCR policy, adding emphasis to the importance of in-person training. That same year, the National Science Foundation (NSF) released a new RCR training policy; it covers trainees, including postdoctoral researchers, funded by new proposals submitted or due on or after January 4, 2010.

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

Applicability Criteria
The RCR Academic Policy for Doctoral Students applies to all doctoral students who have an admit date of Fall 2011 or later. It includes students who enrolled in a master’s program in Fall 2011 or later but who have since transitioned to a doctoral program.

Doctoral students who are not covered by this Policy should refer to the applicability criteria listed in the Georgia Tech RCR Compliance Policy to determine if their source of funding requires RCR training:
researchintegrity.gatech.edu/forms/GT_RCR.pdf.

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

The Requirements of the RCR Academic Policy for Doctoral Students
As part of their degree requirements, doctoral students admitted Fall 2011 or later must complete:
(1) a CITI RCR online course and (2) in-person RCR training.

(1) The Online Requirement
The online portion of the requirement, a CITI RCR course, must be successfully completed within 90 days of when applicable students begin the first full semester in their doctoral program. Information about the CITI RCR courses can be found here: rcr.gatech.edu/online-training/.

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

(2) The In-Person Requirement
Students covered by this Policy are required to complete successfully PHIL 6000 OR an academic program’s in-house RCR training approach. The in-house approach must be formally approved by the GT RCR Advisory Committee. Students are strongly encouraged to complete in-person training within the first 12 months of their doctoral program. In general, applicable students who need to take PHIL 6000 will be expected to do so during the first summer session after they begin their doctoral program at Georgia Tech. Additional sections will be available during the fall and spring semesters for those students who would not be enrolled full time during the summer session.

RCR Core Topics Areas and the Criteria for In-House Training Approaches
A proposed in-house approach must include no less than eight instruction hours on the RCR core topic areas in a credit course. The RCR core topic areas are as follows:

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

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

**Approved In-House RCR Training Approaches**

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

A graduate program must submit a proposal to the GT RCR Advisory Committee by the first working day in
December of the current academic year in order for the in-house proposal to be considered for the academic year
that follows.

**Joint Graduate Programs**

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

**Georgia Tech Graduate Students on International Campuses**

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

**Tracking and Monitoring**

The Administrator of Graduate Research Ethics Programs monitors student adherence to this Policy. However,
doctoral programs must inform their students about this Policy.

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

For more information, refer to the Frequently Asked Questions (FAQs) document:

**Policy History:**

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<tr>
<th>Revision Date</th>
<th>Author</th>
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<tr>
<td>06-2013</td>
<td>Policy Library</td>
<td>Update to policy</td>
</tr>
<tr>
<td>02-2012</td>
<td>Policy Library</td>
<td>Posted new policy</td>
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Publication of Theses

**Last Revised:** 2013-08-00T00:00:00  
**Review Date:** 2016-08-00T00:00:00  
**Policy Statement:**
Electronic submission of theses and dissertations has been mandatory since spring 2004. All degree candidates must submit their final work electronically. Georgia Institute of Technology policy states that Doctoral and Master's Theses must be openly published and Georgia Tech is granted a non-exclusive license to distribute and preserve the materials for educational purposes. Students must submit the SMARTech Repository Agreement from when submitting all theses and dissertations. Upon the request of the student and with the consent of the student's advisor, an ETD can routinely be withheld from circulation for one year. Research arrangements that would preclude publication for an extended time or permanently for reasons of national security or a sponsor's proprietary interest, however, are not appropriate for dissertations or theses. It is anticipated that all doctoral work and a significant amount of master's research will be published in the open, refereed literature.

Electronic Thesis/Dissertation Submission


For general information about Theses and Dissertations, visit [http://www.gradadmiss.gatech.edu/theses-dissertations](http://www.gradadmiss.gatech.edu/theses-dissertations)

**Policy History:**

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<td>08-2013</td>
<td>Policy Library</td>
<td>Revised ETD external link</td>
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Responsible Conduct of Research

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

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

**Type of Policy:** Academic  
**Effective Date:** 2014-08-00T00:00:00  
**Last Revised:** 2014-04-00T00:00:00  
**Review Date:** 2017-04-00T00:00:00  
**Policy Owner:** Office of the VPGEFA  
**Contact Name:** Jason Borenstein  
**Contact Title:** Director of Graduate Research Ethics Programs  
**Contact Email:** borenstein@gatech.edu  
**Reason for Policy:**
The responsible conduct of research (RCR) is an increasingly significant component of the education and training of researchers. Policies from federal agencies have contributed to this change. In 2009, the National Institutes of Health (NIH) updated its RCR policy, adding emphasis to the importance of in-person training. That same year, the National Science Foundation (NSF) released a new RCR training policy.
As a premier technological university at the cutting edge of education, research, and innovation, the Georgia Institute of Technology (Georgia Tech) is committed to providing leadership in the realm of ethics and RCR. RCR training is central to Georgia Tech’s mission to ensure that students are prepared with the knowledge and skills necessary to conduct themselves professionally and with integrity. In Fall 2011, Georgia Tech implemented the RCR Academic Policy for Doctoral Students, which covers new doctoral students. The Policy described here builds on that prior initiative and expands RCR training to master’s students who are pursuing a thesis degree.

Policy Statement:
The RCR Academic Policy for Master’s Thesis Students applies to all master’s students who register for thesis hours (courses numbered 7000) starting Fall 2014.

As part of their degree requirements, master’s students who register for thesis hours (courses numbered 7000) starting Fall 2014 must complete at least one of the following options:

First Option - Successfully complete an online CITI RCR course (rcr.gatech.edu/online-training/).

OR

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

OR

Third Option - Receive at least 4 contact hours of RCR education during a course that is a required part of the curriculum for the specific master’s program (programs should refer to: http://rcr.gatech.edu/masters-policy/third-option).

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

Scope:
This Policy applies to all Master’s Students who enroll in thesis hours (courses numbered 7000) starting Fall 2014.

Policy Terms:
RCR
Responsible Conduct of Research

Procedures:
5.1 RCR Training Timeline

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

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

Responsibilities:
8.1 Master’s Programs
Master’s programs must inform their thesis students about this Policy. Master’s programs who wish to pursue the “Third Option” (listed above) should refer to: http://rcr.gatech.edu/masters-policy/third-option.
Enforcement:
Noncompliance with this Policy will result in the denial of the Request for Approval of Master’s Thesis Topic Form until the RCR training (described above) is completed. Failing to complete the training may result in the Form being returned to the student’s home department.

Related Information

- Master’s thesis students covered by this Policy may need to complete additional RCR training if they receive funding from certain sponsors. Refer to the Georgia Tech RCR Compliance Policy for more information.
- Master’s students who plan to transition to a doctoral program should refer to the RCR training requirements of that doctoral program and review the information contained within the RCR Academic Policy for Doctoral Students. Successfully completing the training requirements contained in the RCR Academic Policy for Doctoral Students also satisfies the requirements of this Policy.
- The RCR Academic Policy for Master’s Thesis Students does not affect undergraduate students, non-thesis master’s students, doctoral students, or postdoctoral researchers. However, they may still be subject to the Georgia Tech RCR Compliance Policy if they receive funding from certain sponsors.

Statement of Competitive Admission

Review Date: 2015-01-00T00:00:00

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

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

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

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

Applicants who do not satisfy basic admission criteria may, for sufficient reason, be admitted with the approval of the Graduate Committee as established in the statutes and bylaws of the Institute.
This statement is in accordance with the Institute’s Mission and Vision statement which can be viewed at www.gatech.edu/vision/.

Stipends for Graduate Assistantships

Type of Policy: Administrative  
Effective Date: 2015-08-00T00:00:00  
Last Revised: 2015-05-00T00:00:00  
Review Date: 2018-05-00T00:00:00  
Policy Owner: Graduate Studies  
Contact Name: Susan Cozzens  
Contact Title: Vice Provost for Graduate Education and Faculty Affairs  
Contact Email: susan.cozzens@provost.gatech.edu

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

Policy Statement: For the 2015-16 academic year, the minimum stipend level for each doctoral graduate research or teaching assistant shall be $1,365 per month, regardless of whether the student is working one-third or one-half time. The minimum stipend level for each master’s student who is a graduate research or teaching assistant shall be $900 per month, regardless of whether the student is working one-third or one-half time. Any exceptions to the application of this policy must be approved by the Vice Provost for Graduate Education and Faculty Affairs.

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

Definitions:

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

Institute Level

Setting the Institute Minimum

The Office of the Provost will determine a new minimum stipend level by January 1st of each year to apply to the following academic year. The revised minimum will take into account: (1) Georgia Tech’s projected mandatory and elective fees for the next year; (2) projected graduate student health insurance premium level; (3) current level of stipends on NSF fellowships; (4) state employee pay increase percentage; (5) other costs factors affecting graduate students; (6) available funding. This policy will be updated annually based on the Provost’s determination.

Responsibilities:
Provost
Sets Institute-level minimum stipends.

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

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

Policy History:

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<th>Revision Date</th>
<th>Author</th>
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<tr>
<td>June-2008</td>
<td>Provost</td>
<td>The policy set the minimum stipend effective August, 2008.</td>
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Thesis and Dissertations

For information on Thesis and Dissertations please follow the link below.
http://www.grad.gatech.edu/theses-dissertations

Other Academic Student Policies

Academic Honor Code

GEORGIA TECH HONOR CHALLENGE STATEMENT

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

GEORGIA TECH HONOR CODE

Click here for the history of the Academic Honor Code.

Graduate Students, please read the Graduate Addendum.

Article I: Honor Agreement

Article II: Academic Honor Code

Article III: Honor System

Article IV: Amending the Academic Honor Code

Appendix A: Graduate Addendum to the Academic Honor Code

Article I: Honor Agreement

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

Section 1. Statement of Purpose
The members of the Georgia Tech community believe the fundamental objective of the Institute is to provide the students with a high-quality education while developing in them a sense of ethics and social responsibility. We believe that trust is an integral part of the learning process and that self-discipline is necessary in this pursuit. We also believe that any instance of dishonesty hurts the entire community. It is with this in mind that we have set forth a student Honor Code at Georgia Tech.

Section 2. Objectives
An Academic Honor Code at Georgia Tech aims to cultivate a community based on trust, academic integrity, and honor. It specifically aims to accomplish the following:

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

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

Section 3. Student Responsibilities
Students are expected to act according to the highest ethical standards. The immediate objective of an Academic Honor Code is to prevent any Students from gaining an unfair advantage over other Students through academic misconduct. The following clarification of academic misconduct is taken from Section XIX Student Code of Conduct, of the Rules and Regulations section of the Georgia Institute of Technology General Catalog: Academic misconduct is any act that does or could improperly distort Student grades or other Student academic records. Such acts include but need not be limited to the following:

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

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

Section 4. Faculty Responsibilities
Faculty members are expected to create an environment where honesty flourishes. In creating this environment, Faculty members are expected to do the following:

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

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

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

**Article III: Honor System**

**Section 1. Governing Bodies**
The Georgia Institute of Technology Academic Honor Code recognizes the present bodies given the power to enforce the academic regulations of the Institute. The Academic Honor Code recognizes the Office of the Dean of Students to be the principal administrator to enforce Institute disciplinary measures as presently specified in Article XIX Section B, of the Rules and Regulations section of the current Georgia Institute of Technology General Catalog. The Academic Honor Code also recognizes the Student Honor Committee as the body given jurisdiction to hear all cases of alleged academic misconduct as currently specified in XIX Section B, of the Rules and Regulations section of the current Georgia Institute of Technology General Catalog.

**Section 2. Reporting Honor Code Violations**
In order for an Academic Honor Code to function, members of the Georgia Tech community must not tolerate violations of it by anyone. Community members are at their discretion to use any of three options to report suspected Honor Code violations:

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

**Section 3. Student Honor Advisory Council**
Students composing the Student Honor Advisory Council are to become well versed in all aspects of the Georgia Institute of Technology Academic Honor Code and the procedures for reporting an honor violation as well as those procedures for the trying of cases of suspected academic misconduct before the Student Honor Committee. The
Council is to act as an information resource to all members of the Georgia Tech community on issues related to the Academic Honor Code.

1. **Membership**

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

2. **Duties and Responsibilities**

   1. To serve in an advisory capacity to any student(s) wishing to report an honor violation or any student(s) being accused of committing an honor violation.
   2. To continually educate and maintain awareness among the Georgia Tech community regarding the Academic Honor Code.
   3. To limit discussion with students to issues of policy and procedure.

**Article IV: Amending the Honor Code**

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

**Appendix A: Graduate Addendum to the Academic Honor Code**

1. **Preamble**

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

2. **Scholarly Misconduct**

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

Allegations involving scholarly misconduct fall under the Institute's Policy on Scholarly Misconduct. This document details the procedures involved with reporting allegations and with the handling of cases. All graduate students are encouraged to become familiar with this policy, which is available from the Office of the Provost.
This information cannot be duplicated and/or modified without written permission from the Office of Student Integrity.
Office of Student Integrity, Office of the Dean of Students, Georgia Institute of Technology, 2009.

Code of Conduct

Last Revised: 2015-04-00T00:00:00
Review Date: 2018-04-00T00:00:00
Policy Owner: Student Affairs
Contact Name: Peter Paquette
Contact Title: Director of the Office of Student Integrity
Contact Email: peter.paquette@vpss.gatech.edu
Policy Statement:
The most current Student Code of Conduct can be found on the Office of Student Integrity Web site as listed in the References. In the event of any conflict, the Code found on the Web site will govern.

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

A. GENERAL

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

2. Definitions
When used in this Code:

“Accused” means a Student, Group, or Organization who is alleged to be in violation of the Student Code of Conduct.

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

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

“Advisor” refers to an individual who assists a participant with the Student Conduct process. Attorneys at law are not allowed to serve as Advisors to Complainant(s) or Accused(s) unless the Student or Students are subject to criminal prosecution or the parent/legal guardian is the attorney.
“Appellate Officer” means the person authorized by the Institute to consider an appeal of a disciplinary decision rendered by a Student Conduct Administrator, a Student Conduct Panel, or the Dean of Students.

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

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

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

“Community” includes any Student, Faculty member, Institute Official, or any other person employed by the Institute. A person’s status in a particular situation shall be determined by the Dean of Students.

“Faculty Member” means any person hired by the Institute to conduct classroom, teaching, or research activities or who is otherwise considered by the Institute to be a member of its Faculty, except as otherwise provided in Section D.5.c.

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

“Group or Organization Activity” means any activity on or off Institute Premises that is directly initiated for, or supervised by a Group or Organization including any individual activity occurring in buildings, facilities, grounds, utilities, or resources (including computer resources) owned, leased, operated, controlled, or supervised by an Institute Organization.

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

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

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

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

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

“May” is used in the permissive sense.

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

“Organization” means a number of persons who have complied with, or are in process of complying with the requirements for chartering.
“Policy” or “Policies” means any written rule or regulation of the Institute.

“Preponderance of the Evidence” means it is more likely than not that the Accused is responsible for a violation of the Student Code of Conduct.

“President” means Georgia Institute of Technology or his/her designee.

“Sanction” and “Supplementary Requirements” means the conditions imposed upon an Accused found responsible for a violation of the Student Code of Conduct.

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

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

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

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

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

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

3. Authority

a. This Code is not written with the specificity of a criminal statute and should not be confused with criminal law. Institute conduct proceedings are not restricted by the rules of evidence governing criminal and civil proceedings. Students may be held accountable both to civil authorities and the Institute for acts that constitute violations of law and the Code. Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings. Students who reside in Institute housing will be held accountable under housing policies and procedures in addition to this Code.

b. OSI shall develop consistent operating procedures for the administration of the Student Code of Conduct process and for the conduct of Student Conduct Panel hearings.

c. Interpretation of the Student Code of Conduct is held by the Dean of Students.

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

4. Jurisdiction

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

   i. occur on Institute Premises; or
   ii. occur at Institute sponsored activities; or
   iii. occur at Group or Organization Activities; or
   iv. occur off Institute Premises when conduct adversely affects the Institute and/or the pursuit of its
b. Each Student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree. This includes conduct that may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. The Code shall apply to a Student’s conduct even if the Student withdraws from school while a disciplinary matter is pending. The Code applies to Institute programs in remote and overseas locations.

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

5. Inappropriate Classroom Behavior
The primary responsibility for managing the classroom environment rests with the instructor. Students who engage in any acts that result in disruption of a class may be directed by the instructor to leave the class for the remainder of the class period. Longer suspensions from a class can be administered only by the Dean of Students in accordance with this Code.

6. Student Organizational Discipline
Student Organizations are accountable to this Code. A Student Organization and its officers may be held collectively and individually responsible when violations of this Code by those associated with the Organization have received the consent or encouragement of the Organization, or of the Organization’s leaders or officers.

B. PROHIBITED ACADEMIC CONDUCT

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

1. Unauthorized Access: Possessing, using, or exchanging improperly acquired written or verbal information in the preparation of a problem set, laboratory report, essay, examination, or other academic assignment.

2. Unauthorized Collaboration: Unauthorized interaction with another Student or Students in the fulfillment of academic requirements.

3. Plagiarism: Submission of material that is wholly or substantially identical to that created or published by another person or persons, without adequate credit notations indicating the authorship.

4. False Claims of Performance: False claims for work that has been submitted by a Student.

5. Grade Alteration: Alteration of any academic grade or rating so as to obtain unearned academic credit.

6. Deliberate Falsification: Deliberate falsification of a written or verbal statement of fact to a Faculty member and/or Institute Official, so as to obtain unearned academic credit.

7. Forgery: Forgery, alteration, or misuse of any Institute document relating to the academic status of the Student.

8. Distortion: Any act that distorts, or could distort grades or other academic records.

9. Intellectual Property: The unauthorized use of an instructor's intellectual property, including marketing and selling, is prohibited (such properties may include power point presentations, lecture notes (any media), examination questions, study guides, etc.).

C. PROHIBITED NON-ACADEMIC CONDUCT

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

1. Alcohol violations including, but not limited to:
   a. Underage use or possession of alcohol.
   b. Possession or consumption of alcohol in an unauthorized area.
   c. Use or possession of fake identification.
   d. Distribution of alcohol to underage person(s).
   e. Behavior, while under the influence of alcohol that endangers any person.
   f. Disorderly conduct associated with the use of alcoholic beverages.

2. Illegal drugs and other substance violations including, but not limited to:
   a. Use or possession of illegal drugs (without valid medical or dental prescription).
   b. Behavior, while under the influence of illegal drugs, that endangers any person.
   c. Manufacturing, furnishing, selling, or distributing of any narcotic or dangerous drug controlled by law.
   d. Disorderly conduct associated with the use of illegal drugs.

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

4. Disorderly conduct including, but not limited to:
   a. Boisterousness, rowdiness, obscene, or indecent conduct or appearance.
   b. Obstruction or disruption of teaching, research, administration, or other Institute activities, including its public service functions or other authorized activities.
   c. Breach of the peace.

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

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

7. Furnishing false information to any Institute Official.

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

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

10. Safety violations, including, but not limited to:
a. Intentionally initiating or causing to be initiated any false reporting, warning or threat of fire, explosion, or other emergency.
b. Tampering with safety devices or other emergency, safety, or firefighting equipment.
c. Setting or attempting to set an unauthorized fire.
d. Unauthorized possession of fireworks, firearms, and/or ammunition.
e. Unauthorized possession of weapons and/or dangerous materials or chemicals.
f. Unauthorized sale, possession, furnishing, or use of any bomb or explosive or incendiary device.

11. Theft and/or unauthorized possession or use of property or services belonging to the Institute, another person, or any other entity.

12. Malicious or unauthorized damage to or destruction of Institute property or property belonging to another.

13. Illegal gambling, including online gambling.

14. Failure to return or submit property or records of the Institute within the time prescribed by the Institute.

15. Acting with any other person to perform an unlawful act or to violate an Institute regulation or Policy.

16. Failure to comply with instructions or a directive of any properly identified Institute Official while that person is acting in the performance of his/her duties.

17. Abuse of the Student Code of Conduct Procedures including, but not limited to:
   a. Failure to cooperate with the investigation, resolution, and procedures of the Student Code of Conduct.
   b. Falsification, distortion, or misrepresentation of Information before a Student Conduct Administrator or Student Conduct Panel.
   c. Disruption or interference with the orderly conduct of an Administrative Conference and/or a Student Conduct Panel proceeding.
   d. Attempting to influence the impartiality of a Student Conduct Administrator and/or a member of a Student Conduct Panel at any point in the Student Conduct process.
   e. Failure to comply with the Sanction and/or Supplementary Requirements imposed under the Student Code of Conduct.
   f. Influencing or attempting to influence another person to commit an abuse of the Student Conduct process.

18. Violation of the Georgia Institute of Technology Computer and Network Usage and Security Policy.

19. Harassing another person including, but not limited to:
   Placing another person in reasonable fear of his/her personal safety through words or actions directed at that person, or substantially interfering with the working, learning, or living environment of the person.

20. Violation of the Georgia Institute of Technology Sexual Harassment & Misconduct Policy

21. Violation of any Georgia Institute of Technology policy, rule or regulation.

22. Violation of any Board of Regent’s policy and/or federal, state, or local law.

23. Discriminatory conduct including
   a. objectively offensive conduct directed at a particular person or persons based upon that person or persons’ race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, veteran status, or any class protected by law that creates a hostile environment or that results in excluding participation in, or denies the benefits of any educational program or working opportunity for that person or persons.
b. verbal or written threats, coercion or any other conduct that is based on race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, veteran status, or any class protected by law, that by design, intent or recklessness incites reasonable fear of physical harm or otherwise unreasonably interferes with another’s ability or opportunity to participate in work, education, research, living, or other activities.

D. STUDENT CODE OF CONDUCT PROCEDURES

1. Case Referrals
Any person may file a complaint against a Student for violations of the Student Code of Conduct. The complaint shall be prepared in writing and directed to OSI or, in academic cases, the instructor of record may hold a Faculty Conference (see Section D.5.c.). The procedures for filing a complaint can be found on the OSI Web site as listed in Section I. This complaint should be submitted as soon as possible after the event takes place or when it is reasonably discovered, no later than thirty (30) business days following the discovery of the incident. Any supporting documentation related to a submitted case should be forwarded to OSI within ten (10) business days of the original submission or OSI may process the case solely on the original complaint. Resolution to any case should be made within thirty (30) business days of OSI's first request to meet with the Accused. If resolution cannot be reached in thirty (30) business days, OSI will communicate with the accused and complainant during the process. OSI may waive this timeline for extenuating circumstances.

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

3. Rights of the Accused
Throughout the Conduct process, the Accused is granted the following rights:

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

4. Investigation and Resolution Process
The Institute's Conduct process utilizes an investigatory model, not an adversarial model, in resolving allegations of misconduct with the primary goal of uncovering the truth. The standard of proof shall be a Preponderance of the Evidence. An investigation begins when a complaint is forwarded and the case is opened by OSI. During the investigation, a Student should continue to attend class and required Institute functions unless otherwise instructed by the Dean of Students. The investigation and resolution process are as follows:

   a. After OSI receives a complaint, the conduct administrator will review the information to decide what, if any process to initiate. The Student Conduct Administrator will:

      • initiate conduct proceedings by sending the Student a notice;
      • resolve the situation through an informal resolution process including, but not limited to, mediation or a meeting between the Accused and a Student Conduct Administrator or a third party; or
determine that the facts of the complaint or report, even if true, would not constitute a violation of policy.

If the Student Conduct Administrator initiates a process, the Accused is formally notified and is requested to contact a Student Conduct Administrator within five (5) business days of the notification to schedule an Administrative Conference. The Accused may submit a list of desired Witnesses to the Student Conduct Administrator no later than 48 hours prior to the Administrative Conference. Should the Accused fail to contact the Student Conduct Administrator within the required time frame, or fail to attend the Administrative Conference, the Student Conduct Administrator may determine the resolution of the case in the Student’s absence, or may refer the case to a Student Conduct Panel.

b. At the Administrative Conference, the Accused is presented with the alleged violation of the Student Code of Conduct, supporting Information and an explanation of his/her rights. The Student will be allowed to designate a preference for a decision to be rendered by the Student Conduct Administrator or by a Student Conduct Panel. Ordinarily, the Student’s preference will be honored. However, OSI reserves the right to determine the process to be used based on the circumstances, including but not limited to:

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

A decision of OSI not to honor the Accused Student’s preference will be made in consultation with the Dean of Students, who will make a final determination. The Student’s reasons for his/her original preference may be conveyed, either in written or verbal form, to the Dean of Students. If the Student preference is not honored, the rationale for such will be provided to the Student in writing.

c. If the case is adjudicated by the Student Conduct Administrator, the Student Conduct Administrator offers the Accused the opportunity to provide his/her statement regarding the alleged misconduct, supporting Information, and Witnesses. Accused Students may bring an Advisor. However, if the Advisor disrupts the investigation and resolution process, he/she may be asked to leave. The Student Conduct Administrator continues the investigation as necessary by meeting with the Complainant(s) and Witnesses and gathering additional Information. If the Student Conduct Administrator determines that the Witness (including faculty or staff) may have relevant Information, s/he will make a good faith effort to contact such Witnesses to obtain a statement from them. The investigation will be completed in an expeditious fashion. Upon the conclusion of the investigation, the Student Conduct Administrator will render a decision, which will be communicated to the Student via the Student’s Institute e-mail address.

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

5. Forms of Case Resolution

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

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

1. Decisions and Sanctions for Academic Cases
The Student Conduct Panel, after convening a hearing, renders a decision of 1) Not Responsible, which closes the case, or 2) Responsible for one or more violations of the Student Code of Conduct with an
appropriate Sanction and, as warranted, one or more from among the Supplementary Requirements. The Accused, after being notified of the decision, may submit an appeal to the Dean of Students according to appeal procedures described in Section G.

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

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

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

6. Hearing Participants and Attendees

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

7. Hearing Procedures

- The Chairperson shall exercise control over the proceedings to achieve orderly completion of the hearing.
- Advisors are restricted to private communications with their advisee(s). However, if the Advisor disrupts the investigation and resolution process, he/she may be asked to leave.
- All questions by the Complainant(s) and Accused(s) must be directed to the Chairperson, rather than to the Witness directly. Questions of whether potential Information will be received shall be resolved at the discretion of the Chairperson.
- In addition to the Information provided by OSI, the Student Conduct Panel, at the discretion of the Chairperson, may accept additional pertinent Information and testimony (including impact statements). Any letters of recommendation submitted by the Accused will be admitted for consideration at the discretion of
the Chairperson and, if admitted, will be viewed only during Panel deliberations.

- All procedural questions arising during the hearing are subject to the final decision of the Chairperson.
- The Student Conduct Panel's standard of proof shall be a Preponderance of the Evidence.
- The Student Conduct Panel in consultation with OSI, may reasonably accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant(s), Accused(s), and/or Witnesses during the hearing.
- The Student Conduct Panel shall make a recording and/or summary transcription of the proceeding, which will serve as the official record of the hearing. No other recording will be permitted. The Accused or the Complainant may request a copy of the Institute's recording upon payment of the cost to reproduce the recording, or may listen to the original recording in a location designated by OSI at no charge. The record shall be the property of the Institute.

c. Faculty Conference (optional academic case resolution)
A faculty conference is an optional way in which an alleged act of academic misconduct can be resolved.

1. Initiation of Complaint
The Faculty Conference is initiated by the instructor of record, who requests the meeting with the Accused to discuss the alleged misconduct. Should the Accused not choose to participate in a Faculty Conference, the instructor should forward the case to OSI for investigation.

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

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

4. Conclusion

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

5. Implementation

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

b. Alternative Dispute Resolution
At the sole discretion of OSI, cases may be assigned for Alternative Dispute Resolution (ADR). If the ADR is not agreed to by both parties, the remaining forums may adjudicate the case. Results of the ADR proceedings do not result in formal disciplinary records.

E. SANCTIONS
Sanctions are imposed only when the Accused is found responsible for one (1) or more violations of the Student Code of Conduct. Sanctions are determined by the severity of the case and the disciplinary history of the Accused(s). An Accused who is found responsible must be given one of the five (5) Sanctions, listed in Section E1 in ascending order of severity. In addition the Accused may be subject to one or more Supplementary Requirements.

1. Sanction Descriptions

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

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

   c. Suspension Held in Abeyance
   Suspension Held in Abeyance means that the Student has been found responsible for violating the Institute’s Code of Conduct. Suspension Held in Abeyance is for a specified period of time. During the time of Suspension Held in Abeyance, involvement at the Institute is restricted to 1) academic activities and 2) non-academic activities specifically approved by the Office of Student Integrity. A Student who is found responsible for violating the Student Code of Conduct while under Suspension Held in Abeyance will be given immediate Suspension or Expulsion. Suspension Held in Abeyance is officially recorded in the Student's disciplinary file.

   d. Suspension
   Suspension means that the Student has been found responsible for violating the Institute’s Code of Conduct. Suspension is exclusion for a specified period of time from the Institute Premises, and other privileges or activities as determined by the Office of Student Integrity. A suspended Student shall immediately leave campus and cannot re-enter campus without prior approval from the Office of Student Integrity. The Dean of Students will determine when the Accused has met the requirements for readmission. Any further disciplinary violation may result in disciplinary action up to, and including Expulsion. Suspension is officially recorded in the Student’s disciplinary file.

   e. Expulsion
   Expulsion means that the Student has been found responsible for violating the Institute’s Code of Conduct. Expulsion is permanent separation and termination of the Accused’s status as a Georgia Tech Student, and exclusion from Institute Premises, privileges, and activities. Expulsion is officially recorded in the Student’s disciplinary file.

2. Supplementary Requirements

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

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

F. INTERIM SUSPENSION

In certain circumstances the Dean of Students may impose an Institute suspension prior to the investigation and resolution process.

1. The Dean of Students will determine if interim suspension is warranted. Interim suspension may be imposed only:
   - To ensure the Student's physical or emotional safety and well-being; or
   - To ensure the safety and well-being of members of the Institute Community or to preserve Institute property; or
   - If the Student poses a definite threat of disruption of, or interference with the normal operations of the Institute; or
   - If the Student is charged with a felony.

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

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

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

G. APPEAL PROCEDURES

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

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

2. Process
   If a case is appealed, sanctions are not imposed unless the welfare of a person or the community is threatened.

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

The appeal must be written by the Accused, addressed to the appropriate Appellate Officer, and delivered to the Office of Student Integrity within five (5) business days of the delivery of the decision. Appeal decisions will normally be rendered within ten (10) business days either in person, or accordance with the communication guidelines in Section D.2. Extension of these deadlines may be granted for extenuating circumstances. At the discretion of the Appellate Officer, a designee may be selected to determine the outcome of the appeal.

For all decisions made by the Office of Student Integrity, the Appellate Officer shall be the Dean of Students.

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

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

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

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

- a. dismiss the appeal for failure to state valid reasons, in accordance with Section G.1.
- b. find no error and uphold the original decision;
- c. uphold the original decision, but modify Sanctions and Supplementary Requirements;
- d. remand the case to a Student Conduct Administrator or Student Conduct Panel; or
- e. reverse the original decision.

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

H. RECORD KEEPING AND RELEASE OF INFORMATION

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

2. Release of Information
Student disciplinary records shall be governed by the Family Educational Rights of Privacy Act 20 U.S.C. § 1232g.
a. Academic or non-academic misconduct resulting in expulsion is released to third parties indefinitely.
b. Academic misconduct that resulted in suspension is released to third parties for five years after sanction completion.
c. Any non-academic misconduct that resulted in suspension where a potential threat to the campus community exists (including but not limited to illegal drug distribution, endangering or harming any person, or jeopardizing the safety of any person) is released to third parties for five years after sanction completion. In instances of suspension where no threat to the community is identified, the suspension is reported until the sanction is complete.
d. Any academic or non-academic misconduct that did not result in suspension or expulsion is not released to third parties.
e. The Institute requires a specific written request from the student to release the entire disciplinary record to third parties.

3. Parent/Legal Guardian Notification

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

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

4. Transcript Encumbrances

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

I. REFERENCES

Academic Honor Code: www.honor.gatech.edu
Board of Regents: www.usg.edu/policymanual/
Computer Use and Network Policy: www.security.gatech.edu
Department of Housing: www.housing.gatech.edu
Faculty Senate: www.Facultysenate.gatech.edu
Office of the Dean of Students: www.deanofstudents.gatech.edu
Office of Student Integrity: www.osi.gatech.edu
Title IX Information: www.ohr.gatech.edu/ers/titleix

The following policies can be found on the OSI Web site: Alcohol and Drugs Policy Georgia Tech Policy on Student Sexual Misconduct

Policy History:

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Author</th>
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</tr>
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<tbody>
<tr>
<td>April 2015</td>
<td>Office of Student Integrity</td>
<td>Discriminatory Conduct Provision added</td>
</tr>
<tr>
<td>March 2015</td>
<td>Office of Student Integrity</td>
<td>Added designee language to policy</td>
</tr>
<tr>
<td>04-22-2014</td>
<td>Office of Student Integrity</td>
<td>Code of Conduct posted</td>
</tr>
</tbody>
</table>
Student Organizations Code of Conduct

STUDENT ORGANIZATION CODE OF CONDUCT PROCEDURES

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

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

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

4. Investigation and Resolution Process
   The Institute's Conduct process utilizes an investigatory model, not an adversarial model, in resolving allegations of misconduct with the primary goal of uncovering the truth. The standard of proof shall be a Preponderance of the Evidence. An investigation begins when a complaint is forwarded and the case is opened by OSI. During the investigation, an Organization should continue to participate in Institute functions unless otherwise instructed by the Dean of Students. The investigation and resolution process are as follows:
   1. After OSI receives a complaint, the conduct administrator will review the Information to decide what if any process to initiate. The Student Conduct Administrator will:
      - initiate Institute conduct proceedings by sending the Organization president a notice;
      - resolve the situation through an informal resolution process including but not limited to mediation or a meeting between the Organization and a Student Conduct Administrator or a third party; or
      - determine that the facts of the complaint or report, even if true, would not constitute a violation of Institute policy;
      - determine, in consultation with the Director of Greek Life or the Director of Student Involvement that the facts of the complaint may constitute a violation of that Organization’s own governing documents or bylaws and should be adjudicated by the Organization’s governing board conduct process. If the Organization conducts its own process, that process may occur at the same time as the Institute Conduct process.
   If the Student Conduct Administrator initiates a process, the Organization president is formally notified and is requested to contact a Student Conduct Administrator within five (5) business days of the notification to schedule an Administrative Conference. The Organization may submit a list of desired Witnesses to the Student Conduct Administrator no later than 48 hours prior to the Administrative Conference. Should the Organization
president fail to contact the Student Conduct Administrator within the required time frame, or fail to attend the Administrative Conference, the Student Conduct Administrator may determine the resolution of the case in the Organization's absence, or may refer the case to a Student Conduct Panel.

2. At the Administrative Conference, the Organization president is presented with the alleged violation of the Student Code of Conduct, supporting Information and an explanation of his/her rights. The Organization president will be allowed to designate a preference for a decision to be rendered by the Student Conduct Administrator or by a Student Conduct Panel. The Organization president can choose to, on behalf of the Organization: 1) meet and have the decision rendered by the Student Conduct Administrator; or 2) meet and have the decision rendered by a Student Conduct Panel. Ordinarily, the Organization president's preference will be honored. However, OSI reserves the right to determine the process to be used based on the circumstances, including but not limited to:
   - imminent graduation of the Student(s) associated with the Organization;
   - end of the semester;

A decision of OSI not to honor the Organization president's preference will be made in consultation with the Dean of Students, who will make a final determination. The Organization president's reasons for his/her original preference may be conveyed, either in written or verbal form, to the Dean of Students. If the Organization president preference is not honored, the rationale for such will be provided to the Organization president in writing.

3. If the case is adjudicated by the Student Conduct Administrator, the Student Conduct Administrator offers the Organization president the opportunity to provide his/her statement regarding the alleged misconduct, supporting Information, and Witnesses. Accused Students may bring an Advisor. However, if the Advisor disrupts the investigation and resolution process, he/she may be asked to leave. The Student Conduct Administrator continues the investigation as necessary by meeting with the Complainant(s), and Witnesses and gathering additional Information. If the Student Conduct Administrator determines that the Witness (including faculty or staff) may have relevant Information, s/he will make a good faith effort to contact such Witnesses to obtain a statement from them. The investigation will be completed in an expeditious fashion. Upon the conclusion of the investigation, the Student Conduct Administrator will render a decision, which will be communicated to the Organization president via the Student’s Institute email address.

4. If the case is to be adjudicated by the Student Conduct Panel, the case shall be referred to the Student Conduct Panel and follow the procedures outlined in Section 5.b of this Addendum.

5. Forms of Case Resolution
   1. Administrative Resolution
      If an Organization president chooses to meet with the Student Conduct Administrator, the Student Conduct Administrator follows the investigation process in Section 4. and renders a decision of 1) Not Responsible, which closes the case or 2) Responsible for one or more violations with an appropriate Sanction, and, as warranted, one or more from among the Supplementary Requirements. The Organization president, after being notified of the Student Conduct Administrator’s decision, may submit an appeal to the Dean of Students according to appeal procedures described in Section G of the Student Code of Conduct.

   2. Student Conduct Panel
      The Student Conduct Panel is convened only when either the Student Conduct Administrator or the Organization president elects this form of resolution.
      
      1. Decisions and Sanctions for Non-academic Cases
         The Student Conduct Panel, after convening a hearing, recommends a disciplinary decision to the Director of Student Integrity. The Director of Student Integrity, after reviewing the case, renders a decision of 1) Not Responsible, which closes the case, or 2) Responsible for one or more violations of the Student Code of Conduct with an appropriate Sanction and, as warranted, one or more from among the Supplementary Requirements. The Organization president, after being notified of the decision and Sanction, may appeal to the Dean of Students, according to appeal procedures described in Section G of the Student Code of Conduct.

      2. Scheduling of Student Conduct Panel Hearing
         After the case is forwarded to a Student Conduct Panel, the Complainant(s) and the
Accused(s) will be notified of available dates and times for a hearing. The Organization president may indicate preferences from among the available dates and times, which will be considered by OSI if received within three (3) business days. This official notice will be provided at least five (5) Business days prior to the hearing and will include the time, date, and location of the hearing. In addition, the notice will specify the Complainant(s), Witnesses(s), and nature of the alleged misconduct. The Organization president may waive the notification timeline in order to expedite the hearing process. Upon request, the Accused may meet with a Student Conduct Administrator to review Information and hearing procedures.

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

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

Student/Student Organization Alcohol Policy

Last Revised: 2015-08-00T00:00:00
Review Date: 2018-08-00T00:00:00
Policy Owner: Student Affairs
Contact Name: Peter Paquette
Contact Title: Director of the Office of Student Integrity
Contact Email: peter.paquette@vpss.gatech.edu

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

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

Each member of the Georgia Tech community should be involved in the implementation of, and compliance with this policy. Unless otherwise stated by law, each individual retains responsibility for his or her actions at all times regardless of his or her mental state, even if altered by alcohol or other drugs. Campus organizations may develop and enforce additional group/individual standards which are more restrictive than those established in this policy.

STANDARDS OF CONDUCT AND SANCTIONS

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

A. Alcohol

The sale, distribution, and consumption of alcoholic beverages in or on all Georgia Tech owned or leased (by) property, or on sidewalks/streets are specifically prohibited, with the exception of those approved by the Office of the President or designee. This policy does not prohibit the lawful use of alcohol in Institute-owned residences.

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

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

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

a. Be responsible for enforcing the entire Student Policy on Alcohol and Illegal Drugs.
b. Completed and confirmed review of the “Acknowledgement of Alcohol and Illegal Drugs Policy.” This form will remain on file in the Office of Leadership and Civic Engagement, 2211 Student Center Commons.
Acknowledgment of Alcohol and Illegal Drugs Policy Forms are available in the Office of Leadership and Civic Engagement. This must be signed with every officer transition.
c. Ensure that alcohol is not the focal point, the reason for, or the drawing card for an event.
d. Submit, and have approved, a completed Alcohol Event Planning Form. Alcohol Event Planning Forms are available in the Office of Leadership and Civic Engagement.
e. Not advertise the service or availability of alcoholic beverages at functions.
f. Ensure that alcoholic beverages are not consumed by any individual under the legal drinking age of 21.
g. Provide non-alcoholic beverages and food in reasonable quantity, in the same general area, and for the same time period, as the alcoholic beverages are accessible.
h. Control access to the alcoholic beverages through a central point of distribution by a designated server within a designated area at the event (e.g. beer garden) and through the use of sober monitors. Only students who have shown proper proof of age may enter the designated area where alcohol is being served. All alcohol must be distributed and consumed within the designated area. Control is for the purpose of restricting use by those under 21 and/or who are obviously intoxicated.
i. Not use organizational funds to purchase alcohol. Any funds used to pay for alcohol must be taken from personal/private sources and paid to a properly licensed third party vendor. Alcohol may not be paid for by the student organization via a sale at the activity or by charging an admission fee either in advance or at the door (as stated in the Georgia Code of Law, 1981 Section 3-3-21).
j. Not use kegs, champagne/punch fountains, or other common usage containers (such as punch bowls or frozen drink machines) for alcoholic beverages.
k. In the absence of a third-party vendor, designate or hire a TIPS (Training Intervention Procedures for Servers) trained server to monitor the service and consumption of alcohol. It is unlawful to serve or make available alcohol to intoxicated persons (as stated in the Georgia Code of Law, Section 3-3-22).
l. Require a full-time Institute employee, who must not be a minor, to be present for the duration of functions hosted by student organizations where alcohol is served or made available. Advisers are encouraged to attend such functions.

Promotional activities regarding alcohol are as follows:

a. The posted advertisement of alcoholic beverages on campus is not permitted. This includes, but is not limited to: chalking, electronic communications, bulletins, flyers, and social media sites.
b. Campus publications are encouraged to minimize/eliminate all advertisement of alcoholic beverages.
c. No promotion or advertising on campus of incentive drinking (“happy hours”, “2-for-1 specials”, unlimited quantities of alcohol available at reduced prices or free, events focusing on the consumption of alcohol, etc.) is permitted.
d. Chartered student organizations and student groups may not seek or accept sponsorship or support from companies/vendors whose main focus of business is the manufacture, distribution, or sale of alcohol, other drugs or related paraphernalia.

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

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

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

B. Possession and/or Use of Illegal Drugs
Georgia Tech does not permit or condone the illegal possession and/or use of controlled substances. Controlled substances means any drug, substance, or immediate precursor included in the definition of controlled substance in the Official Code of Georgia Section 16-13-21 (4) or Schedule I through V of Section 202 of the Federal Controlled Substance Act [21 United States Code 812]. The term “dangerous drug” is defined in the Official Code of Georgia Section 16-13-71.
Sanctions for Violation of Standards:
Any student who violates this policy or any federal or state law or policy regarding the manufacture, distribution, sale, possession, or use of controlled substances or other dangerous drugs shall be subject to disciplinary actions and penalties in accordance with the Georgia Tech Student Code of Conduct.

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

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

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

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

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

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

Student Government Associations

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

For Graduate Student Government Association Policies,* please see: http://sga.gatech.edu/graduate

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

Review Date: 2015-01-00T00:00:00

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

--Statute 2.5.4 of the Georgia Institute of Technology

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

**Executive Branch**

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

**Legislative Branch**

The primary responsibilities of the Legislative Branch include:

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

**Judicial Branch**

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

For Undergraduate Student Government Association Policies,* please see:
http://sga.gatech.edu/undergraduate/resources/sga-policies

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

**Student Sexual Misconduct Policy**

**Effective Date:** 2012-02-00T00:00:00
**Last Revised:** 2014-10-00T00:00:00
**Review Date:** 2017-10-00T00:00:00
**Policy Owner:** Office of Student Integrity
**Contact Name:** Director of the Office of Student Integrity

**Policy Statement:**
A. General
B. Violations
C. Retaliation
D. Sexual Misconduct Investigation Procedures
Scope:
A. GENERAL

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

This policy addresses student-related concerns of sexual assault and sexual misconduct, sexual harassment, stalking, intimate partner and dating violence (collectively, "Prohibited Conduct").

2. Resources:
Confidential services are available for students through the Counseling Center, Health Services, and the Women's Clinic. Additional campus resources include the Office of the Dean of Students, the Women's Resource Center, and Health Promotion. Numerous off-campus services are also available. More detailed information is provided in Resources, Section G.

3. Reporting:
When the Institute receives knowledge alleging Prohibited Conduct, the Institute will fully investigate each allegation. Victims are not required to participate in an investigation, but the Institute will still fulfill its obligation to investigate to the full extent possible.

The Institute actively encourages individuals to report violations of this policy. Individuals are not required to report the incident through campus/local police or the Office of Student Integrity to receive support services. Individuals may file a confidential report for inclusion in campus safety statistics. Assistance is available from the Women’s Resource Center to help a student determine the best reporting option. Reporting options include:

- To file a confidential report, contact any of the following offices: the Office of the Dean of Students (excluding the Office of Student Integrity), the Women's Resource Center, Health Promotion, or the Department of Housing.
- To file a complaint for a violation of this policy, contact the Office of Student Integrity.
- To file a criminal report, contact the Georgia Tech Police Department.

See Reporting Procedures within Section G: Resources for more information.

4. Purpose:
The policy is intended to address instances of Prohibited Conduct in a meaningful, educational manner that respects the rights of all involved; to comply with Title IX, Clery Act, and the Campus SaVE Act; and to ensure the safety of the campus. Investigations will proceed with reasonable measures taken to limit the number of people with whom the Respondent and the Victim must share the details of the complaint. Efforts will be made during the conduct process to minimize interaction between the Respondent and the Victim.

5. Policy:
The Georgia Institute of Technology prohibits sexual assault and sexual misconduct, sexual harassment, stalking, intimate partner and dating violence, and retaliation.

Charges of Prohibited Conduct under this policy do not preclude civil and/or criminal liability under state or other law. Proceedings under this policy and the Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings. Institute conduct proceedings are not restricted by the rules of evidence governing criminal and civil proceedings.
6. Jurisdiction:

a. This policy, in addition to the Student Code of Conduct, governs the conduct of all Georgia Tech students. Other Institute policies govern the conduct of faculty, staff, student employees, and administrators.

In cases of Prohibited Conduct, the Institute reserves the right to take necessary and appropriate action to protect the safety and well-being of the community. The Prohibited Conduct will be addressed whenever such acts:
- occur on Institute Premises;
- occur at Institute sponsored activities;
- occur at Group or Organization Activities; or
- occur off Institute Premises when conduct adversely affects the Institute and/or the pursuit of its objectives.

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

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

7. Definitions:

“Respondent” means a Student, Group, or Organization who is alleged to be in violation of the Sexual Misconduct Policy.

“Victim” means any individual who has been affected by an alleged violation of the Sexual Misconduct Policy.

“Informant” means any individual who provides information alleging a violation of the Sexual Misconduct Policy.

“Advisor” refers to an individual who assists a Victim or Respondent in the Sexual Misconduct Policy investigation and resolution process. A Victim or Respondent can choose any individual to serve as his or her advisor.

“Advocate” refers to an individual who assists the Victim or the Respondent with assistance and support such as resource information on counseling, medical, academic, or housing concerns. Advocates may also provide information and referrals to campus and community resources and may assist students with the impact on their academics. This person may also serve as an Advisor in the Student Conduct process.

“Prohibited Conduct” refers to student sexual assault and sexual misconduct, sexual harassment, stalking, intimate partner and dating violence.

“Consent” consent means informed, freely and actively given, mutually understandable words or actions which indicate a willingness to participate in mutually agreed upon sexual activity. Consent is not effectively given if the agreement results from the use of physical force, threats, intimidation, or coercion. Consent is absent when a person has sexual contact with another when the initiator knew, or reasonably should have known, that the other person(s) is incapacitated.

What Consent Means

- Consent begins when individuals decide together to do the same thing, at the same time, in the same way,
with each other. It is the responsibility of the initiator, or the person who wants to engage in the specific sexual activity, to make sure that he or she has consent from his or her partner(s).

- Consent to one form of sexual activity does not necessarily imply consent to any other form of sexual activity.
- The initiator must obtain consent at every stage of sexual interaction.
- Consent will exist when both of these standards are met:
  - a reasonable person would consider the words or actions of the parties to have manifested an agreement between them to do the same thing, in the same way, at the same time, with one another; and
  - the Student believed in good faith that the words or actions of the parties to have manifested an agreement between them to do the same thing, in the same way, at the same time, with one another.
- Consent may never be given by incapacitated persons.
  - Incapacitation refers to the victim's inability to understand the situation, understand the consequences of his/her choices, or to express his/her desires. This may include, but is not limited to, intoxication, being under the influence of drugs, unconsciousness, or other cognitive impairment, or being under the age of consent in accordance with Georgia state law.

**Additional Clarifying Rules of Consent:**

- A person who is the object of sexual aggression is not required to physically or otherwise resist a sexual aggressor.
- Silence or passivity may not be considered consent; the absence of "No" does not imply consent.
- Previous sexual relationships or the existence of a current relationship with the Respondent does not imply consent.
- Consent cannot be implied by attire, or inferred from the giving or receiving of gifts, money or other items.
- Consent to sexual activity may be withdrawn at any time, as long as the withdrawal is communicated clearly. Withdrawal of consent can be done in numerous ways and need not be a verbal withdrawal of consent.
- The Respondent's intentional use of alcohol/drugs does not excuse a violation of policy.

"Preponderance of the evidence" as an evidentiary standard means that it is more likely than not the alleged violation of policy occurred.

"First Considered Sanction" means that the Student Conduct Administrator or Appellate Officer(s) must consider this sanction prior to any other sanction(s). If it is decided that a First Considered Sanction is not appropriate, a rationale must be provided in the written outcome identifying why another sanction(s) was implemented.

Additional definitions referenced in this policy can be found in the Student Code of Conduct.

**Procedures:**

**B. VIOLATIONS**

The examples below each provision are not intended to be an exhaustive list, nor are they intended to prohibit consensual activity. The Institute encourages reporting of any behavior that you believe may be in violation of policy whether specifically listed in examples or not.

1. **Non-Consensual Sexual Contact:** including, but not limited to, intentional and/or forcible touching. Examples may include but are not limited to:

   - sexual contact without consent by another (including but not limited to: a stranger, classmate, friend, dating partner, ex-dating partner, spouse, ex-spouse, etc.)
   - forcing another to touch, directly or through clothing, themselves or another (i.e., genitals, breasts, groin, thighs, or buttocks, etc.)

2. **Non-Consensual Sexual Intercourse:** including, but not limited to, anal, oral or vaginal penetration, however
slight. Examples may include, but are not limited to:

- rape (sexual intercourse without consent)
- sexual penetration with an object without consent
- oral or anal intercourse without consent

3. Sexually Related Offenses: including, but not limited to, exploitation, obscene, indecent behavior and/or exposure. Examples may include, but are not limited to:

- sexual contact with a person under the age of consent
- child molestation
- voyeurism
- indecent behavior and/or exposure
- taking or distributing explicit photographs without consent
- prostituting another student
- non-consensual video or audio-taping of sexual activity
- going beyond the boundaries of consent (such as letting friends hide in closet to witness consensual sex)
- knowingly placing someone at risk for transmission of an STI or HIV regardless of whether the other person contracted it

4. Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other written, verbal, non-verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either implicitly or explicitly as a term or condition of an individual’s employment or status in a course, program, or activity offered by the Institute;
- Submission or rejection of such conduct by an individual is used as a basis for employment or education decisions affecting such individual; or
- Such conduct has the purpose or effect:

  i. of unreasonably interfering with the individual’s work or education performance;
  ii. of creating an objectively intimidating, hostile, or offensive working and/or learning/living environment; or
  iii. of unreasonably interfering with or limiting one’s ability to participate in or benefit from an educational program or activity.

In cases of sexual harassment, if the alleged harasser is asked by the Victim or a third-party to stop his or her behavior and does not, a more serious sanction may be imposed. However, the Victim does not have to request the behavior be stopped for the behavior to be considered sexual harassment. Examples of unwanted behavior that may constitute sexual harassment (a, b or c above) include, but are not limited to:

- Massaging a person’s neck or shoulders
- Touching a person’s clothing, hair, or body
- Hugging, kissing, patting, or stroking a person’s body
- Making sexual gestures with hands or body movements, touching or rubbing oneself in a sexual manner around, or in the view of another person
- Brushing up against another person
- Tearing, pulling, or yanking a person’s clothing
- Sexual flirtation, advances or propositions for sexual activity, or repeatedly asking for a date from a person who has indicated he or she is not interested
- Discussing or about sexual fantasies, preferences, or history
- Verbal abuse of a sexual nature
- Suggestive comments and sexually explicit jokes, or turning discussions at work or in academic or living settings to sexual topics when not legitimately related to an academic matter
- Stating, indicating, or implying in any manner that benefits will be gained or lost based on response to sexual advances
- Staring repeatedly at someone; repeatedly watching someone from afar
- Blocking another person’s path or otherwise restricting their movements, particularly when in conjunction with other acts or comments
- Invading a person’s personal body space, such as standing closer than appropriate
- Looking a person up and down in a suggestive or intimidating manner
- Making sounds such as smacking or licking lips, making kissing sounds, or whistling
- Letters, gifts, or materials of a sexual nature, including but not limited to typed or handwritten notes, email, instant messages, text messages, online postings, etc.

Sexual harassment does not need to be related to sexual or amorous behavior. Behavior based on gender stereotypes or derogatory comments based on sex, gender, gender identity, or sexual orientation may also constitute sexual harassment.

5. Advocating or Inciting Sexual Violence: Examples may include, but are not limited to:
- Using cheers, chants, or slogans that incite or are likely to incite sexual violence
- Encouraging individuals to engage in acts of sexual violence
- Knowingly assisting in a violation of this Policy

6. Intimidation: Intentionally using one’s physical presence to menace another, although no physical contact occurs, or where a person's knowledge of prior violent behavior by an assailant (coupled with menacing behavior) places this person in reasonable fear as an implied threat. Examples may include, but are not limited to:
- Restricting or blocking an entry or exit
- Destroying or threatening to destroy property
- Displaying weapons
- Using or threatening physical force

7. Coercion: The intentional use of force or intimidation (i.e. threats) to obtain compliance for an otherwise unwanted act. Coercion may be determined by the repetition of the activity beyond what is reasonable, the degree of pressure applied, or environmental factors such as isolation or the initiator's knowledge of incapacitation by alcohol and/or other drugs. Examples may include, but are not limited to:
- Repeatedly providing alcohol drinks to a victim or potential victim
- Isolating a victim or potential victim
- Providing false information to entice a victim or potential victim

8. Stalking: Engaging in behaviors directed at a specific person that result in that person: being reasonably afraid for his/her safety or the safety of others, and/or having to alter his/her activities, and/or suffering substantial emotional distress. Examples include, but are not limited to:
- Following or spying on another individual
- Watching another individual from afar
- Waiting for outside or inside the places another individual frequents, such as residence hall, classes, or work
- Unsolicited phone calls
- Unsolicited messages (i.e. e-mails, instant messages, text messages or letters, etc.)
- Placing another individual under surveillance

9. Intimate Partner Violence: Encompasses domestic and dating violence, and specifically violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Factors used to determine existence of such a relationship include length of the relationship, type of relationship and frequency of interaction between the persons involved in the relationship. Violence committed by a current or former spouse of the victim, by a person whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse is also included in this violation. Examples include but are not limited to the following:
- Threats
- Assault
- Property damage
Violence or threat of violence to one's self, one's sexual or romantic partner, or to the family members of the sexual or romantic partner

- Actions or threats used as a method of coercion, control, punishment, intimidation, or revenge
- Kidnapping or confinement

In an investigation of Prohibited Conduct, the Student Conduct Administrator reserves the right to include policy violation(s) from the Student Code of Conduct in the charges against the Respondent. In those cases, this Policy will be utilized to determine responsibility, not those provisions outlined in the Code of Conduct.

**Policy History:**

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<td>Office of Student Integrity</td>
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**Draft: Institute Sexual Harassment & Misconduct Policy**

**Effective Date:** 2012-02-00T00:00:00  
**Last Revised:** 2014-10-00T00:00:00  
**Review Date:** 2017-10-00T00:00:00  
**Policy Owner:** Office of Compliance  
**Contact Name:** Burns Newsome  
**Contact Title:** Director of Compliance  
**Contact Email:** burnsnewsome@gatech.edu

**Policy Statement:**

A. General  
B. Violations  
C. Retaliation  
D. Sexual Misconduct Investigation Procedures  
E. Appeal Procedures  
F. Record Keeping & Release of Information  
G. References & Resources

**Scope:**

**A. GENERAL**

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

This policy addresses sexual violence and sexual misconduct, including sexual assault, stalking, domestic violence, dating violence, and sexual harassment (collectively, “Prohibited Conduct”).

2. **Resources:**  
Confidential services are available for students through the Counseling Center, Health Services, the Women’s Resource Center, Health Promotion, and the Women's Clinic. An additional campus resources for students includes the Office of the Dean of Students. Campus resources for faculty and staff are available through the Institute’s Faculty and Staff Assistance Program and through other programs in the Office of Human Resources. Numerous off-campus services are also available. More detailed information is provided in Resources, Section E.

3. **Reporting:**
When the Institute receives knowledge or information alleging Prohibited Conduct, the Institute will fully investigate each allegation. The Institute will, upon notice, take prompt and effective steps to end any sex discrimination (including Sexual Violence and other forms of sexual misconduct), eliminate any hostile environment created by such sex discrimination, prevent its recurrence, and, as appropriate, remedy its effects. Victims are not required to participate in an investigation, but the Institute will still fulfill its obligation to investigate to the extent possible.

The Institute actively encourages individuals to report suspected violations of this policy. Individuals are not required to report the incident through campus/local police, the Title IX Coordinator, the Offices of Human Resources, Academic Affairs, or the Office of Student Integrity to receive support services. Individuals may file a confidential report for inclusion in the Institute’s annual disclosure of crime statistics. Assistance is available from the Women's Resource Center to help a student determine the best reporting option. Reporting options include:

- To file a confidential report, students should contact any of the following offices: the Office of the Dean of Students (excluding the Office of Student Integrity), the Women's Resource Center, Health Promotion, the Institute’s Victims Advocate, or the Department of Housing. Faculty and staff may report violations of this Policy to the Title IX Coordinator, any Deputy Title IX Coordinator, the Office of Human Resources, or the Office of Academic Affairs. In doing so, faculty and staff may or may not choose to include their names or other identifying information in the report.
- To file a complaint for a violation of this Policy, contact the Title IX Coordinator, any of the Deputy Title IX Coordinators, the Office of Human Resources, the Office of Academic Affairs, or the Office of Student Integrity.
- To file a criminal report, contact the Georgia Tech Police Department.

See Reporting Procedures within Section E: Resources for more information.

4. Purpose:
This policy is intended to address instances of Prohibited Conduct in a meaningful, educational manner that respects the rights of all involved; to comply with Title VII of the Civil Rights Act of 1964, Title IX of the Higher Education Amendments of 1972 (hereafter, “Title IX”), the Clery Act, and the Campus SaVE Act; and to ensure the safety of the campus. This policy outlines the processes by which the Institute will investigate and resolve reports or allegations of Prohibited Conduct.

5. Policy:
As required by Title IX and other applicable laws, the Institute does not discriminate on the basis of sex in any program or activity of the Institute and prohibits any form of sex discrimination, including sexual assault and sexual misconduct, sexual harassment, stalking, domestic violence, dating violence, and retaliation.

Charges of Prohibited Conduct under this policy do not preclude civil and/or criminal liability under federal, state or other law. Proceedings under this policy, related employment discrimination policies, or the Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings. Institute conduct proceedings are not restricted by the rules of evidence governing criminal and civil proceedings.

6. Jurisdiction:

a. This policy, in addition to the Student Code of Conduct, governs the conduct of all Georgia Tech students. This policy, in addition to the Anti-Harassment and Non-discrimination and Affirmative Action Policies, governs the conduct of all Georgia Tech faculty, staff, student employees, administrators, and the Institute’s Affiliates, Volunteers, visitors and contractors.

In cases of Prohibited Conduct, the Institute reserves the right to take necessary and appropriate action to protect the safety and well-being of the community. The Prohibited Conduct will be addressed whenever such acts:
- occur on Institute Premises;
- occur at Institute sponsored activities;
occur at Group or Organization Activities; or
occur off Institute Premises when conduct adversely affects the Institute and/or the pursuit of its objectives.
b. Each Student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree. This includes conduct that may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. This policy shall apply to a student's conduct even if the student withdraws from the school while a disciplinary matter is pending. This policy applies to Institute programs in remote and overseas locations. Each employee shall be responsible for his/her conduct during the entirety of the employee’s employment. Each visitor to and each Affiliate or contractor of Georgia Tech shall be responsible for his/her conduct whenever on Georgia Tech’s premises and during all periods of association with Georgia Tech.
c. The Institute shall retain jurisdiction over all matters involving students and employees, irrespective of whether the student or employee is subject to tenets of an agreement with other schools or whether an alleged perpetrator has graduated from or otherwise left the Institute.

Policy Terms:

"Advisor" refers to an individual who assists a Victim or Respondent in the investigation and resolution process. A Victim or Respondent can choose any individual to serve as his or her advisor.

"Advocate" refers to an individual who assists the Victim or the Respondent with assistance and support such as resource information on counseling, medical, academic, or housing concerns. Advocates may also provide information and referrals to campus and community resources and may assist Victims or Respondents with the impact on their work or academics. This person may also serve as an Advisor in the Student Conduct process. The Institute’s Victims Advocate, whose contact information is contained in Section E (Resources), shall be a confidential source to a Victim of Prohibited Conduct.

"Affiliate" means a guest of the Institute or a member of an affiliated organization who participates in activities that support the Institute’s mission.

"Consent" means informed, freely and actively given, mutually understandable words or actions which indicate a willingness to participate in mutually agreed upon sexual activity. Consent is not effectively given if the agreement results from the use of physical force, threats, intimidation, or coercion. Consent is absent when a person has sexual contact with another when the initiator knew, or reasonably should have known, that the other person(s) is incapacitated.

What Consent Means

- Consent begins when individuals decide together to do the same thing, at the same time, in the same way, with each other. It is the responsibility of the initiator, or the person who wants to engage in the specific sexual activity, to make sure that he or she has consent from his or her partner(s).
- Consent to one form of sexual activity does not necessarily imply consent to any other form of sexual activity.
- The initiator must obtain consent at every stage of sexual interaction.
- Consent will exist when both of these standards are met:
  - a reasonable person would consider the words or actions of the parties to have manifested an agreement between them to do the same thing, in the same way, at the same time, with one another; and
  - a person believed in good faith that the words or actions of the parties to have manifested an agreement between them to do the same thing, in the same way, at the same time, with one another.
- Consent may never be given by incapacitated persons.
  - Incapacitation refers to the victim's inability to understand the situation, understand the consequences of his/her choices, or to express his/her desires. This may include, but is not limited to, intoxication, being under the influence of drugs, unconsciousness, or other cognitive impairment,
or being under the age of consent in accordance with Georgia state law.

**Additional Clarifying Rules of Consent:**

- A person who is the object of sexual aggression is not required to physically or otherwise resist a sexual aggressor.
- Silence or passivity may not be considered consent; the absence of "No" does not imply consent.
- Previous sexual relationships or the existence of a current relationship with the Respondent does not imply consent.
- Consent cannot be implied by attire, or inferred from the giving or receiving of gifts, money or other items.
- Consent to sexual activity may be withdrawn at any time, as long as the withdrawal is communicated clearly. Withdrawal of consent can be done in numerous ways and need not be a verbal withdrawal of consent.
- The Respondent’s intentional use of alcohol/drugs does not excuse a violation of policy.
- In Georgia, minors under the age of 16 years are generally unable to provide consent. See Georgia Code Ann. § 16-6-3 (Statutory Rape).

“**First Considered Sanction**” means that, in cases alleging a violation of the Institute’s Sexual Harassment and Misconduct Policy by a student, the Student Conduct Administrator or Appellate Officer(s) must consider this sanction prior to any other sanction(s). If it is decided that a First Considered Sanction is not appropriate, a rationale must be provided in the written outcome identifying why another sanction(s) was implemented.

“**Informant**” means any individual who provides information alleging a violation of this Policy. “**Interim Protective Measures**” are accommodations or changes to an individual’s academic, living, or campus work environment before the final outcome of an investigation to ensure equal access to the Institute’s education and employment programs and activities, and to protect the Victim and/or Respondent, as necessary. Interim protective measures may be available to a Victim or Respondent whether or not formal resolution is used. Interim measures may continue past the duration of an investigation as deemed appropriate by the Institute. Interim protective measures may include (but are not limited to): an order not to contact (an) individual(s), victim advocacy, housing assistance or relocation, counseling, health services, safety resources, academic support, changes in a person’s work or study location or schedule, and alterations to financial aid. The Title IX Coordinator and Deputy Title IX Coordinators will coordinate the provision of interim measures.

“**Preponderance of the Evidence**” as an evidentiary standard means that it is more likely than not the alleged violation of policy occurred.

“**Prohibited Conduct**” refers to Sexual Assault, Sexual Violence, sexual misconduct, Sexual Harassment, Stalking, Domestic Violence and Dating Violence.

“**Respondent**” means a student, employee, visitor, contractor, group, or organization alleged to be in violation of this Sexual Harassment & Misconduct Policy.

“Responsible Employee” means any employee who has the authority to take action to redress violations of this Policy, who has been given the duty of reporting incidents of Prohibited Conduct, or whom a person could reasonably believe has this authority or duty. The term “Responsible Employee” includes the President, Vice Presidents, Deans, Directors, Department Heads, Chairs, Managers, Supervisors, Coaches, Police officials, Student Affairs professionals (including Resident Assistants), Academic Advisors, Admissions professionals, and faculty who serve as advisors to student groups. Faculty who do not have supervisory responsibilities are not considered Responsible Employees. Administrative Assistants are not Responsible Employees. Confidential Resources are not Responsible Employees.

“**Sexual Assault**” and “**Sexual Violence**” are forms of sexual or gender-based harassment that involve having or attempting to have sexual contact with another individual without that individual’s Consent.

“**Title IX Coordinator**” means the Institute employee who, pursuant to Title IX of the Higher Education Amendments
of 1972, has primary responsibility for coordinating the Institute’s efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination in any and all operations and activities of the Institute, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX. The Institute’s Title IX Coordinator is administratively housed in the Office of Compliance Programs and provides or facilitates ongoing Title IX training, consultation, and technical assistance for students, faculty, and staff, oversees the investigation of complaints and reports made pursuant to this Policy, coordinates all efforts to identify any patterns or systemic problems revealed by complaints or reports of Prohibited Conduct, and oversees Institute efforts, including the provision of Interim Protective Measures, to effectively address and remedy sex discrimination in any program or activity of the Institute. Contact information for the Institute’s Title IX Coordinator and Deputy Title IX Coordinators is listed in Section E (Resources) of this Policy.

"Victim" means any individual who has suffered harm from an alleged violation of this Sexual Harassment and Misconduct Policy.

"Volunteer" means a person who, without compensation, renders a service or takes part in an activity in support of the Institute.

Additional definitions referenced in this policy can be found in the Student Code of Conduct, the Anti-Harassment Policy, and the Policy of Non-discrimination and Affirmative Action.

Procedures:
B. VIOLATIONS
The examples below each provision are not intended to be an exhaustive list, nor are they intended to prohibit consensual activity. The Institute encourages reporting of any behavior that a person believes may be in violation of policy whether specifically listed in examples or not.

1. Non-Consensual Sexual Contact: including, but not limited to, intentional and/or forcible touching. Examples may include but are not limited to:
   - sexual contact without consent by another (including but not limited to: a stranger, work colleague, classmate, friend, dating partner, ex-dating partner, spouse, ex-spouse, etc.)
   - forcing another to touch, directly or through clothing, themselves or another (i.e., genitals, breasts, groin, thighs, or buttocks, etc.)

2. Non-Consensual Sexual Intercourse: including, but not limited to, anal, oral or vaginal penetration, however slight. Examples may include, but are not limited to:
   - sexual penetration with an object without consent
   - oral or anal intercourse without consent

3. Sexually Related Offenses: including, but not limited to, exploitation, obscene, indecent behavior and/or exposure. Examples may include, but are not limited to:
   - sexual contact with a person under the age of consent
   - child molestation
   - voyeurism
   - indecent behavior and/or exposure
   - taking or distributing explicit photographs without consent
   - prostituting another student
   - non-consensual video or audio-taping of sexual activity
   - going beyond the boundaries of consent (such as letting friends hide in closet to witness consensual sex)
   - knowingly placing someone at risk for transmission of a sexually transmitted infection or HIV regardless of whether the other person contracted it

4. Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other written,
verbal, non-verbal or physical conduct of a sexual nature when:

a) Submission to such conduct is made either implicitly or explicitly a term or condition of an individual’s employment or status in a course, program, or activity offered by the Institute;  
b) Submission or rejection of such conduct by an individual is used as a basis for employment or education decisions affecting such individual; or  
c) Such conduct has the purpose or effect:
   i. of unreasonably interfering with the individual's work or education performance;  
   ii. of creating an intimidating, hostile, or offensive working and/or learning/living environment; or  
   iii. of unreasonably interfering with or limiting one’s ability to participate in or benefit from an educational program or activity.

In cases of sexual harassment, if the alleged harasser is asked by the Victim or a third-party to stop his or her behavior and does not, a more serious sanction may be imposed. However, the Victim does not have to request the behavior be stopped for the behavior to be considered sexual harassment. Examples of unwanted behavior that may constitute sexual harassment (a, b or c above) include, but are not limited to:

- Massaging a person's neck or shoulders  
- Touching a person’s clothing, hair, or body  
- Hugging, kissing, patting, or stroking a person’s body  
- Making sexual gestures with hands or body movements, touching or rubbing oneself in a sexual manner around, or in the view of another person  
- Brushing up against another person  
- Tearing, pulling, or yanking a person’s clothing  
- Sexual flirtation, advances or propositions for sexual activity, or repeatedly asking for a date from a person who has indicated he or she is not interested  
- Discussing or about sexual fantasies, preferences, or history  
- Verbal abuse of a sexual nature  
- Suggestive comments and sexually explicit jokes, or turning discussions at work or in academic or living settings to sexual topics when not legitimately related to an academic matter  
- Stating, indicating, or implying in any manner that benefits will be gained or lost based on response to sexual advances  
- Staring repeatedly at someone; repeatedly watching someone from afar  
- Blocking another person’s path or otherwise restricting their movements, particularly when in conjunction with other acts or comments  
- Invading a person’s personal body space, such as standing closer than appropriate  
- Looking a person up and down in a suggestive or intimidating manner  
- Making sounds such as smacking or licking lips, making kissing sounds, or whistling  
- Letters, gifts, or materials of a sexual nature, including but not limited to typed or handwritten notes, email, instant messages, text messages, online postings, etc.

In determining whether behavior creates a hostile environment, the Institute will consider the conduct in question from both an objective (reasonable person) and a subjective perspective. Sexual harassment does not need to be related to sexual or amorous behavior. Behavior based on gender stereotypes or derogatory comments based on sex, gender, gender identity, or sexual orientation may also constitute sexual harassment.

5. Advocating or Inciting Sexual Violence: Examples may include, but are not limited to:
   - Using cheers, chants, or slogans that incite or are likely to incite sexual violence  
   - Encouraging individuals to engage in acts of sexual violence  
   - Knowingly assisting in a violation of this Policy

6. Intimidation: Intentionally using one’s physical presence to menace another, although no physical
contact occurs, or where a person's knowledge of prior violent behavior by an assailant (coupled with menacing behavior) places this person in reasonable fear as an implied threat. Examples may include, but are not limited to:

- Restricting or blocking an entry or exit
- Destroying or threatening to destroy property
- Displaying weapons
- Using or threatening physical force

7. Coercion: The intentional use of force or intimidation (i.e. threats) to obtain compliance for an otherwise unwanted act. Coercion may be determined by the repetition of the activity beyond what is reasonable, the degree of pressure applied, or environmental factors such as isolation or the initiator's knowledge of incapacitation by alcohol and/or other drugs. Examples may include, but are not limited to:

- Repeatedly providing alcohol drinks to a victim or potential victim
- Isolating a victim or potential victim
- Providing false information to entice a victim or potential victim

8. Stalking: Engaging in behaviors directed at a specific person that result in that person: being reasonably afraid for his/her safety or the safety of others, and/or having to alter his/her activities, and/or suffering substantial emotional distress. Examples include, but are not limited to:

- Following or spying on another individual
- Watching another individual from afar
- Waiting for outside or inside the places another individual frequents, such as residence hall, classes, or work
- Unsolicited phone calls
- Unsolicited messages (i.e. e-mails, instant messages, text messages or letters, etc.)
- Placing another individual under surveillance

9. Domestic Violence: A pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

10. Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Victim. The existence of such a relationship shall be determined based on a consideration of the following factors: (a) the length of the relationship, (b) the types of relationship, and (c) the frequency of interaction between the persons involved in the relationship.

Violence committed by a current or former spouse of a Victim, by a person with whom a Victim shares a child in common, by a person who is cohabitating with or has cohabitated with the Victim as a spouse, or by a person similarly situated to a spouse may be Domestic or Dating Violence. Examples include but are not limited to:

- Threats
- Assault
- Property damage
- Violence or threat of violence to one's self, one's sexual or romantic partner, or to the family members of the sexual or romantic partner
- Actions or threats used as a method of coercion, control, punishment, intimidation, or revenge
- Kidnapping or confinement

11. Special Considerations:

For Students:

In an investigation of a student for Prohibited Conduct, the Student Conduct Administrator reserves the right to include policy violation(s) from the Student Code of Conduct in the charges against the Respondent. In those cases, this Policy will be utilized to determine responsibility, not those provisions outlined in the Code of Conduct.
For Employees:

- The policies of the Board of Regents provide that an Institute employee (including a student employee) is prohibited from having an amorous relationship with any student who the employee supervises, teaches, or evaluates in any way. Board of Regents policies also prohibit a University System of Georgia employee from having an amorous relationship with any other employee if either employee supervises, evaluates, or in any other way directly affects the terms or conditions of the other’s employment. Any individual who violates these policies is subject to disciplinary action commensurate with the offense, up to and including termination.
- Georgia Tech is committed to the principles of free inquiry and expression. Vigorous discussion and debate are fundamental to this commitment, and this Policy is not intended to restrict teaching methods or freedom of expression, nor will it be permitted to do so. Offensiveness of conduct, standing alone, is not sufficient for the conduct to constitute Prohibited Conduct. The conduct in question must be sufficiently serious as to interfere with an individual’s ability to participate in employment or educational programs and activities. Prohibited Conduct under this Policy is not a proper exercise of academic freedom and may not be legally protected expression. On the contrary, Prohibited Conduct compromises the Institute’s integrity, as well as its tradition of intellectual freedom.

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### E. Academic Honors

**Review Date:** 2015-01-00T00:00:00

The Institute encourages excellence in scholarship and gives official recognition to undergraduate students whose work is superior in any given term.

1. Dean's List-includes all degree-seeking undergraduates who, during the preceding term, made an academic average of 3.00 or higher, completed a schedule of at least 12 hours of coursework on a letter-grade basis, and are not on academic warning or probation or subject to any disciplinary action. (All grades must be reported.)
2. Faculty honors-includes all degree-seeking undergraduates who during the preceding term made an academic average of 4.00, completed a schedule of at least 12 hours of coursework on a letter-grade basis with no W grades, and are not on academic warning or probation or subject to any disciplinary action. (All grades must be reported.)
Health Insurance Information

Review Date: 2015-01-00T00:00:00

STUDENT HEALTH INSURANCE

The Georgia Board of Regents (BOR) offers student health insurance for eligible students and their dependent(s). Two groups of students may purchase student health insurance: Mandatory and Voluntary. Mandatory students are required by the BOR to have student health insurance and the charge is applied automatically to the student's account along with tuition. Mandatory Graduates: Teaching Assistant, F1 or J1 visa holder, Research Assistant, Fellowship or Full tuition waiver. Mandatory Undergraduates: F1 or J1 visa holders. Mandatory students who already have health insurance may apply to waive the Board of Regents (BOR) student health insurance coverage.

There is a 30 day open enrollment period at the start of each semester to enroll for student insurance coverage, to enroll for the voluntary plan, or for mandatory students to add spouse/dependents coverage. For students and spouses with Board of Regents (BOR) student health insurance, Stamps Health Services (SHS) is the primary care provider. SHS renders care to students, spouses, and domestic partners. Dependent children are not eligible to be treated at SHS. Please visit www.health.gatech.edu for more information.

Immunizations

Review Date: 2015-01-00T00:00:00

All incoming students must comply with the Board of Regents of the University System of Georgia's immunization requirements. It is strongly recommended that immunization requirements are met as soon as possible to avoid a registration hold. A registration hold keeps students from registering for classes.

Incoming students must use Stamps Health Services immunizations forms. These forms should be turned in by May 2, 2012, for summer semester enrollment and by July 5, 2012 for fall semester enrollment. For more information and to download immunization forms, visit www.health.gatech.edu or Email immunization@health.gatech.edu

Missing Student Notification Policy

Type of Policy: Administrative
Last Revised: 2014-10-00T00:00:00
Review Date: 2017-10-00T00:00:00
Policy Owner: Office of the Dean of Students
Contact Name: John Stein
Contact Title: Vice President & Dean of Students
Contact Email: john.stein@vpss.gatech.edu

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

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

Scope:
This policy applies to faculty, staff and students.

Policy Terms:
Campus Security Authority
Any Institute employee who has significant responsibility for student and campus activities, he or she is a campus security authority.

Procedures:
4.1 Missing Student Notification Procedures

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

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

Students are encouraged to identify a confidential contact person or persons who will be notified by GTPD or by the Office of the Dean of Students if the student is determined to be missing. If a student has identified a confidential contact, the Office of the Dean of Students will notify that contact within 24 hours after the student is determined to be missing. If the student is under the age of 18, and not emancipated, the Office of the Dean of Students will notify the student’s custodial parent or legal guardian and the confidential contact person after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through OSCAR under the “Personal Information” menu. A student may view and update the “Housing Missing Person Contact” at any time.

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

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

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

Policy History:

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<th>Revision Date</th>
<th>Author</th>
<th>Description</th>
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<tr>
<td>08-2014</td>
<td>Office of the Dean of Students</td>
<td>New Policy</td>
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Special Health Considerations

**Review Date:** 2015-01-00T00:00:00

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

Treatment

**Review Date:** 2015-02-00T00:00:00

Stamps Health Services (SHS) offers comprehensive health care to students, spouses, and/or domestic partners of Georgia Tech students. Eligibility status is determined before an appointment is scheduled for services. Services are provided through payment of the student health fee or on a pay-per-visit basis. The health fee coverage period begins one business week before the first day of class of the upcoming term. The coverage period ends the last business day prior to the first day of class of the upcoming term. Please visit the website at http://health.gatech.edu/finance/Pages/Health-Fee.aspx