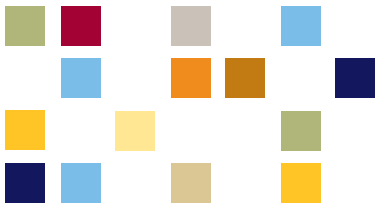


Georgia Perimeter College

faculty guidebook



2009 –2010



Two Years That Will Change Your Life

IMPORTANT DATES FOR FALL SEMESTER, 2009*

VIEW THE COMPLETE AND UP-TO-DATE ACADEMIC CALENDAR AT: [HTTP://WWW.GPC.EDU/CALENDAR/ACADEMIC/](http://www.gpc.edu/calendar/academic/)

Aug. 10	College Closed – Faculty and staff gather for Fall Convocation	Oct. 14	Second Half Term Classes Begin - Schedule Adjustment, drops only, for Second Half Term Classes
Aug. 12-14	On Campus Advisement and Registration - Advisement and registration assistance is available on campus during posted hours	Oct. 14-20	No Show Attendance Period for Second Half Classes
Aug. 17	Day and Evening Classes Begin for first half and full term classes	Oct. 21-27	No Show Portal Open - SIS is open from October 22 until noon October 27 for faculty to report their No Shows for second half term classes
Aug. 17-18	Schedule Adjustment available for currently enrolled students	Nov. 9	Midpoint for Second Half Term Classes - Last day to withdraw from Second Half classes with a "W" grade
Aug. 17-23	No Show Attendance Period for Full and First Term Classes	Nov. 25	No Day or Evening Classes - The college is open, but no day or evening classes are held
Aug. 22-23	Weekend Classes Begin	Nov. 26-29	Thanksgiving Day Holidays - College closed
Aug. 24-28	No Show Portal Open – Faculty to report No Shows is open from Aug. 24 through noon on Aug. 28	Dec. 4	Last Day for Weekday Full and Second Half Term Classes
Sept. 7	Labor Day - College closed. (Weekend classes will meet)	Dec. 5-6	Last Day for Weekend Classes
Sept. 11	Midpoint for RGTE, RGTR, and First Half Classes - Last day to withdraw from these classes with a "W" grade	Dec. 7	Learning Support Math 0098 Final Exams
Oct. 5	Last Day of Class for First Half Classes	Dec. 7-13	Final Exams for Full and Second Half Term classes
Oct. 6	Student Study Day - No day or evening classes. Faculty meetings for professional development. College is open	Dec. 14	Fall Commencement
Oct. 7-8	Final Exams for First Half Classes	Dec. 14	Grades Due by Noon
Oct. 8-9	Learning Support Exit Exams for First Half Classes— Learning Support exit exams for first half term classes, unless otherwise noted	Dec. 24-31	Winter Holidays - College closed.
Oct. 10-11	Final Exams for First Half Term Weekend Classes	Jan. 1, 2010	New Year's Day Holiday - College closed.
Oct. 12	Midpoint for Full Term Classes - Last day to withdrawn from full-term classes with a "W" grade		
Oct. 12	Grades for First Half Term Classes Due by Noon		

***ALL DATES ARE SUBJECT TO CHANGE. PLEASE ALWAYS CHECK THE ONLINE ACADEMIC CALENDAR FOR RECENT CHANGES.**

Georgia Perimeter College

faculty guidebook

2009 – 2010



Two Years That Will Change Your Life

Guidebook is posted on the GPC Faculty/Staff Web site at:
<http://facstaff.gpc.edu> (See "Faculty Resources" on this Web page.)



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GPC STRATEGIC PLAN: TRANSFORMING LIVES, STRENGTHENING COMMUNITIES, FOSTERING TEAMWORK

VISION

As a team, Georgia Perimeter College will be recognized as a dynamic and creative learning environment focused on student success, guided by the values of trust, excellence, integrity, civility, passion, diversity and efficiency.

MISSION

Georgia Perimeter College transforms the lives of our students to thrive in a global society.

As a diverse, multi-campus two-year college, we provide relevant, responsive, learner-centered higher education that facilitates the achievement of academic, professional and personal goals.

We embrace excellence, teamwork, and quality service that link the college's human capital with our communities to enhance economic, social and cultural vitality.

As a key point of entry for students into higher education in Georgia and as the major provider of associate degrees and student transfer opportunities, Georgia Perimeter College supports the Strategic Plan of the University System of Georgia.

GOALS

WE WILL STRENGTHEN STUDENT SUCCESS.

Student success is at the heart of all we do at Georgia Perimeter College. For students to grow and develop academically, they need a faculty devoted to teaching excellence. To prepare students to compete in the global workplace, we will offer relevant and responsive learning opportunities both inside and outside the classroom.

To strengthen student success, Georgia Perimeter College will support teaching excellence; will improve academic advising processes; will develop an Academic Master Plan; will create a process to review and evaluate the relevancy and responsiveness of our curriculum; and will expand awareness of opportunities for students and faculty to become involved in college life, civically engaged in the community, and aware of local, national and global perspectives.

The outcomes of this goal will be the establishment of a task force of award-winning faculty to work with the president to develop and implement a recognition process for faculty who make positive contributions to the college; an increase in effective academic advising; greater faculty participation in academic advising; more students signing Transfer Admission Guarantee (TAG) agreements; an increase in graduation, retention and transfer rates; the implementation of an Academic Master Plan; an increase in learning opportunities linked to critical local, regional and national needs; an increase in global learning opportunities; and more students involved in college activities, internships and service learning projects.

WE WILL CREATE AND FOSTER A CULTURE OF TEAMWORK, LEADERSHIP, QUALITY SERVICE AND CONTINUOUS IMPROVEMENT.

A cornerstone to the success of Georgia Perimeter College is our institutional culture. Through open communication, mutual respect and trust, we will practice teamwork, leadership, quality service and continuous improvement.

To create and foster this supportive culture, Georgia Perimeter College will establish an office of customer service; conduct college-wide open forum discussions; enhance the services we offer to our students; develop a methodology to review and revise college policies and procedures; identify and implement a rapid process improvement strategy; implement administrative best practices; examine and adjust organizational structures; develop and implement a comprehensive safety and security plan; provide quality professional, faculty and staff development; and align our performance management process to the college strategic plan.

The outcomes of this goal will be an improvement in customer service; the review and revision of college policies and procedures; a greater efficiency in addressing college processes; an increase in the number of collaborative teams to address college-wide issues; an increase in satisfaction among college constituents; an improvement in productivity; an increased awareness of safety and security initiatives; an increase in faculty and staff professional development opportunities; more cross-training of staff; and an increase in accountability.

WE WILL ENHANCE THE ECONOMIC, SOCIAL AND CULTURAL VITALITY OF OUR COMMUNITIES.

Georgia Perimeter College is a vital partner in the success of our communities. Along with our success, size, and multiple locations, comes a responsibility to share our valuable resources with others. We will bring our human capital to our communities through innovative learning opportunities for our students and improved partnerships with other educational institutions, business, industry and government agencies to strengthen the future of our communities.



To accomplish this goal, Georgia Perimeter College will establish an office of civic engagement to link the college's human capital with the needs of our communities through service learning, internship and experiential learning opportunities; foster strategic partnerships through the continuation of community open forums; develop additional Transfer Admission Guarantees; explore opportunities for joint programming with the Department of Technical and Adult Education (DTAE); examine the mission of the Center for Continuing and Corporate Education; develop educational partnerships with institutions abroad; encourage faculty, staff and students to be more active in global education initiatives; prepare students for careers in Georgia's critical areas; seek external funding opportunities to support college initiatives; and effectively communicate to the community the role and contributions made by the college.

The outcomes of this goal will be recognition as a community engaged institution through the Carnegie Foundation's elective classification; an increase in partnerships with business, industry, and educational and healthcare institutions; an increase in the number of Transfer Admission Guarantees; strengthened articulation with the DTAE; revision of the mission for the Center of Continuing and Corporate Education; an increase in faculty and students participating in global education initiatives; an increase in the number of graduates in programs critical to Georgia; growth in external funding; an increase in the participation of GPC faculty, staff and students in community activities; an increase in the participation of our community in GPC activities; and an increase in awareness of the contributions the college makes in our communities.

WE WILL EXPAND ACCESS AND ENROLLMENT CAPACITY.

Georgia Perimeter College embraces its role as an access institution. In order to remain accessible, we must increase our capacity to serve the educational needs of a growing and diverse population. As the state's leading provider of distance education, we also have a responsibility to continually reach out to under-served areas and become accessible to learners worldwide.

To accomplish this goal Georgia Perimeter College will maximize the use of facilities; schedule classes to meet the needs of all learners; build and renovate facilities; implement energy conservation; continue to expand our access to learners worldwide; increase access to financial assistance; enhance recruitment efforts and target under-represented groups; and improve services to students that promote their success.

The outcomes of this goal will be an increase in enrollment capacity; a broader array and availability of courses and faculty across the college; an expansion of instructional space through new and renovated buildings, better facility usage and alternative delivery methods; an increase in scholarship funding and the percentage of financial aid recipients; and an increase in the enrollment of students from under-represented groups.

CORE VALUES

TRUST

We believe trust is the pinnacle of our core values and essential to success. Our competence and character builds trust with ourselves, between each other and throughout our organization.

EXCELLENCE

We strive for excellence in all that we do in order to model success for our students. Excellence in teaching and service provides the foundation on which our students will achieve success.

INTEGRITY

We hold firm to our integrity. We take responsibility for our actions and we stand by our commitment to support our students, colleagues and community.

CIVILITY

We foster a collegial environment that cultivates mutual respect, enhanced problem-solving, open communication and teamwork. Civility builds trust among employees, students and members of our community and promotes cooperation across organizational boundaries.

PASSION

We are passionate about the success of our students, colleagues and community. We show our passion through our quality work, creativity, teamwork, outreach and engagement with our communities.

DIVERSITY

We welcome and embrace the diversity of our community, organization and student body. We respect all individuals for their ideas, perspectives, commonalities and differences.

EFFICIENCY

We are committed to individual and organizational efficiency. As an efficient organization, we will increase the resources and capital of our organization, remain affordable and accessible to our students and remove barriers to success.



GPC ADMINISTRATION

President: Dr. Anthony S. Tricoli

Financial & Administrative Affairs: Mr. Ron Carruth, Executive Vice President

Academic and Student Affairs: Dr. Virginia Michelich, Vice President

Information Technology: Mr. Reid Christenberry, Vice President and Chief Information Office

Institutional Advancement: Mr. Jeff Tarnowski, Vice President

ORGANIZATIONAL CHARTS ARE LOCATED IN THE
2006-2007 GPC FACT BOOK:
<http://www.gpc.edu/~gpcoirp/gpcorg/>

GPC WEB SITES

GPC HOME PAGE

<http://www.gpc.edu>

GPC FACULTY & STAFF HOME PAGE

<http://facstaff.gpc.edu>

GPC POLICY MANUAL

http://www.gpc.edu/Governance/policies/other/toc_choice.htm

FACULTY GUIDE

<http://facstaff.gpc.edu/> (See: Faculty Resources)

“ADJUNCT PLACE”

(Resources for part-time faculty from the Center for Teaching and Learning)

http://www.gpc.edu/~ctl/resources_adjunct_place.htm

VICE PRESIDENT AREAS AND CAMPUSES

ACADEMIC/STUDENT AFFAIRS

<http://www.gpc.edu/~gpcedaff/>

FINANCIAL AND ADMINISTRATIVE AFFAIRS

<http://www.gpc.edu/~finaff/>

INSTITUTIONAL ADVANCEMENT

<http://www.gpc.edu/~gpcinadv/>

ALPHARETTA CENTER

<http://www.gpc.edu/alpharetta/>

CLARKSTON CAMPUS

<http://www.gpc.edu/~gpccla/>

DECATUR CAMPUS

<http://www.gpc.edu/~gpcdec/>

DUNWOODY CAMPUS

<http://www.gpc.edu/~gpcdun/>

NEWTON CAMPUS

<http://www.gpc.edu/newton/>

A-Z WEB SITES

ACADEMIC AFFAIRS ADVISORY COUNCIL

<http://www.gpc.edu/Governance/aapc/>

ACADEMIC CALENDAR

<http://www.gpc.edu/calendar/academic/>

ACADEMIC DEPARTMENTS

<http://www.gpc.edu/Academics/departments/>

ACADEMIC FREEDOM, STATEMENT OF

<http://www.gpc.edu/~acadaff/publications/freedom.htm>

ACADEMIC & STUDENT SUPPORT SERVICES

<http://www.gpc.edu/~acadaff/cat/AcademicSpt.html>

ACCESSCARD, CAMPUS (ID CARD)

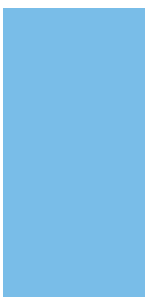
<http://www.gpc.edu/~gpcid/>



adventurous

dedicated

inquisitive



Georgia Perimeter College

Two Years That Will Change Your Life

University System of Georgia/AA/EOE



ADMISSIONS & RECORDS (ENROLLMENT MANAGEMENT)

<http://www.gpc.edu/~gpcem/>

ADVISING AND COUNSELING SERVICES

<http://www.gpc.edu/career/> (Career Info)

<http://www.gpc.edu/~claacs/> (Clarkston)

<http://www.gpc.edu/~decadvis/> (Decatur)

<http://www.gpc.edu/~dunss/adv.htm> (Dunwoody)

<http://www.gpc.edu/~newacs/> (Newton)

ATHLETICS

<http://www.gpc.edu/~athletic/>

BOOKSTORES

<http://www.gpc.edu/acadaff/Schedules/bookstore.php3>

BOTANICAL GARDEN

<http://www.gpc.edu/~decbt/>

CALENDAR, EVENTS

<http://www.gpc.edu/calendar/>

CATALOG, GPC

<http://www.gpc.edu/~acadaff/cat/>

CHATTAHOOCHEE REVIEW, THE

<http://www.gpc.edu/~gpccr/>

COLLEGE SERVICES

(Auxiliary Services, Bookstore, Campus AccessCard, Food Services, Logistical Services, Printing Services, Copiers, Vending)

<http://www.gpc.edu/~gpccs/index.htm>

COMMON COURSE OUTLINES

<http://www.gpc.edu/~acadaff/ccos/>

COMPUTER LABS

<http://www.gpc.edu/~et/labs.htm>

COPIER SERVICES

<http://www.gpc.edu/~gpcprint/conveniencecopiers.html>

<http://www.gpc.edu/~gpccs/publicaccesscopiers.htm>

CRITICAL LANGUAGES

<http://www.gpc.edu/~claesfl/>

<http://www.gpc.edu/~dunlang/clpindex.htm>

CURRICULUM AND PROGRAMS OF STUDY

<http://www.gpc.edu/~acadaff/cat/programs/>

CUSTOMER SERVICE (GPCSERVES)

<http://www.gpc.edu/gpcservices/>

DENTAL HYGIENE

<http://www.gpc.edu/~gpcdh/>

DIRECTORY, ADMINISTRATIVE AND STUDENT SERVICES

http://www.gpc.edu/Facilities_and_Services/services.php3

DIRECTORY, DEPARTMENTS/EMPLOYEES

<http://www.gpc.edu/Phone/voip/>

DIRECTORY, EMPLOYEE E-MAILS

<http://www.gpc.edu/Phone/voip/email.php>

DISABILITY SERVICES, CENTER FOR

<http://www.gpc.edu/cds/index.htm>

EDUCATIONAL OUTREACH

<http://www.gpc.edu/~gpcedaff/educationaloutreach.htm>

EMPLOYMENT OPPORTUNITIES

<http://www.gpc.edu/Employment/>

ENVIRONMENTAL HEALTH AND SAFETY

http://www.gpc.edu/~plant/ehs/ehs_home.htm

ESL AND FOREIGN LANGUAGES

<http://www.gpc.edu/~gpclang>

ETHICS HOTLINE

(reporting unethical or illegal behavior)

www.tnwinc.com/GAPC/



FACT BOOKS/ORGANIZATIONAL CHARTS

http://www.gpc.edu/~gpcoirp/fact_book/

FACT SHEET, GPC

http://www.gpc.edu/News_and_Information/fact.php3

FACULTY ACADEMIC WEB SITE LISTING

http://www.gpc.edu/personalWeb_sites/fac.php3

FACULTY EVALUATION, PROMOTION AND TENURE HANDBOOK

(Full-time Faculty)

<http://www.gpc.edu/~gpcedaff/Faculty%20Info.htm>

FACULTY INFORMATION (RESOURCES)

<http://www.gpc.edu/~gpcedaff/Faculty%20Info.htm>

FACULTY SENATE

<http://www.gpc.edu/~facsen/>

FINAL EXAM SCHEDULE

<http://www.gpc.edu/~acadaff/Schedules/finalxam.php3>

FINANCIAL AID & VETERANS AFFAIRS

<http://www.gpc.edu/~finaide/>

FINE ARTS

<http://www.gpc.edu/~clafa/>

FIRE MANAGEMENT PROGRAM

<http://www.gpc.edu/~decfm/>

FOOD SERVICES

<http://www.gpc.edu/~gpcacs/foodservice.htm>

FOREIGN LANGUAGES

(See ESL and Foreign Languages)

FORMS, GPC

(for faculty and staff)

http://www.gpc.edu/forms/faculty_staff/index.htm#budget

FOUNDATION, GPC

<http://www.gpc.edu/Foundation/>

FREQUENTLY ASKED QUESTIONS

<http://www.gpc.edu/FAQ/>

GALILEO

(Interconnected Libraries USG)

<https://gil.gpc.edu/>

“GPC-ID NUMBER”

(An active GPC-ID Number is needed to request your AccessCard, Parking Permit, etc. This is commonly referred to as your “900” number.)

<https://www.gpc.edu/getmygpcid/index.php>

GRADES

(Submitting Grades)

<http://www.gpc.edu/~dunesfl/finalgrades.pdf>

GRANTS AND SPONSORED PROGRAMS

<http://www.gpc.edu/~gpcgsp/>

HEALTH SCIENCES PROGRAMS

<http://www.gpc.edu/~gpctag/mcg/mcg.htm>

HOLIDAY CALENDAR

(GPC Holidays)

<http://www.gpc.edu/~gpchr/>

HONORS PROGRAM

<http://www.gpc.edu/~gpcedaff/honors.htm>

HUMAN RESOURCES

<http://www.gpc.edu/~gpchr/>

iCOLLEGE

(The official delivery system for online courses at GPC)

<http://icollege.gpc.edu>



ID CARD

(See AccessCard)

ID Number ("Get Your GPC-ID Number Here!") (An active GPC-ID Number is needed to request your AccessCard, Parking Permit, etc. This is commonly referred to as your "900" number.)

<https://www.gpc.edu/getmygpcid/index.php>

INCLEMENT WEATHER / COLLEGE CLOSING INFORMATION

<http://www.gpc.edu/>

(a scrolling message on the GPC home page will be posted when appropriate)

INFORMATION TECHNOLOGY (OIT)

<http://www.gpc.edu/oit/>

INSTITUTIONAL RESEARCH AND PLANNING

<http://www.gpc.edu/~gpcoirp/>

INSTITUTIONAL RESOURCES FOR USG FACULTY

<http://facultyresources.usg.edu>

INSTITUTIONAL TECHNOLOGY SERVICES (TRAINING AND INSTRUCTIONAL TECHNOLOGY AND CONSULTING SERVICES)

<http://www.gpc.edu/its>

INTERNAL AUDIT

<http://www.gpc.edu/~gpcaudit/index.htm>

INTERNATIONAL EDUCATION/INTERNATIONAL CERTIFICATE/STUDY ABROAD, CENTER FOR

<http://www.gpc.edu/~gpcglobe/>

JOINT ENROLLMENT

<http://www.gpc.edu/~je/>

LANGUAGE LABS

http://www.gpc.edu/~gpclang/Lang_Lab/LanguageLab.html

LEARNING SUPPORT

<http://www.gpc.edu/~gpcls/>

LEARNING SUPPORT ADVISEMENT & POLICY HANDBOOK

<http://www.gpc.edu/~gpcls/policies.htm>

LEARNING AND TUTORING CENTERS (LTC) (FORMERLY ISS)

<http://www.gpc.edu/~claiss/> (Clarkston)

<http://www.gpc.edu/~deciss/index.html> (Decatur)

<http://www.gpc.edu/~duniss/index.htm> (Dunwoody)

<http://www.gpc.edu/newton-ltc> (Newton)

<http://www.gpc.edu/~claiss/online.htm> (Online Tutoring)

LIBRARIES (LEARNING RESOURCE CENTERS)

<http://www.gpc.edu/library/>

LSAMP (PEACH STATE LOUIS STOKES ALLIANCE FOR MINORITY PARTICIPATION)

<http://www.gpc.edu/gpcpslsamp/>

MAPS AND DRIVING DIRECTIONS

http://www.gpc.edu/campus_maps/static.html

MARKETING AND PUBLIC RELATIONS

<http://www.gpc.edu/~pubrel/>

MATH/COMPUTER SCIENCE/ENGINEERING ACADEMIC DISCIPLINE

<http://www.gpcv.edu/~mcse/main.htm>

MEDIA SERVICES (REQUEST FOR CLASSROOM AND EVENT TECHNOLOGY)

<http://www.gpc.edu/oit/mediarequest/>

MEDIA SERVICES (SEE THE TECHNOLOGY SERVICES WEB SITE)

<http://www.gpc.edu/~clamedia/> (Clarkston)

<http://www.gpc.edu/~decmedia/> (Decatur)

<http://www.gpc.edu/~gpcdun/Technology.htm> (Dunwoody)

<http://www.gpc.edu/~rocmedia> (Newton)

NO SHOW GRADES

(Instructions) (VERY IMPORTANT)

<http://www.gpc.edu/acadaff/calendars/noshow5.pdf>



PAYROLL SERVICES

(PAYROLL CALENDAR)
<http://gpc.edu/~gpcpayr/>

POLICY MANUAL

http://www.gpc.edu/Governance/policies/other/toc_choice.htm

PRESIDENT'S OFFICE

<http://www.gpc.edu/~presoff/welcometr.htm>

PRINT MANAGEMENT

<http://www.gpc.edu/~gpccs/printmanagement.html>

PRINTING SERVICES

<http://www.gpc.edu/~gpcprint/>

PROGRAMS OF STUDY

<http://www.gpc.edu/~acadaff/cat/programs/index.htm>

PROMOTION

(Full-time Faculty Evaluation, Promotion and Tenure Handbook)
<http://www.gpc.edu/~gpcedaff/Faculty%20Info.htm>

PUBLIC SAFETY

(Campus Police)
<http://www.gpc.edu/~gpcpd/>

RADIOLOGIC TECHNOLOGY PROGRAM

<http://www.gpc.edu/~gpctag/radtech.html>

REGENTS' TEST

http://www.gpc.edu/~acadaff/cat/Academic_Regents.html

RIGHT-TO-KNOW BASIC AWARENESS TRAINING

(Hazardous Chemical Protection)
www.usg.edu/ehs/training/rtkbasic/

SCHEDULE OF CLASSES

<http://www.gpc.edu/~acadaff/Schedules/index.php3>

SCHOLARSHIPS

<http://www.gpc.edu/Foundation/scholarships.htm>

SHARED GOVERNANCE

<http://www.gpc.edu/Governance/>

SIGN LANGUAGE INTERPRETING

<http://www.gpc.edu/~gpcslip/>

STORY PROJECT, THE

<http://www.gpc.edu/~heritage/storypage.htm>

STUDENT ACCOUNTS

http://www.gpc.edu/~finaff/student_accounts/

STUDENT AFFAIRS ADVISORY COUNCIL

<http://www.gpc.edu/Governance/sapc/>

STUDENT ORGANIZATIONS

http://www.gpc.edu/Faculty_and_Students/studentorgs.php3

STUDENT SERVICES

<http://www.gpc.edu/~clasta/> (Clarkston)
<http://www.gpc.edu/~gpcdec/deanofstudents/deanst.html> (Decatur)
<http://www.gpc.edu/~dunss/> (Dunwoody)
<http://www.gpc.edu/newton-studentservices/> (Newton)

TEACHING AND LEARNING, CENTER FOR (CTL)/ ONLINE "HOW TO" TRAINING MODULES

<http://www.gpc.edu/~ctl/>

TECHNOLOGY SERVICES

<http://gpc.edu/oit/>

TESTING CENTERS

<http://www.gpc.edu/~acadaff/Schedules/testing.php3> (All Campuses)
<http://www.gpc.edu/~clatest/> (Clarkston)
<http://www.gpc.edu/~dunss/testing.htm> (Dunwoody)
<http://www.gpc.edu/~newtest/> (Newton)

TENURE

(Full-time Faculty Evaluation, Promotion and Tenure Handbook)
<http://www.gpc.edu/~gpcedaff/Faculty%20Info.htm>

TEXTBOOKS

<http://www.gpc.edu/~gpcbooks/>



TRANSFER ADMISSION GUARANTEE (TAG)

<http://www.gpc.edu/tag/index.htm>

WEBMAIL

(accessing GPC e-mail away from campus)

<http://webmail.gpc.edu>

Instructions to use Webmail

<http://www.gpc.edu/~training/handouts/emailhome.doc>

WEB PAGE DEVELOPMENT FOR FACULTY –INSTRUCTIONAL DESIGN LABS

<http://www.gpc.edu/~gpcits/resources/facilities.html>

WORKLOAD POLICY FOR FULL-TIME FACULTY

<http://www.gpc.edu/Governance/policies/300/30101.htm>

WORKLOAD POLICY FOR PART-TIME FACULTY

<http://www.gpc.edu/Governance/policies/300/32203.html>

WRITERS INSTITUTE, THE

(Chattahoochee Review, Writers Forum, Writers Circle)

<http://www.gpc.edu/writersinstitute/>



GPC PHONE DIRECTORY

A complete online phone directory can be found at:
http://www.gpc.edu/Faculty_and_Students/directory.php3

CAMPUS ADDRESSES AND SWITCHBOARDS

Clarkston	555 N. Indian Creek Drive Clarkston, GA 30021-2361 678-891-3200
Decatur	3251 Panthersville Road Decatur, GA 30034-3832 678-891-2300
Dunwoody	2101 Womack Road Dunwoody, GA 30338-4435 770-274-5000
Newton	239 Cedar Lane Covington, GA 30014 770-278-1200 770-278-1215 (Conyers Site of GPC at the Rockdale Career Academy)
Alpharetta	3705 Brookside Parkway Alpharetta, GA 30022-4408 770-274-5200 (Dunwoody)
Milton Center	86 School Way (night classes) Alpharetta, GA 30022 770-274-5125
Continuing & Corporate Education	652 N. Indian Creek Drive Clarkston, GA 30021-2364 678-891-3023

NOTE: The GPC Lawrenceville Campus officially closed spring semester 2008.

EMERGENCY/PUBLIC SAFETY (CAMPUS POLICE) (ALL CAMPUSES)

EMERGENCY LINE:

5511 from any campus phone
770-274-5511 from off campus or cell phone

NON-EMERGENCY LINE:

5500 from any campus phone;
678-891-5500 from off campus or cell phone

To access the "911" operator from a campus phone, you must dial "9" first, then "911," (9-911).

PUBLIC SAFETY OFFICES:

Clarkston:	770-274-5500 Building CG
Decatur:	678-891-2675 Building SG
Dunwoody:	770-274-5315 Building NI
Newton:	770-278-1255

INFORMATION TECHNOLOGY (OIT)

Service Desk 678-891-3460

ADADEMIC DIVISION DEANS

Dean of Foreign Language/ESL:

Dr. Carol Wilkerson (carol.wilkerson@gpc.edu) 770-274-5305

Dean of Health Sciences:

Dr. Diane White (diane.white@gpc.edu) 678-891-3840

Dean of Science:

Dr. Paulos Yohannes (paulos.yohannes@gpc.edu) 678-891-3290

Dean of Social Sciences:

Dr. Barbara Brown (barbara.brown@gpc.edu) 678-891-2720

Dean of Mathematics, Computer Science, Engineering:

Dr. Margaret (Maggie) Ehrlich
(margaret.ehrlich@gpc.edu) 770-274-5125

Dean of Business/Physical Education:

Mr. Phil Smith (phillip.smith@gpc.edu) 678-891-3290

Dean of Humanities/Fine Arts

Dr. Alan Jackson (alan.jackson@gpc.edu) 770-278-1210

Deans of Student Services:

Frank Nash, Alpharetta
Deb Homer, Clarkston
Mary Hickman-Brown, Decatur
Norvell Hamer-Jackson, Dunwoody
Keith Cobbs, Newton



ACADEMIC DEPARTMENTS

CLARKSTON

678-891-XXXX

Academic Services (CN 2300)

Dean: Phil Smith (phillip.smith@gpc.edu)..... 3290

Dean: Diane White (diane.white@gpc.edu)..... 3840

Business/Social Science (CB 3301)..... 3360

Chair: Karen Wheel-Carter (karen.carter@gpc.edu)

Asst. Chair: Marc Zayac (marc.zayac@gpc.edu)..... 5161

<http://www.gpc.edu/~gpcbus/>

Computer Science/Engineering/Math (CH 3210)..... 3710

Chair: (Interim) Donna Brouillette (donna.brouillette@gpc.edu)

Associate Chair: Alice Pierce (alice.pierce@gpc.edu)..... 3731

<http://www.gpc.edu/~clamcse/>

ESL/Foreign Language (CA 1200)..... 3530

Chair: Timothy Brotherton (timothy.brotherton@gpc.edu)

Asst. Chair: Barbara Hall (barbara.hall@gpc.edu)..... 3542

<http://www.gpc.edu/~esl/>

Fine Arts (CF 2232)..... 3556

Chair: David Koffman (david.koffman@gpc.edu)

<http://www.gpc.edu/~clafa/>

Humanities (SB 2280)..... 3970

Chair: Stuart Noel (stuart.noel@gpc.edu)

Associate Chair: Michael Hall (michael.hall@gpc.edu)

Asst. Chair: Elizabeth Thornton (harriet.thornton@gpc.edu).... 3981

<http://www.gpc.edu/~clahuman/>

Nursing (CH 3180)..... 3840

Chair: Diane White (diane.white@gpc.edu)

Assistant Chair (Clarkston): Brenda Cherry (brenda.cherry@gpc.edu)

Assistant Chair (Lawrenceville): Catherine Horat (catherine.horat@gpc.edu)

<http://www.gpc.edu/~gpcnurs/index.htm>

Physical Education (Dunwoody, NF 1202)..... 770-274-5428

Chair: Bonnie Young (bonnie.young@gpc.edu)

Science (CC 2167)..... 3750

Chair: Carl McAllister (carl.mcallister@gpc.edu)

Assistant Chair: Luise Strange deSoria (luise.strangedesoria@gpc.edu)

http://www.gpc.edu/~mokafor/gpcsci/sci_team.html

Sign Language Interpreting Program (CB 2121)..... 3600

Coordinator: Damita Boyd (damita.boyd@gpc.edu)

<http://www.gpc.edu/~gpcslip/>

DECATUR

678-891-XXXX

Academic Services (SA 2100)..... 2720

Dean: Barbara Brown (barbara.brown@gpc.edu)

Dean: Paulos Yohannes (paulos.yohannes@gpc.edu)..... 3290

Humanities/Fine Arts/Foreign Languages (SB 2280)..... 2385

Chair: Lerah Spikes (lerah.spikes@gpc.edu)

<http://www.gpc.edu/~dechuman/>

Math/Computer Science/Engineering (SB 2111)..... 2800

Chair: Pat Zrolka (patricia.zrolka@gpc.edu)

<http://www.gpc.edu/~gpcdec/mathsl/>

Physical Education (Dunwoody, NF 1202)..... 770-274-5428

Chair: Bonnie Young (bonnie.young@gpc.edu)

Science (SB 2113)..... 2600

Chair: John Anderson (john.anderson@gpc.edu)

<http://www.gpc.edu/~decms/Science/mathscihp2.htm>

Social Science/Business/Fire Management (SB 1260)..... 2820

Chair: Ingrid Thompson-Sellers (ingrid.thompson@gpc.edu)

<http://www.gpc.edu/~decbus/>

DUNWOODY/ALPHARETTA

770-274-XXXX

Academic Services (NA 2140)..... 5306

Dean: Margaret (Maggie) Ehrlich (margaret.ehrlich@gpc.edu)

Dean: Carol Wilkerson (carol.wilkerson@gpc.edu)..... 5305

Business/Computer Science (NE 2408)..... 5150

Chair: Tina Philpot (tina.philpot@gpc.edu)

<http://www.gpc.edu/~dunbuscs/>

Dental Hygiene (NC 1361)..... 5130

Chair: Debra Davis (debra.davis@gpc.edu)

<http://www.gpc.edu/~gpcdh/>

ESL/Foreign Language (ND 1310)..... 5180

Chair: (Interim) Marla Calico (maria.calico@gpc.edu)

Asst. Chair: Colleen Injuin (colleen.injuin@gpc.edu)..... 5191

<http://www.gpc.edu/~esl/>



Humanities/Fine Arts (NE 2302)..... 5450
 Chair: Ted Wadley (theodore.wadley@gpc.edu)
 Associate Chair: Ken Johnson (ken.johnson@gpc.edu)
 Asst. Chair: Carol Harris (carol.harris@gpc.edu)..... 5517
<http://www.gpc.edu/~dunhuman/index.htm>

Math/Engineering (NE 2432)..... 5350
 Chair: Betty Benardo (betty.benardo@gpc.edu)
 Associate Chair: Blair Cohen (blair.cohen@gpc.edu)
<http://www.gpc.edu/~dunmath/>

Physical Education (NF 1202) 770-274-5428
 Chair: Bonnie Young (bonnie.young@gpc.edu)

Science (NE 2232)..... 5050
 Chair: Pamela Leggett-Robinson (Pamela.Leggett-Robinson@gpc.edu)
 Associate Chair: Joseph Seymour (joseph.seymour@gpc.edu)
<http://www.gpc.edu/~dunsoci/>

Social Science (SNE 2208)..... 5405
 Chair: James Engstrom (james.engstrom@gpc.edu)
 Associate Chair: Susan Cody-Rydzewski
 (susan.cody-rydzewski@gpc.edu)..... 5402
<http://www.gpc.edu/~dunsoc/>

NEWTON

770-278-XXXX

Academic Services (3100B) 1210
 Dean: Alan Jackson (alan.jackson@gpc.edu)

Humanities/Foreign Languages/Fine Arts (1450A)..... 1245
 Contact: Clarissa Morris (clarissa.morris@gpc.edu) 1245
 Asst. Chair: Carole Creekmore (carol.creekmore@gpc.edu).... 1246
<http://www.gpc.edu/~newhum/>

Math/Computer Science/Engineering (1410A)..... 1225
 Chair: Kevin Yeomans (kevin.yeomans@gpc.edu)
<http://www.gpc.edu/~newms/>

Physical Education (Dunwoody, NF 1202)..... 770-274-5428
 Chair: Bonnie Young (bonnie.young@gpc.edu)

Science (1410B)
 Chair: Susan Finazzo (susan.finazzo@gpc.edu) 1263
<http://www.gpc.edu/~newsci/>

Social Sciences/Education/Business (1450B)..... 1253
 Chair: William Moon (william.moon@gpc.edu)

ONLINE 678-891-2805

GPC Online
 Executive Director: Evelyn Ting
 (evelyn.ting@gpc.edu) 678-891-1787

Business/PE.....
 Chair: James Kahiga (james.kahiga@gpc.edu)

Humanities.....
 Chair: (Interim) Andrea Morgan (andrea.morgan@gpc.edu)

Math/Computer Science.....
 Chair: Calandra Davis (calandra.davis@gpc.edu)

Science.....
 Chair: Solomon Fesseha (solomon.fesseha@gpc.edu)

Social Sciences.....
 Chair: (Interim) Otto Buriemek (otto.buriemek@gpc.edu)

CAMPUS EVENING AND WEEKEND PROGRAM COORDINATORS

ALPHARETTA	404-413-7743	
CLARKSTON		
Dan Bowles	678-891-3687	Office: CA 1201
DECATUR		
Anita Canada-Egwim	678-891-2719	Office: SA 2100
DUNWOODY		
Sandra Scott	770-274-5127	Office: NA 2140
DUNWOODY (Sat.)		
Joe Culberson	770-274-5300	Office: NA 2140
NEWTON		
Jim Kinlaw	770-278-1340	Office: IN-1210a

CAMPUS AND COLLEGE-WIDE DIRECTORIES

A complete online phone and employee email directory can be found at:
http://www.gpc.edu/Faculty_and_Students/directory.php3



CLARKSTON 678-891-XXXX

SWITCHBOARD	3200
Academic Services, Dean.....	3290
Advising and Counseling Services.....	3300
Bookstore.....	3355/3215
Disability Services.....	3385
Enrollment & Registration Services.....	3500
Evening Coordinator.....	3687
Financial Aid	3505
Honors	3620
ID Card Services.....	3347
Joint Enrollment.....	3625
Learning & Tutoring Center (LTC).....	3590
Learning Resources Center (LRC)/Library.....	3630
Learning Support.....	3314
OIT Classroom & Event Services.....	3820
Plant Operations.....	3900
Public Safety (Police) (Emergencies).....	5511
from any campus phone; 770-274-5511 from off campus	
Public Safety (Non-Emergencies).....	5500
from any campus phone; 678-891-5500 from off campus	
Student Services, Dean	3525
Testing Center.....	3700

DECATUR 678-891-XXXX

SWITCHBOARD	2300
Academic Services, Dean.....	2720
Advising and Counseling Services.....	2350

Bookstore.....	2370
Disability Services.....	2440
Enrollment & Registration Services.....	2470
Evening Services.....	2406
Financial Aid.....	2510
Honors	2530
ID Card Services.....	2420
Joint Enrollment.....	2580
Learning & Tutoring Center (LTC).....	2575
Learning Resources Center (LRC)/Library.....	2585
Learning Support.....	2349
OIT Classroom & Event Services.....	2461
Plant Operations.....	2660
Public Safety (Police) (Emergencies).....	5511
from any campus phone; 770-274-5511 from off campus	
Public Safety (Non-Emergencies).....	5500
from any campus phone; 678-891-5500 from off campus	
Student Services, Dean	2455
Testing Center	2755

DUNWOODY/ALPHARETTA 770-274-XXXX

SWITCHBOARD	5000
Academic Services, Dean.....	5125
Advising and Counseling Services.....	5110
Bookstore.....	5170
Disability Services.....	5235
Enrollment & Registration Services.....	5200
Financial Aid	5290
Honors	5280



ID Card Services.....	5480
Joint Enrollment.....	5375
Learning & Tutoring Center (LTC).....	5240
Learning Resources Center (LRC)/Library.....	5085
Learning Support.....	5121
OIT Classroom & Event Services.....	5225
Plant Operations.....	5330
Public Safety (Police) (Emergencies).....	5511
from any campus phone; 770-274-5511 from off campus	
Public Safety (Non-Emergencies).....	5500
from any campus phone; 678-891-5500 from off campus	
Student Services, Dean.....	5460
Testing Center.....	5440
Weekend Coordinator.....	5300

NEWTON 770-278-XXXX

SWITCHBOARD.....	1200
Academic Services, Dean.....	1210
Advising and Counseling Services.....	1240
Bookstore.....	1375
Disability Services.....	1316
Enrollment & Registration Services.....	1215
Evening Coordinator.....	1373
Financial Aid.....	1275
ID Card Services.....	1413
Learning & Tutoring Center (LTC).....	1370
Learning Resources Center (LRC)/Library.....	1260
Learning Support.....	1244
OIT Classroom & Event Services.....	1392

Part-time Faculty Desk.....	1366
Public Safety (Police) (Emergencies).....	5511
from any campus phone; 770-274-5511 from off campus	
Public Safety (Non-Emergencies).....	5500
from any campus phone; 678-891-5500 from off campus	
Student Services, Dean.....	1220
Testing Center.....	1280

COLLEGE-WIDE 678-891-XXXX

Academic and Student Affairs, VP.....	2445
Accounting & Accounts Payable.....	2060/2070
Budget Office.....	2375
College Services (Auxiliary Services).....	3340
Disability Services.....	3385
Distance Learning/GPC ONLINE.....	2805
Educational Outreach.....	2770
Financial & Administrative Affairs (VP).....	2515
Financial Aid & Veterans Affairs.....	3400
Grants and Sponsored Programs.....	2525
Human Resources.....	2500
Information Technology (VP).....	2635
International Education, Center for.....	3230
Instructional Technology Services.....	3455
Institutional Advancement (VP).....	2550
Institutional Research & Planning.....	2570
Joint Enrollment.....	2770
Learning Support.....	2349
Marketing & Public Relations.....	2680
Part-time Instructor Recruitment.....	2566



Payroll.....	2645
Printing Services.....	3335
President's Office.....	2700
Public Safety (Police) (Emergencies).....	5511
from any campus phone; 770-274-5511 from off campus	
Public Safety (Non-Emergencies).....	5500
from any campus phone; 678-891-5500 from off campus	
Teaching and Learning, Center for (CTL).....	2425
Testing.....	3585

ADVISING & COUNSELING CENTERS:

Clarkston, CN 1500.....	678-891-3300
Director: Emily Cowdrick	
Decatur, SA 2400.....	678-891-2350
Director: Marjorie Cowan	
Dunwoody, NB 1180.....	770-274-5110
Director: Saul Torres	
Newton, IN 1140.....	770-278-1240
Director: Larry "Don" McCormick	

CENTER FOR DISABILITY SERVICES (CDS):

Director:	
Bonnie Martin.....	678-891-3385
Deaf/Hard of Hearing Coordinator:	
Karen Green.....	678-891-3385
Assistive Technology Coordinator:	
Chris Kinney.....	678-891-3385
Clarkston CDS Coordinator:	
Tina Aldridge.....	678-891-3385
Decatur CDS Coordinator:	
Nancy Reese.....	678-891-2440
Dunwoody/Alpharetta CDS Coordinator:	
Michael Anderson.....	770-274-5235

Newton CDS Coordinator:	
Henrietta Lindsay.....	770-278-1316

LEARNING AND TUTORING CENTERS:

Clarkston, JCLRC, 2nd Floor	
Coordinator: Patty Howell.....	678-891-3590
Decatur, SB 1110	
Coordinator: Sohayla Mohebbi.....	678-891-2575
Dunwoody, N-LRC, Bldg 3200	
Coordinator: Alan Craig.....	770-274-5244
Newton, Room 2140	
Coordinator: Angela Meyer.....	770-278-1370

LIBRARIES:

Clarkston, CL (JCLRC)	
Director: Eva Lautemann.....	678-891-3647
Decatur, SA, 3rd floor	
Director: Regina Beach.....	678-891-2591
Dunwoody, N-LRC	
Director: Joseph Barnes.....	770-274-5085
Newton	
Director: Laura Tartak.....	770-278-1260



GPC POLICY MANUAL

Georgia Perimeter College (GPC) has a number of policies that part-time instructors will find useful to review. The policies referred to in this handbook are located in the Georgia Perimeter College Policy Manual which is published online and located on the college's Web site at the following URL:

http://www.gpc.edu/Governance/policies/other/toc_choice.htm

The most significant policies for part-time instructors are primarily located in the following sections: Academic Affairs (300), Student Affairs (400), and Human Resources (800).

FACULTY WORKLOAD

FULL-TIME TENURE-TRACK FACULTY:

The normal workload (not to be confused with teaching load) for full-time (tenured, tenure-track) faculty at Georgia Perimeter College includes responsibilities of teaching, academic advising, service to the College, scholarship, professional development, and professional service to the community. The full-time faculty workload policy is located on the Web at: <http://www.gpc.edu/Governance/policies/300/30101.htm>

Printed below, in its entirety, is the college's policy on part-time faculty workload, as approved by the University System of Georgia Board of Regents. Georgia Perimeter College, like other institutions in the University System, is required to adhere strictly to Board of Regents' guidelines in this area. Board of Regents' policies can be found online at: www.usg.edu

*Section 300 - Academic Affairs
322.03 Part-time Faculty Workloads*

SEMESTER LOAD

PART-TIME TEMPORARY FACULTY:

Part-time faculty members may not teach more than nine semester credit hours in either the fall or spring semester in a given academic year. This maximum applies to all hours taught in the University System. Exceptions to the nine credits per semester will be granted only in emergencies, and the limit due to the emergency must not exceed three additional semester hours. Emergencies are defined as last-minute situations that were difficult to anticipate. Emergencies do not include ordinary difficulties in staffing. The Vice President for Academic and Student Affairs must approve emergency exceptions prior to the assignment of an additional class.

ACADEMIC YEAR LOAD

Part-time faculty members may teach up to 50 percent of the full-time

faculty workload range in an academic year. Part-time faculty members may teach no more than eighteen (18) credits, five three-credit hour classes, in an academic year. In the case of faculty teaching only four credit hour courses, they may teach no more than sixteen (16) hours, four four-credit hour classes, in an academic year. The 18 hour maximum applies to hours taught at any and all Regents' institutions.

COURSE ASSIGNMENT

Part-time faculty members are assigned courses by the department chair based on their demonstrated qualifications and on the needs of the department. No part-time faculty member is ever guaranteed courses in any term. Courses that have been assigned may be cancelled before the end of drop/add due to low enrollment or other considerations. Part-time faculty members may also be "bumped" by full-time faculty members whose courses have been cancelled. Part-time faculty who wish to teach at multiple GPC campuses should discuss their teaching desires with their department chair.

ACADEMIC CALENDAR

GPC operates on the semester system, with each semester lasting approximately 15 weeks. Typically, registration precedes each semester and a week of final exams follows. To accommodate a variety of student needs, some classes operate on a seven week schedule, often referred to as "first half" and "second half" of the semester.

The Academic Calendar can be found on the GPC Web site at: <http://www.gpc.edu/calendar/academic/>.

Detailed class schedules are available on the Web prior to each semester at: <http://www.gpc.edu/~acadaff/Schedules/index.php3>.

ACADEMIC ADVISEMENT, COHORT STUDENTS AND EARLY ALERTS

ACADEMIC ADVISING MISSION STATEMENT

Academic Advising is a shared responsibility among the student, advisor and college community to promote individual growth by developing a dynamic plan to reach the student's educational, career and life goals.

ACADEMIC ADVISING GOALS

Help students explore educational, career and life goals.

Develop suitable educational plans and programs of study for each student.



Teach students how to monitor progress toward established educational goals.

Encourage students to utilize college support services and community resources.

Develop student awareness and understanding that decision-making in the advising process and life is based on a system of shared responsibility.

Raise graduation and transfer rates at Georgia Perimeter College.

STUDENT ROLE

Establish/maintain contact with advisor.

Develop plan toward personal and educational goals.

Take responsibility in decision making.

Exercise realistic self appraisal.

Build independence.

FULLTIME FACULTY ROLE

Establish/maintain contact with advisees.

Discuss and clarify educational, career, and life goals.

Assist students in understanding the institutional environment.

Monitor student progress.

Refer students to campus and community resources.

Promote student growth and development.

PART-TIME FACULTY ROLE

Refer student to an appropriate advisor.

Learn about and refer student to campus/community resources.

Become familiar with program of study in discipline.

In the classroom, group advise students in discipline.

Issue alerts/timely reporting.

Promote student growth and development.

COHORTS AND EARLY ALERTS

Cohort students are students that enter GPC in the summer or fall and are first-time fulltime freshmen. All cohort students are assigned to a fulltime faculty member for advisement purposes. All faculty, including

part-time faculty, will likely have students in their classes that are members of a cohort.

At week five of fall and spring semester, every instructor, including part-time instructors, will be asked to submit early alerts for cohort students in their current classes. This procedure is very similar to the procedure for submitting grades. Faculty will log onto the Student Information System and cohort students will "pop up." Faculty will mark the appropriate check boxes for each student.

This alert is not binding. However, if the faculty member indicates that a cohort student is struggling in his/her class, an email will go to the FULL-TIME faculty member serving as the student's advisor. This will allow the advisor to help the student with a plan for success. Submitting early alerts in a timely manner is critical to the advising process and student success.

CLASS ROLLS AND ATTENDANCE

CLASS ROLLS

Instructors are responsible for obtaining their most current class rolls through the GPC Web site. These class rolls will also reflect student withdrawals. **CHECK YOUR CLASS ROLLS ON THE WEB FREQUENTLY THROUGHOUT THE SEMESTER FOR CHANGES.**

Please check these class rolls against your attendance records. Do not allow any student to remain in class who is not on your class roll. If a student is attending class but his or her name is not on the roll sheet, please direct him or her to the Office of Enrollment and Registration Services so he or she can register or resolve any registration issue that might exist. If a student continues to attend class after having been referred to the Office of Enrollment and Registration Services, and subsequent class rolls do not reflect that student's name, please consult with the department chair.

Class rolls can be obtained at the following URL: http://www.gpc.edu/Banner_Web/

INSTRUCTIONS FOR OBTAINING CLASS ROLLS FROM THE WEB:

Go to <http://sis.gpc.edu> (Note: there is no "www" in this Web address.)

Click "Enter Student Information System"

Enter your User ID – This is your "900" number that appears on your GPC AccessCard. You can obtain your GPC-ID by going to <https://www.gpc.edu/getmygpcid/index.php>



Enter your PIN –Your date of birth (6 digits: MMDDYY)

Click "Login"

Scroll down and click "Continue" at the bottom of page

Click on "Faculty Services" at the top of page in the blue bar

Click "Summary Class List"

Select the Current Semester

Click "Submit"

Select the Class

Click "Submit"

Your class list should appear indicating the number of students enrolled and withdrawal information. Under "Reg Status" you will see WD-Course (Student initiated withdrawal) if a student withdrawal has been processed.

Click on "Exit" in the top right corner of the page to log out.

You may view this information at any time throughout the semester.

"NO SHOW" GRADES (VERY IMPORTANT AND TIME SENSITIVE)

Each semester you must report those students who are on your class roll but have NEVER attended class. This procedure is very important to maintain compliance with federal financial aid laws. If a student is on your class roll, but has NEVER attended your class, you must electronically record a "No Show" grade for that student in the Georgia Perimeter College Information System <http://sis.gpc.edu>. Your department chair will provide instructions and specific reporting dates.

You can also visit the following URL to see screen-by-screen instructions: <http://www.gpc.edu/acadaff/calendars/noshow.pdf>

"No Show" reporting dates can be found on the Academic Calendar at: http://www.gpc.edu/calendar/academic/monthly_calendar.htm.

The reporting dates are very important because these are the only times the Student Information System (SIS) is available for you to report your "No Show" grades. You only record a "No Show" grade for those students whom you have never seen in class. If the student shows up for class at any point before the reporting date, even if it is only for one minute of one class, then the student has attended your class and is NOT reported as a "No Show." A "No Show" is someone who has NEVER been to class.

**EVEN IF ALL OF THE STUDENTS ON YOUR ROLL HAVE
ATTENDED YOUR CLASS, YOU MUST STILL GO INTO THE**

STUDENT INFORMATION SYSTEM, <http://sis.gpc.edu>, AND VERIFY THEIR ATTENDANCE. SELECT YOUR CLASS UNDER "NO SHOW REPORTING" AND SUBMIT THE CLASS, WHETHER OR NOT YOU HAVE ENTERED GRADE CHANGES.

CLASS ATTENDANCE POLICY

While GPC instructors are required to keep accurate attendance records, attendance per se may not be counted in any student's grade. If the instructor wishes, attendance may be used as an indirect measure of other behaviors, such as class participation. (Students who do not attend cannot participate. For example, if a student misses 50% of the classes in a course, his/her class participation grade should not exceed 50% of the maximum allowed.) To the extent that attendance is cause for decreasing a class participation grade, the deduction must be proportionate to the percentage of classes missed. Therefore, if a student misses 10% of the classes, the class participation grade is automatically reduced by 10%. Class participation may not be weighted more than 10% of the grade in a course.

Exceptions to the above attendance policy may be granted by the Vice President for Academic and Student Affairs for specific courses, such as Fine Arts Performance classes and Physical Education classes.

If an instructor or discipline group wishes to establish a more stringent attendance policy for a particular course, that policy must have approval of the department chair and discipline dean and must be clearly stated in the syllabus. If a discipline establishes such an attendance policy for a course, then all instructors of that course must use that policy.

Students with excessive absences may not be barred from attending classes. Under no circumstances may students be locked out of classrooms.

LEARNING SUPPORT/ESL/REGENTS' PREP.

If a student misses 10% or more of the scheduled class meetings and is not passing the course, the student may be withdrawn from the course. If this is processed before the midpoint, the grade will be W. After the midpoint, the grade will be F.

GRADING INFORMATION

GRADING SYSTEM

At the close of each semester, reports of student grades are made available via the Web at: http://www.gpc.edu/Banner_Web/.

Georgia Perimeter College's Grading System:

A = 90-100



B = 80-89

C = 70-79

D = 60-69

(Reserved for collegiate-level courses only.)

IP = 60-69

(In progress. Reserved for Learning Support and Regents' Test Remediation courses only. An IP symbol in a Learning Support course is not considered to be a passing grade.)

F = 0-59

W = Withdrawal (see below)

WF = Withdrawal failing (see below)

V = Audit (see below)

I = Incomplete (see below)

WITHDRAWALS

All part-time faculty members should be familiar with the GPC policy regarding withdrawals, printed below and also located in the online GPC Policy Manual at:

<http://www.gpc.edu/Governance/policies/300/310.html>

GPC POLICY 310 – WITHDRAWALS

It is the policy of Georgia Perimeter College to encourage students to complete all courses for which they enroll, in order to achieve their educational goals. Faculty, counselors, and academic administrators should strive to assist students in identifying alternative solutions to withdrawal. However, if all other options have been exhausted, withdrawal may be necessary. Three types of standard withdrawals exist: automatic withdrawals, course withdrawals and withdrawal from the college.

The procedure for each is described in detail below. A fourth type of withdrawal exists for extraordinary circumstances, which allows a student to withdraw from one or more classes after the midpoint of the semester without academic penalty. This type of withdrawal, which requires the approval of the relevant campus dean of academic services, is known as a hardship withdrawal.

PROCEDURES

Automatic Withdrawals

- Learning Support Courses
- Regents' Test Preparation Courses
- English as a Second Language Courses

Students enrolled in both required Learning Support (numbered below 1000), English as a Second Language (beginning with RGTR or RGTE prefix) AND collegiate level (1000 or 2000-level) courses must adhere to published attendance policies for Learning Support, English as a Second Language, and Regents' Test Preparation courses in order to remain enrolled in their collegiate level courses. Any student who violates the published attendance policy of a required Learning Support course, English as a Second Language course or Regents' Test Preparation course before midterm will be automatically withdrawn from that course by the instructor on a withdrawal form with a grade of "W." The withdrawal will be submitted to Enrollment and Registration Services for processing; the process includes withdrawal from all collegiate level (1000 or 2000-level) courses in which that student is concurrently enrolled.

DROP FOR NON-ATTENDANCE

Students who never attend a class and never "log-in" for a distance learning class by the end of the first two weeks of the term will be reported for non-attendance. Students who do not drop a class during the schedule adjustment period and are reported for non-attendance will be automatically dropped from that course. Students reported for non-attendance in a required Learning Support, English as a Second Language, or Regents' Test Preparation course will be dropped from all collegiate level (1000 or 2000-level) courses in which that student is concurrently enrolled. Neither the course(s) nor any grade(s) will appear on the student's permanent record.

COURSE WITHDRAWALS

- I. The responsibility for withdrawal from courses rests with the student. Instructors will not withdraw students except as outlined under the automatic withdrawal section of the policy. Students who stop attending an on-campus course (or participating as directed in a distance-learning course) without formally withdrawing are subject to their instructors' published attendance/ participation policies, which may result in a failing grade. All instructors are responsible for making a course syllabus available to students at the beginning of the semester. Students are responsible for reading the syllabus and adhering to course policies.



2. Specific procedures for completing and submitting an official Withdrawal Form are published in the College Catalog and Student Handbook.
3. Policies are designed to strongly encourage students to consult with a faculty member or counselor prior to withdrawing. However, within the constraints described below, and prior to the midpoint of the course, students have the right to withdraw without anyone's permission, with no academic penalty.
4. Prior to the midpoint of the course, (a) Students who officially withdraw from collegiate level (1000 or 2000-level) courses receive a grade of "W;" (b) Students taking only required Learning Support, English as a Second Language, and Regents' Test Preparation courses who officially withdraw receive a grade of "W;" or (c) Students taking a mixture of both Learning Support, ESL, Regents' Test Preparation courses and collegiate-level courses will not be allowed to withdraw from any required Learning Support, ESL or Regents' Test Preparation course unless they also withdraw from all collegiate level courses.
5. Students who withdraw after the mid-point of the total grading period (including final exams) will receive a grade of "WF" unless a hardship withdrawal is approved, as described below.

WITHDRAWAL FROM THE COLLEGE

1. Students withdrawing from all courses for which they are registered are considered to be withdrawn from the college.
2. Specific procedures for completing and submitting an official Withdrawal Form are published in the College Catalog and Student Handbook.
3. Policies are designed to strongly encourage students to consult with a faculty member or counselor prior to withdrawing. However, within the constraints described above, students have the right to withdraw without anyone's permission, with no academic penalty.
4. All course withdrawal policies (described above) are also applicable to college withdrawals.
5. Students who officially withdraw from the college are entitled to partial refunds if the Withdrawal Form is filed within the refund period.

HARDSHIP WITHDRAWALS

1. Hardship withdrawals are rare and granted only in extraordinary circumstances.

2. A hardship withdrawal may be requested for all courses in which the student is enrolled (i.e., withdrawal from the College) or only for a specific course (i.e. Course withdrawal). For example, a serious medical emergency might require a student to withdraw from all classes for the semester; but a minor medical condition might necessitate withdrawal only from a physical education course or science laboratory section.
3. A request for hardship consideration must be made to the campus dean of academic services as soon as practicable after the hardship occurs, but no later than the seventh week of the following semester. Exceptions may be made for extenuating circumstances.
4. All requests for hardship consideration must be in writing, and include appropriate documentation of the hardship circumstances from a verifiable source (e.g. hospital or court records).
5. The academic division dean in consultation with the department chair(s) and/or faculty member(s) teaching the course(s) for which the hardship withdrawal is being requested must approve all hardship withdrawals. Hardship withdrawals also require review by Financial Aid to determine if any repayment of funds may be required.
6. If the hardship withdrawal is approved, the student will receive a grade of "W" in the relevant course(s) for the term requested.
7. The decision on a hardship withdrawal by the campus dean of academic services will be communicated to the student, faculty member(s), department chair, and the Office of Enrollment and Registration Services.
8. The official date of withdrawal will be the last date the student attended class.

Course withdrawal forms are available in the campus Office of Enrollment and Registration Services.

AUDIT

Students may audit courses provided they request the audit at the time of registration and pay all applicable fees. A student may not change from audit to credit or from credit to audit after the drop/add period at the beginning of the semester. Students who audit a course receive a grade of "V" on the final grade sheet. Instructors should check their midpoint rolls to make sure any students who are auditing the course are properly noted. Students may not "sit-in" on the class without being officially



enrolled in the class. (Note: A student who has a Learning Support requirement in an area may not audit any course in that Learning Support area.)

INCOMPLETE

The Incomplete or "I" grade indicates the student has satisfactorily completed a substantial portion of the course work, but for non-academic reasons beyond the student's control has not been able to complete some specific part or amount of the work required (for example, the final examination). Department Chair approval is required prior to committing to the Incomplete grade for a student. When assigning an "I" grade, the instructor assumes the responsibility for guiding the student through the remaining course work and does so without remuneration. An "I" not satisfactorily removed by the end of the following semester will automatically be changed to an "F." To obtain an "I," the student and his or her instructor must complete the "Petition for I," which will include a description of the work to be completed and the completion dates. Copies of the "Petition for I" will be filed with the instructor; with the appropriate department chair; and with the campus registrar. Once the student has satisfied all the requirements for the course, the instructor must then submit a Grade Change Form to the campus Office of Enrollment and Registration Services. An "I" grade is automatically converted to an "F" if the work is not completed and the grade changed before the end of the following semester. The time allowed for completing work may be extended to a maximum of 12 months when the circumstances prevent the student from completing the work during the following semester.

For Learning Support courses only: If a student fails to complete a small portion of the work for the course, she or he is given an "IP". Once the remaining course work is completed, the symbol of "IP" is changed to the appropriate grade. Learning Support students must receive a passing grade to continue in the Learning support area or to continue at the college level. An "IP" is not considered to be a passing grade in a Learning Support course.

GRADE ROLLS AND MAINTENANCE OF STUDENT RECORDS

Maintaining complete and accurate student records is the responsibility of every faculty member and one of his or her most vital tasks. This is especially apparent when questions arise concerning a student's grades or attendance record. Instructors must, therefore, submit the following items to the department chair at the end of each term:

- Copies of the final grade sheets
- Copies of the instructor's grade book pages for each

course

- A copy of the final exam for each course
- Any "Petition for an "I" Grade" Forms

Instructors should also keep copies of these items for at least two years beyond the end of the term.

Final grades are submitted by the instructor ONLINE, <http://sis.gpc.edu>, in the Student Information System by the published deadline. Do NOT post grades. The instructor should be sure to make printouts of the final grades submitted for each course from the Web. The instructor should keep one copy of the final grade roll and should submit one copy to the department chair.

NOTE: See the Academic Calendar for dates/time deadline for posting grades. <http://www/gpc.edu/calendar/academic>

WEB ENTRY OF GRADES

On the Internet, go to <http://sis.gpc.edu>.

Click on "Enter Student Information System."

At the User ID prompt, enter your social security number.

At the PIN prompt, enter your birthdate. (Six digits:MMDDYY).

Scroll down to the bottom of the page and click on "Continue."

Click on "Faculty Services" in the blue bar at the top.

Scroll down and click on "Final Grades."

Select the current term.

Click on "Submit."

Select your course (If you are teaching more than one course, use the drop down arrow to see your list of courses.)

Click on "Submit."

If there are more than 25 students in your course, you will have to go to the next page to see all of your students. To do this, click on "Next set of records."

For each student, click on the drop down arrow, and select the appropriate grade (A, B, C, D, I, or F).

If the student already has a grade of "W," "WF," or "V," do nothing.

Click on "Submit."



Review and verify each grade for accuracy. It is very important that you enter a grade for every student. Each student must have a grade before you exit.

Click on "Submit."

Click on the print button on the browser tool menu to print out a copy of your grades for you and for the department.

If you are entering grades for more than one course, go to CRN Selection at the bottom of the page. Choose the next CRN, and click on "Submit CRN."

Scroll down and click on "Final Grades."

Repeat the grade entry process again.

GRADE APPEALS

Every student has the right to appeal any final grade and Georgia Perimeter College shall provide students with a timely process of appealing grades, which they believe were incorrectly determined. In cases where a student is appealing a grade on the basis of alleged discrimination, the student must elect between the College Grade Appeal procedure and the Student Discrimination Grievance Procedures, but cannot use both for the same grade appeal.

To initiate the appeal process, the student must first attempt to resolve the issue by speaking to the instructor. If the student cannot contact the instructor, he or she may enlist the department chair's help. If the student and the instructor cannot resolve the conflict between them, or if the student and the department chair have been unsuccessful in contacting the instructor, the next step is for the student to file a formal grade appeal with the department chair. The chair then collects whatever documents are needed and available from the student and the instructor (such as grade sheets, attendance records, copies of graded assignments, etc.) and follows the appropriate procedures as defined in GPC Policy 304.50, Grade Appeal. Either the instructor or the student may appeal the decision of the department chair. This appeal is directed to the campus dean of academic services. Upon receipt of appeal of the department chair's decision, the dean of academic services will determine the validity of the grade appeal. If the dean rules that the issue is not a valid grade appeal issue, the appeal goes no further. If the dean rules that the issue is valid, then the grade appeal procedure will continue according to the policy. The decision of the dean regarding the continuation of the grade appeal procedure is final.

The Grade Appeal Policy is located in the back of this handbook and on the Web at: <http://www.gpc.edu/Governance/policies/300/30450.html>

The Student Discrimination Grievance Policy is located on the Web at:

<http://www.gpc.edu/Governance/policies/400/4010200.html>

CONFIDENTIALITY OF STUDENT RECORDS

According to Federal law, student records are strictly confidential. This means instructors should not release information about any student's performance or achievement to anyone outside the college, even the student's parents, without the student's written permission. Exceptions to the rule of not releasing student records information to the student's custodial parent or parents would be for students under the age of 18 (e.g., Joint Enrollment students).

REMINDER: DO NOT POST GRADES



OPERATION OF THE CLASS

INSTRUCTOR ATTENDANCE

Instructors are expected to attend all scheduled classes and to meet those classes for the entire period. You may not cancel class or dismiss class significantly early without the department chair's permission. If you are unable to attend class for any reason, please notify the department chair as far in advance as possible.

You must have prior approval from the department chair to arrange for a substitute*. If you cannot reach your department chair in an emergency, please follow your department's established procedures. (*The only approved substitutes are instructors already teaching at GPC and who are SACS qualified in the discipline.)

Campus Evening Program Coordinators can be contacted as follows:

CLARKSTON

Dan Bowles 678-891-3687 Office: CA1201

DECATUR

Anita Canada-Egwim 678-891-2719 Office: SA 2100

DUNWOODY

Sandra Scott 770-274-5127 Office: NA 2140

Saturday

Joe Culberson 770-274-5300 Office: NA 2140

NEWTON

Jim Kinlaw 770-278-1340 Office: 1N-1210a

Please note that if you miss a class, appropriate adjustments will be made in your pay, as college policy permits payment to part-time faculty only for class sessions taught.

CLASS TIMES AND ROOM ASSIGNMENTS

All classes are to meet at the assigned time and in the assigned room for the duration of the term. Any variation requires prior approval of the department chair, in consultation with the dean of academic services. Under no circumstances should any scheduled class meeting, including the final exam, be held at an off-campus site. The exception would be an approved field trip (see Field Trips).

The instructor should always leave a note on the classroom board and door should the instructor take the class to the LTC, Library, meets class for any length of time outside, or moves the class to the computer lab on scheduled days.

FACULTY OFFICE HOURS

Full-time faculty office hours are ten hours per week and should be posted on the faculty member's office door.

Part-time faculty members are expected to be available to students outside of class. You may accomplish this by scheduling time on campus before or after class or at other appropriate times of the day. Though most departments do not have enough space to designate areas for part-time faculty use, the department chair can help you locate empty classrooms or other places to hold student conferences. You can also use the appointment method, provided you let students know how they can schedule appointments. Be sure to include all this information in your syllabus.

DRESS CODE

There is no formal dress code; however, proper business dress is expected. A presentable appearance and demeanor helps maintain class control and engenders respect from students.

COMMON COURSE OUTLINE

Each course is governed by a Common Course Outline, which is used in designing the course syllabus and when making other decisions about how the course will be taught.

GPC Common Course Outlines can be found at:
<http://www.gpc.edu/~acadaff/ccos/>

If you cannot find a Common Course Outline for your course at this location, please request one from your department chair.

COURSE SYLLABUS

Instructors must give each student a course syllabus on the first day of class. Instructors should have each student sign for their syllabus.

GPC Policy 303.0111, Course Syllabi, is located on the Web at: <http://www.gpc.edu/Governance/policies/300/3030111.htm>. The syllabus may also be posted on the Web, provided students are given the proper URL to access it. The syllabus should include a description of the course, detailed information on how grades will be determined, the instructor's attendance policy, a list of the required and suggested course materials (textbooks, supplements, etc.), the instructor's and/or the college's policy on cheating and plagiarism (GPC Policy 410, Academic Honesty), information concerning the instructor's availability outside of class, and the final exam schedule (Note: Final exam times do not necessarily match class times. Be certain to include the final exam date in your class syllabus.)

Instructors must submit a copy of each course syllabus to the department chair's office at the beginning of the term. A detailed syllabus checklist is



available below. Your department chair can also offer advice as to what constitutes a good syllabus.

FACULTY SYLLABUS CHECKLIST

This checklist includes required and suggested components of syllabi at GPC as indicated in the Georgia Perimeter College Policy Manual. Faculty at the college may use it as a convenience in composing syllabi.

REQUIRED COMPONENTS

INFORMATION ABOUT THE INSTRUCTOR

- Name
- Contact Information (Phone, E-mail, Office location & hours)
- Times when students may contact you

COURSE INFORMATION

- Heading (college name)
- Course ID---e.g. PADL 1101 400
- Course title and location
- Required texts---titles, authors, editions
- Course description
- Course objectives reflecting Expected Educational Results
- Attendance Policy Preamble

“Students’ academic success is the major priority of the College. Because regular participation enhances the learning process, students are expected to adhere to the attendance policy set forth by the College and individual faculty members. Differences in content and teaching styles exist among courses, which can impact students’ learning. Therefore, students are strongly encouraged to attend all classes to better prepare them for assignments, tests, and other course-related activities. Students are accountable for assignments and material covered during an absence.”

- Attendance Policy, See NEW policy on page 20.
- Withdrawal Policy
- Cheating and Plagiarism Policy

SCHEDULE INFORMATION

- Dates of major assignments, papers, field trips, projects, etc.
- Dates of midterm and/or other important tests
- Disclaimer stating dates may change
- Date and time of final exam (the final exam must be given as outlined by the published final exam schedule)

GRADING INFORMATION

- Course requirements: exams, quizzes, classroom participation, projects, and papers, including the percentage each counts toward the final grade
- Policies on missed exams and late work
- Grading scale & standards

OTHER STATEMENTS

AMERICANS WITH DISABILITIES ACT STATEMENT

If you are a student who is disabled as defined under the Americans with Disabilities Act and requires assistance or support services, please seek assistance through the Center for Disability Services. A CDS Counselor will coordinate those services.

ACADEMIC HONESTY STATEMENT

Each faculty member will use the Academic Honesty Statement developed by their discipline unit.

EQUAL OPPORTUNITY STATEMENT

No person shall, on the basis of age, race, religion, color, gender, sexual orientation, national origin or disability, be excluded from participation in, or be denied benefits of, or be subjected to discrimination under any program or activity of Georgia Perimeter College.

AFFIRMATIVE ACTION STATEMENT

Georgia Perimeter College adheres to affirmative action policies designed to promote diversity and equal opportunity for all faculty and students.

GPC DISABILITY SERVICES POLICY

Any student requesting academic accommodations due to a disability must contact the Center for Disability Services. www.gpc.edu/cds

SUGGESTED COMPONENTS

- Recommended supplemental course materials.
- Schedule of class meetings, including subject matter and topics to be covered as well as pre-class readings and other assignments.
- Unique class procedure/structures, such as cooperative learning, peer review, panel presentations, portfolios, case studies, journal or learning logs, and others. Special components: science and computer labs,



tutorials, computer classroom, Learning and Tutoring Center Lab, and others.

TEXTBOOKS

A committee of full-time faculty members in the discipline selects textbooks for each discipline course.

Part-time instructors must use the textbook selected by the department chair.

Desk copies of the textbooks for your course(s) can be obtained from the department office. A listing of GPC textbooks is available at: <http://www.gpc.edu/~gpcbooks/>

Textbook choices are typically reviewed every three years. Please share your comments and criticisms of the textbooks with your department chair.

Textbooks for the current year are listed at:
<http://www.gpc.edu/~gpcbooks/>

The Text Selection Policy is located at the following URL:
<http://www.gpc.edu/governance/policies/300/321.htm>

CHEATING AND PLAGIARISM

Plagiarism and other forms of cheating are strictly unacceptable (GPC Policy 401, Academic Honesty). A student who cheats or plagiarizes may have his or her grade lowered on a specific assignment or even receive an "F" in the course, at the discretion of the instructor in consultation with the department chair. Your policy on cheating and plagiarism as well as any policies on how this affects course grading must be clearly stated in your course syllabus. Feel free to use the college's policy, located in the Student Handbook and the College Catalog:

Cheating/Plagiarism: Cheating includes any attempt to defraud, deceive or mislead the instructor in arriving at an honest grade assessment. Plagiarism is a form of cheating that involves presenting as one's own the ideas or work of another. Through course syllabi or course requirements, students will be informed of the cheating policy. The policy has been established by Georgia Perimeter College to insure due process in cases of cheating and plagiarism (See Academic Honesty Policy located in the Student Handbook).

In addition, you may also direct students to the relevant sections of the Student Handbook and the College Catalog.

Turnitin.com is a Web based plagiarism detection service for faculty to use with student papers. To use Turnitin.com, you will need to request a password from the Office of Information Technology.

OIT Soft Request Form: <http://www.gpc.edu/oit/software/>

Turnitin Handout: http://www.gpc.edu/~training/handouts/turnitin/turnitin_handout.pdf

(Description, How to get it, How to use it, etc.)

Turnitin Information for Students: http://www.gpc.edu/~training/handouts/turnitin/turnitin_students.pdf

FINAL EXAMS

You must give a final exam in each class you teach. You must also adhere to the final exam schedule published on the Web each semester in the Schedule of Classes, unless given specific permission from the department chair to vary from that schedule. **Note that final exam times do not necessarily match class times.** Be certain to include the final exam date in your class syllabus.

Learning Support classes have their own set of guidelines and dates for final exams, including college-wide dates for standardized exit testing. Your department chair will make sure you are aware of these dates.

ASSESSMENT

As part of its institutional research effort, the college periodically assesses various courses. Academic departments and discipline committees may also conduct such assessments. If your class is to participate in assessment that semester, you will be notified at the beginning of the term and given further instructions at the appropriate time.

FIELD TRIPS

Field trips for valid educational purposes are permitted but require prior approval by the department chair. You must complete a Field Trip Request form and have each of your students sign a release form, all of which must be submitted to the department chair before the trip. Forms are available in the department office.

Field Trip Policy is located at the following URL:
<http://www.gpc.edu/Governance/policies/300/314.html>

INDEPENDENT STUDY

Please refer all questions regarding independent study to the department chair.

EXPERIMENTAL OR CLASSROOM RESEARCH

The use of Georgia Perimeter College students for the purpose of experimentation and/or research requires **prior approval** of the department chair, the dean of academic services, and the Office of Institutional Research and Planning. It is **crucial** that requests are submitted well in advance.



OUT-OF-CLASS TUTORING

In general, Georgia Perimeter College instructors are to refrain from accepting financial compensation for providing academic services or other related professional services to GPC students, on or off campus. The exception would be part-time instructors who are also employed part-time by a Learning and Tutoring Center (formerly Instructional Support Services).

REGENTS' TEST

According to University System of Georgia policy, all students in associate degree transfer programs and bachelor's degree programs must pass both parts of the Regents' Test (essay and reading) before completing 45 hours of college-level credit. Students who fail to meet this requirement must take one or more remediation courses (RGTE and/or RGTR) before attempting the test again.

Generally speaking, the college advises students to take the test during the same semester in which they are taking ENGL 1102. Students normally register for the test when they register for classes at the beginning of the term. There is no fee for taking the exam. Further questions concerning the Regents' Test should be directed to the Advising and Counseling Center:

Regents' Test information is available at: http://www.gpc.edu/~acadaff/cat/Academic_Regents.html

JOINT ENROLLMENT

Faculty members who teach off-campus Joint Enrollment courses may have additional concerns not addressed here. A hard-copy JE Faculty Handbook is available from the Joint Enrollment coordinator on your campus.



INSTRUCTIONAL SUPPORT

CENTER FOR TEACHING AND LEARNING

The Center for Teaching and Learning (CTL) provides many professional development opportunities for full-time and part-time faculty in workshop formats related to technology, pedagogy, and classroom management techniques. Specific professional development seminars for part-time faculty members are offered in the fall semester. CTL Web site: http://www.gpc.edu/ctl/orientation_training_modules.htm

ONLINE TRAINING MODULES

Online "How To" training modules are available for faculty. These training modules include instruction for many essential items that all faculty need to know. The modules are especially helpful to new faculty. Online training modules are located at <http://www.gpc.edu/~ctl/>

USG FACULTY INSTRUCTIONAL RESOURCES

The USG office of Faculty Affairs, in conjunction with Advanced Learning Technologies and the Digital Innovation Group, is pleased to announce the new USG Faculty And Staff Resource Web site located at: <http://facultyresources.usg.edu/>

The Web site is designed to provide a centralized location identifying instructional resources available to all USG Faculty and Staff.

ORIENTATIONS/PROFESSIONAL DEVELOPMENT

Faculty Development Day is held each academic year. Dates are posted on the Academic Calendar.

Part-time instructors, new and returning, are strongly encouraged to attend the annual college-wide "Part-time Faculty Symposium (Orientation and Professional Development Day)" just prior to fall semester, usually the second Saturday in August just prior to Fall Convocation. The day is hosted by the Vice President for Academic and Student Affairs and coordinated by the Directors of Faculty Services and the Center for Teaching and Learning. In addition, some campuses will also supplement the annual college-wide orientation/professional development day by providing departmental meetings and/or campus orientation programs for part-time faculty.

MENTORING

Part-time faculty members, particularly those who are new to Georgia Perimeter College, are frequently assigned mentors from among the more experienced full-time faculty members. Faculty mentors typically interact with those they mentor by contacting them periodically throughout the semester, helping them understand college and

department policies and procedures, and making themselves available to answer questions. The mentor may also serve as the department chair's designee for classroom observation as part of the faculty evaluation. If you are not assigned a mentor and would like to have one, please discuss this with your department chair.

CENTER FOR DISABILITY SERVICES

The Center for Disability Services (CDS) coordinates support services to students identified as having a disability. This includes but is not limited to students with learning disabilities, hearing impairments, visual impairments, and physical disabilities.

Students may not be provided with any accommodations unless they have first registered with the Center for Disability Services and the request for accommodations comes from the Center for Disability Services. Students should not be provided with accommodations beyond those mandated by the CDS, but are entitled to the accommodations specified in their accommodations letter. Students who decline accommodations to which they are entitled should write a statement on the back of their accommodation letter stating that they are declining particular accommodations and should sign and date it.

Should you have any questions, feel free to discuss the questions with your department chair or contact the Director of the Center for Disability Services at 678-891-3385 V/TDD or the individual campus CDS counselor.

A guide for faculty who teach students with disabilities is available at: http://www.gpc.edu/cds/Faculty_Guide.html

The Web site for the Center for Disability Services is located at the following URL: <http://www.gpc.edu/cds/>

CAMPUS SUPPORT SERVICES

Each campus has a library (LRC – Learning Resources Center), a LTC Lab (Learning and Tutoring Center), and computer labs to assist students and support instruction. The LTC Labs provide tutoring, computer assisted instruction, and individualized study materials. Students may walk-in or be referred by their instructors. (Referral forms are available from the campus LTC coordinator). Lab hours will be posted at the beginning of each semester.

In addition, each campus has an Advising and Counseling Center to assist students with academic advisement, transfer issues, personal and academic counseling, and career decisions. Please feel free to refer your students to these services as needed.

INSTRUCTIONAL TECHNOLOGY SERVICES

Instructional Technology Services Support, GPC's increasing emphasis on



the importance of instructional technology within the GPC community. Some of the services provided are:

- technical services to faculty in the areas of software and hardware training, web page development, distance learning (iCollege) and classroom technology;
- providing technical assistance to faculty, developing instructional materials in the Instruction Design Lab (IDL);
- and working with faculty as a technical adviser to assist in grant applications.

Technical training classes are free and open to all full- and part-time employees of Georgia Perimeter College. See the training schedule and register for classes at: <http://gpc.edu/~training>. Your GPC e-mail username and e-mail password are needed to register.

COPIES AND INSTRUCTIONAL MATERIALS

Each faculty member is issued a specially coded ID card that will activate the campus' photocopiers. Please see your department's administrative assistant/secretary to obtain a new ID card or to re-activate an ID card, and for information and instructions for card use.

Because using the photocopiers is comparatively expensive, your department chair may request that you use the campus Printing Services whenever possible. This is especially important when a large number of copies are needed, such as for course syllabi. Your department's administrative assistant/secretary can help you prepare materials for Printing Services. Generally speaking, you should submit these materials at least one week before you need them.

Each campus also has computers available for part-time faculty members to use for preparing instructional materials and receiving e-mail (see below). Your department chair can help you locate these. Other materials, such as instructional videotapes and CDs, are available from the campus Media Services departments <http://www.gpc.edu/oit/> or from your department.

MAIL

Each faculty member is assigned a mailbox on campus. Your department chair or department administrative assistant/secretary can show you where your box is located. Please check your box each time you come on campus, as this is how most official information will come to you.

E-MAIL

All faculty members will be issued a GPC e-mail account and must regularly check this e-mail account in order to receive important and timely GPC information, to be included in electronic mailings within your

department (departmental list serve), and for student contact with you. Also, as part of GPC's Graduation/Transfer/Retention Initiative (GTR), mid-term alerts will go out to all faculty members who are teaching "cohort students." The subject line will contain the word "COHORT." These faculty members must reply to these important e-mails. Therefore, it is imperative that all part-time faculty members have a GPC e-mail account.

Username and password can be found at: www.gpc.edu/getmylogin

If you forget your e-mail password, contact the OIT Service Desk. This service is available by phone, Monday - Thursday 7am - 10pm and Friday 7am - 5pm, at 678-891-3460 or <http://www.gpc.edu/servicedesk/>

The OIT Service Desk provides a single-point-of-contact for users to call for assistance with all technology related questions and problems including telephone questions and problems.

All GPC employee e-mails are in the following format:
First Name.Last Name@gpc.edu.

WEBMAIL

You can easily access your GPC e-mail at home or on-the-road using WebMail, a Web-based e-mail system. Using WebMail gives you access to your GPC e-mail from any computer with an Internet connection and Web browser (Netscape or Internet Explorer).

WebMail access is located at: <http://Webmail.gpc.edu>

Note: There is no "www" in the URL.

EVALUATIONS

The department chair or designee must evaluate part-time instructors during their first term of teaching and once per year for three years following. After three years, instructors must be evaluated at least once during each three-year period thereafter. Instructors can be evaluated as often as the department deems necessary.

The part-time faculty evaluation policy, procedure, and observation form are also located in the GPC Faculty Evaluation, Promotion and Tenure Handbook.

Student evaluations are also administered during the spring semester. Copies of all evaluation forms are made available to the faculty member.

DEPARTMENT AND DIVISION MEETINGS

Full-time faculty will attend department and division meetings as well as campus and college activities requiring their attendance.

Part-time instructors are invited and encouraged to attend college activities and professional development workshops as their schedules



will allow. They may, on occasion, also be invited to attend department, division, and college faculty meetings, Fall or Spring Convocation, and social events as their schedules permit. Your department chair will see that you are notified of events that are appropriate for you to attend.

MISCELLANEOUS

GPC-ID NUMBER

(How to obtain your GPC ID-Number)

Your GPC-ID Number is automatically assigned upon employment. Your GPC-ID Number will be needed to request your GPC AccessCard (ID card), GPC Parking Permit and to sign up online for free technology training courses.

NOTE: Newly hired instructors will be assigned their GPC-ID Number approximately one week before the first day of classes.

To retrieve your GPC-ID Number, go to the following Web site and enter the required information (last 4 digits of SS number, last name, birthdate): <https://www.gpc.edu/getmygpcid/>

GPC ACCESS CARD

(Your GPC Employee Identification Card)

Your GPC AccessCard is your Employee Identification Card and allows you access to a number of services, resources, and facilities on campus. Note: You must present your GPC AccessCard to obtain a GPC Parking Permit.

To obtain your ID, please visit one of the AccessCard Offices. <http://www.gpc.edu/~gpcid/index.htm>

Office Hours

Monday-Thursday, 9 AM-12 PM and 4 PM - 7 PM

Locations

Clarkston Campus, CN Information Desk, 678-891-3347

Decatur Campus

Bldg. SC, Room 2145, 678-891-2420

Dunwoody Campus

Bldg. NB, Room 2170, 770-274-5480

Newton Campus

Room 1260, 770-278-1413

Note: Newly hired instructors are activated in the Human Resources employment database and will receive a GPC-ID number approximately

one week before classes. Employees must be active in the employment database before an AccessCard can be obtained. Please check with your department chair to receive your GPC-ID number or go to the GPC-ID Number Web site, <https://www.gpc.edu/getmygpcid/>.

PARKING PERMITS

You must have a Georgia Perimeter College parking sticker to park on campus. You can obtain a sticker at no charge from your campus' Department of Public Safety, <http://www.gpc.edu/~gpcpd/>. You will need to be an active employee in the employee database in order to receive a parking permit.

Parking permits must be adhered to the exterior of the rear windshield, lower driver-side, or rear bumper, driver-side.

PAY SCHEDULE AND PAYCHECKS

The Payroll Calendar for the current semester is located at the following URL: <http://www.gpc.edu/~finaff/payroll/calendar.html>

DIRECT DEPOSIT: All employees are strongly encouraged to arrange direct deposit of their paychecks to avoid delay in receipt of paychecks. There is a 30-day pre-note period before the actual direct deposit process can start. This pre-note period is also in effect if there are changes to account numbers or financial institutions. During the pre-notification, the employee will receive his/her payment by check. A new employee who has signed up for Direct Deposit will most likely receive his/her first payment by check.

Part-time Faculty: If you miss a class, appropriate adjustments will be made in your pay, as college policy permits payment to part-time faculty only for class sessions taught.

In general, part-time faculty members' salaries are divided into four payments in the fall (available on the last business day of September, October, November, and December) and five in the spring (January, February, March, April, and May). Note that the December and May paychecks usually correspond to the last day of the academic calendar, or the day grades are due.

Please call Payroll Services at 678-891-2645 if you have any questions or concerns.

NEW: GPC is switching to a new payroll/HR system. All employees must self register in the new ADP system. Part-time faculty must register but will not be required to enter time worked. This new "eTime" will replace "At Your Service" for viewing pay advances online. Go to <http://www.gpc.edu/~gpcpayr/> and click on ADP/Shared Services for instructions.

All employees should log on and register for ADP Self-Service upon being hired.



PUBLIC SAFETY

(Emergencies, Campus Watch, Vehicle Assistance, Lost & Found)

EMERGENCIES

In the event of an on-campus emergency, classes will be notified and given appropriate instructions by an official of the college (usually from Public Safety or the dean's office). A student emergency requiring immediate attention should be reported to the campus Public Safety Office number (below). Instructors should not dismiss class because of power failure, inclement weather, etc. without authorization from an appropriate campus administrator, such as a dean, department chair, or evening program coordinator.

Public Safety offices are located on each campus and are staffed whenever classes are in session. Please familiarize yourself with the location of your campus office, especially if you are teaching evening or weekend classes.

PUBLIC SAFETY OFFICES:

Clarkston:	678-891-3940
Decatur:	678-891-2675
Dunwoody:	770-274-5315
Lawrenceville:	678-407-5333
Newton:	678-891-1337

Reporting Procedures for Emergencies and Non-Emergencies

GPCPD Emergency Line – 5511 from any campus phone; 770-274-5511 from off campus or cell phone

GPCPD Non-emergency Line – 5500 from any campus phone; 678-891-5500 from off campus or cell phone

NOTE: To access the "911" operator from a campus phone, you must dial "9" first, then "911," (9-911).

Emergency call-boxes are located on each campus in parking areas and between buildings as an additional means of communication. These phones are marked by a blue light atop the phone pole and once activated, report directly to the 24-hour communications center. These phones should be used to report criminal activity or request a security service.

CAMPUS WATCH

Campus Watch is a crime prevention safety program that asks students, faculty, and staff to look out for each other's welfare, to be alert to

anything that threatens the quality of campus life, and to report all suspicious activities, emergencies, and other security concerns to the Department of Public Safety.

VEHICLE ASSISTANCE

Public Safety Officers will respond to requests for assistance with a privately owned vehicle on campus. The driver/owner of the vehicle must sign a Request for Service Waiver before any hands-on assistance can be given in the form of jump-starting or unlocking a vehicle.

LOST AND FOUND

Each campus Public Safety Office maintains a lost-and-found depository. Any lost objects found on campus should be delivered to the campus Public Safety office, not other campus or department offices.

ALCOHOL AND CONTROLLED SUBSTANCES

The possession and/or use of alcohol or controlled substances on campus are strictly prohibited. Smoking is not permitted in campus buildings and is restricted to designated outdoor locations on each campus.

TAG

The Transfer Admission Guarantee or (TAG) is an agreement between Georgia Perimeter College and four-year colleges or universities that allows GPC students who meet certain standards to be guaranteed acceptance as a transfer student there. There are over 25 institutions that have TAG agreements with GPC. Please advise students to visit the TAG Web site at: <http://www.gpc.edu/tag/index.htm> for information or contact the TAG advisor in the campus Advising and Counseling Centers.

HOLIDAY CALENDAR

(GPC HOLIDAYS)

The official GPC Holiday Calendar is located on the Human Resources Web site at: <http://www.gpc.edu/~gpchr/>

2009 GPC HOLIDAY CALENDAR

Thursday, January 1 – New Year's Day

Monday, January 19 – Martin Luther King Jr. Day

Monday, May 25 – Memorial Day

Friday, July 3 – Independence Day



Monday, September 7 – Labor Day

Thursday-Friday, November 26-27 – Thanksgiving

Thursday-Wednesday, December 24-31 – Winter Holidays

2010 GPC HOLIDAY CALENDAR

Friday, January 1 – New Year's Day

Monday, January 18 – Martin Luther King Jr. Day

Monday, May 31 – Memorial Day

Monday, July 5 – Independence Day

Monday, September 6 – Labor Day

Thursday-Friday, November 25-26 – Thanksgiving

Friday-Friday, December 24-31 – Winter Holidays

GPC POLICIES

Please see the entire GPC Policy Manual online at:
http://www.gpc.edu/Governance/policies/other/toc_choice.htm

Section 300 Academic Affairs Policies are located at:
<http://www.gpc.edu/Governance/policies/other/toc.html#300>
 Check the web for updates.

301.01	Faculty Workload Policy
303.0105	Curriculum and Academic Policy Proposals
303.0106	New Program Development
303.0110	Curriculum – Common Course Outline
303.0111	Course Syllabi & Faculty Syllabus Checklist
303.0112	Attendance (Class Policy)
303.0701	Procedure for Conference and Seminar Requests
304.50	Grade Appeal
305.01	Academic Program Review
310	Withdrawals
311	Independent Study
313.50	Study Abroad
313.75	Study Abroad Pay/Summer Pay for Study Abroad Teaching
314	Field Trips
315	Guidelines for Completion of Programs of Study
316	Archiving of Grades and Final Exams
317	Alternate Coverage of Classes
318	Library Facilities and Materials Use
318.0100	Annual Review of Formal Learning Resources Agreements
321	Textbook Selection
322	Faculty Overloads
322.01	Teaching of One Evening Class Per Year for Part-time Pay
322.02	Released Time From Instruction for Full-Time Faculty
322.03	Part-Time Faculty Workloads
323	Guidelines for Reviewing Programs of Study
325	Infection Control in Biology Laboratories
326	Infection Control in Dental Hygiene
327	Infection Control in Nursing Skills Laboratory
328	Infection Control in the Hospital Setting
329	Infection Control in CPR Courses
330	Continuing Education Course Program Proposal

330.01	Continuing Education Common Course Outline
331	Literary Publications
333	Distance Learning
334	Options for ESL Students

The following policies are included in this booklet for your convenience.

GRADE APPEAL

<http://www.gpc.edu/Governance/policies/300/30450.html>

SECTION 300 - ACADEMIC AFFAIRS

304.50 GRADE APPEAL

POLICY

Georgia Perimeter College shall provide students with a timely process of appealing grades, which they believe were incorrectly determined. In cases where a student is appealing a grade on the basis of alleged discrimination, the student must elect between the College Grade Appeal procedure and the Student Discrimination Grievance Procedures, but cannot use both for the same grade appeal. (See Student Discrimination Grievance, Georgia Perimeter College Policy Manual, Section 401.02)

PROCEDURE

The Grade Appeal Procedure is the method by which a student may challenge a grade issued by an instructor at Georgia Perimeter College. The following procedure is required:

1. The student must contact the instructor after the grade is issued to discuss a change in the grade. This contact should occur as soon as possible, but no later than the second week of the term following receipt of the disputed grade. If a student is unable to contact the instructor, the appropriate Department Chair should be asked for assistance. Under extenuating circumstances and with supporting documentation, exceptions may be made by the Academic Division Dean.
2. If the student disputes the instructor's decision, the student may then initiate the appeal process by obtaining a Student Grade Appeal Statement Form from the appropriate Department Chair. The student must complete this form according to the directions and provide the necessary documentation and pertinent information. The student should return the complete packet to the Department Chair within one week.
3. Upon receipt of the student's request for a Grade Appeal Form, the Department Chair will have the instructor complete the Instructor Grade Appeal Statement Form. This form must



be returned to the Department Chair within one week of notification.

4. The Department Chair will render a decision regarding the grade appeal. Prior to making a decision, the Department Chair may schedule a meeting with the student and/or the instructor. After making a decision, the Department Chair will notify in writing both the instructor and the student.
5. Either the instructor or the student may appeal the decision of the Department Chair. This appeal must be made in writing, directed to the Academic Division Dean and delivered within five (5) working days from the receipt of the Department Chair's decision.
6. The Academic Division Dean will determine the validity of the grade appeal. If the Academic Division Dean rules that the issue is not a valid grade appeal issue, the appeal goes no further. If the Academic Division Dean rules that the issue is valid, then the grade appeal procedure will continue according to the following steps. The decision of the Academic Division Dean regarding continuation of the grade appeal procedure is final.
7. The Academic Division Dean shall appoint a Grade Appeal Committee comprised of:

Voting Members (Five Members):

- (1) A Committee Chairperson appointed by the Academic Division Dean.
- (2) The Campus Dean of Student Services or his/her designee.
- (3) A faculty member appointed by the Department Chair to represent the department/discipline involved in the appeal.
- (4) A faculty member appointed by the Campus Academic Division Dean. This person should be from an academic division/discipline other than the division/discipline in which the appeal is made. The selection will be from a pool of faculty, each member elected by and representing a department on campus.
- (5) A student representative from the Campus Student Government Association. (Note: If the appealing party holds an SGA office, then the committee member will be from a campus other than the one on which the appealing party holds office.)

Non-Voting Members (Two Members):

- (1) The student making or involved in the appeal may choose someone (faculty/staff) from the college to represent them on the Grade Appeal Committee.
- (2) The faculty making or involved in the appeal may choose someone (faculty/staff) from the college to represent them on the Grade Appeal Committee.

8. Recognizing that the Grade Appeal Committee is an in-house procedure, and not a court of law, no legal counsel or any other person may be present besides the student, the instructor, and appointed members of the Committee. Exceptions to this would be granted by the Academic Division Dean and only for the following reasons: (1) students with disabilities requiring some highly extraordinary assistance that could not be routinely provided by the Chair or another member of the Committee; and (2) a student whose first language is not English and whose English is not sufficiently fluent so as to allow him/her to represent himself/herself adequately at a Committee hearing. In these cases, the appointment will be left to the discretion of the Academic Division Dean.
9. After receiving the student's or instructor's written appeal, the Academic Division Dean will schedule a meeting of the Grade Appeal Committee. It is the intent of the College to process all grade appeals in a timely manner. Grade appeals will be processed no later than the end of the term in which the appeal was filed.
 - a. The Committee examines written materials presented by both the student and the instructor. The Voting Committee Members will also discuss the case with both the instructor and the student. During this discussion, the Non-Voting Committee members will advise and consult with the individual they represent. The Committee may call other witnesses. The student and instructor have the right to be present at all meetings where evidence is presented. The Committee chair will be responsible for recording the session.
 - b. The Voting Committee Members will meet privately to confer and arrive at a decision. Every effort should be made to reach a consensus finding. If not, then a private ballot shall be taken with the chair of the committee voting only in the event of a tie vote. This decision is reported to the Academic Division Dean who presents the findings and the decision to the student, instructor and Department Chair. The Academic Division Dean will implement the decision of the Grade Appeal Committee unless one of the parties wishes to appeal the grade appeal



procedure.

- c. The Committee maintains and forwards informal minutes of all proceedings to the Academic Division Dean. These shall be available to the Discipline Dean, the Vice President for Academic and Student Affairs and the President.
- 10. If the parties are not satisfied with the procedure followed by the Grade Appeal Committee, they may appeal, in writing, within five (5) working days to the Vice President for Academic and Student Affairs. The Vice President for Academic and Student Affairs will determine if the grade appeal procedure was followed appropriately. The Vice President for Academic and Student Affairs may at his/her discretion return the grade appeal to the committee for further consideration. The decision of the Vice President is final.



GRADE APPEAL STATEMENT DEPARTMENT CHAIR

APPEAL INFORMATION

Student's Name _____ Student/SS# _____

Student Address: _____

Name of Course _____ Course ID _____ - _____ - _____

Semester (Check) Fall Spring Summer

Instructor's Name _____

DEPARTMENT CHAIR'S DECISION

Upon a review of the statements submitted by the student and the instructor, I have decided to:

Recommend that the grade issued to the student remain as recorded.

Recommend a change of grade from _____ to _____.

Other (attach further explanation)

Date decision made: _____

Department Chair's Signature: _____

Date Form Mailed/Given to Student: _____

Date Form Mailed/Given to Instructor: _____

Please Note: The student and/or the instructor may appeal this decision by filing a copy of his/her appeal statement, a copy of the Department Chair's decision and a written request for review by the Grade Appeal committee within five (5) working days of receipt of this form to the appropriate Academic Division Dean. If neither party files an appeal within the five working day limit, this decision will become final.



GEORGIA PERIMETER COLLEGE GRADE APPEAL FORM INSTRUCTOR'S STATEMENT

THIS FORM MUST BE COMPLETED AND RETURNED TO THE APPROPRIATE DEPARTMENT CHAIR AFTER THE STUDENT HAS TALKED TO THE INSTRUCTOR. THIS FORM WILL BE SENT TO THE INSTRUCTOR BY THE DEPARTMENT CHAIR AFTER A STUDENT OBTAINS AND FILLS OUT A STUDENT'S GRADE APPEAL FORM STATEMENT.

INSTRUCTOR INFORMATION

Instructor's Name _____

Address _____ City _____ State _____ Zip _____

Phone #: Home() _____ Work() _____

COURSE INFORMATION

Course Title _____

Course ID# _____ - _____ - _____

Student's Name _____

Semester (Check) _____ Fall _____ Spring _____ Summer

INFORMATION REGARDING GRADE

Number of class/clinical lab meetings per week _____

Number of Student Absences _____ Number of Times Student was Late _____

Date when disputed grade was first discussed with student _____

Please write a brief description of this meeting or conversation. (attach to this form)

Relate any discussions with the student held prior to the granting of the grade in dispute. (attach to this form)

Attach a copy of the syllabus and of all pertinent materials such as:

1. Syllabus and other course materials.
2. All tests, term paper requirements, assignments, etc.
3. Any other materials or information.

Materials should include grading policy and any anecdotal notes as evidence of the student's performance, especially in laboratory or clinical courses.

Faculty should retain copies of all information that is filed with this statement.

Date this statement is received by the Department Chair _____

Department Chair's Signature _____



ARCHIVING OF GRADES AND FINAL EXAMS

<http://www.gpc.edu/Governance/policies/300/316.html>

Section 300 – Academic Affairs

316 Archiving of Grades and Final Exams

POLICY

Georgia Perimeter College shall ensure that grades and final examinations are properly archived. Grade reports are considered as hard copies and/or electronic.

To ensure that grades and final exams are properly archived:

- A. All faculty shall keep their accumulated grade reports or inserts in grade books for a minimum of one year for uncontested grades and until resolved for contested grade results for a year after a contested grade has been resolved.
- B. Faculty shall keep all final examinations of each student for one full-term (semester or summer session) beyond the term the final exam was given.
- C. When a full-time faculty member will not be returning to the College, he/she shall deliver accumulated grade reports (or copies of these grade reports) and the final exams from the previous year to the appropriate Department Chair.
- D. All part-time faculty members must turn in their grade and attendance records and final exams to the appropriate Department Chair at the end of each term. The grade records are kept for one year and final exams are kept for one semester/summer session in the department office.

Approved 10/26/05

NON-DISCRIMINATORY BEHAVIOR

http://www.gpc.edu/Governance/policies/other/non_discrimination.htm

Section 200- Organization

Statement of Non-Discrimination

Georgia Perimeter College supports the Civil Rights Act of 1964, Executive Order #11246, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. No person shall, on the basis of age, race, religion, color, gender, sexual orientation, national origin or disability, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity of the college.

Any individual with a grievance related to the enforcement of any of the above provisions should contact the Director of Human Resources for Affirmative Action and Compliance.

SEXUAL HARASSMENT

Sexually harassing behavior, like other forms of illegal discrimination, is prohibited at Georgia Perimeter College in accordance with University System of Georgia policy and state and federal law. Any part-time faculty member who is aware of such behavior should report it immediately to the department chair. The official GPC policy follows.

<http://www.gpc.edu/Governance/policies/800/80218.html>

Section 800-Human Resources

802.18 Sexual Harassment

POLICY

Sexually harassing behavior, like other forms of discrimination prohibited by law, is prohibited at Georgia Perimeter College in accordance with University System of Georgia policy and the law.

- I. Sexually Harassing Behavior
 - A. For the purposes of this policy, sexual harassment may be defined as follows:
 - 1. Sexual conduct of any nature which is unwelcome and not freely or mutually agreeable to both parties; or,
 - 2. Communications of a sexual nature, whether verbal, written or pictorial, which are unwelcome and made with the intent to intimidate the person(s) receiving such communication; or,
 - 3. Solicitation of sexual conduct of any nature, when submission to or rejection of such conduct is intended to be the basis for implicitly imposing adverse or favorable terms and conditions of employment or academic standing.
 - B. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature may constitute sexual harassment when:
 - 1. Submission to such conduct is made explicitly or implicitly a term or a condition of an individual's employment; or,



2. Submission to or rejection of such conduct is used as a basis for employment decisions affecting an individual; or,
3. Such conduct unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive working or academic environment. (Board of Regents' Policy Manual, Section 802.18; BR Minutes, 1980-81, pp. 237-38).

II. Informal Procedures

Problems, questions, and grievances may be brought to and discussed with any individual at the next supervisory level (above the level of the person being complained of), or the Affirmative Action Officer. Some College officials or faculty members are particularly well-informed and well-placed to help with problems of sexual harassment. These officers may be especially useful in advising and aiding a person's own efforts to resolve a problem.

1. Students may seek the help of a faculty member, Academic Division Dean, Department Chair, Student Affairs Advisor, Dean or Director of Student Affairs, or Affirmative Action Officer.
2. Clerical and Classified Personnel may consult the appropriate Provost, Academic Division Dean, Department Chair, Department Director, or Affirmative Action Officer.
3. Faculty members may see the Vice President for Academic and Student Affairs, Academic Division Dean, or Affirmative Action Officer.

Any of the above-named officers may be prepared to offer information informally or to refer the complainant to a good source of information. Throughout the advising process, information will ordinarily be held by these officers in confidence until the initiating individual agrees that a third party or parties must be informed to facilitate a solution. Information on the formal complaint procedures may be obtained from the Affirmative Action Officer.

Anyone with an inquiry, complaint, or concern is welcome to bring another member of the Georgia Perimeter College faculty or staff to discussions with a designated officer.

No person will be reprimanded or discriminated against in any way for initiating an inquiry or complaint in good faith. It is also the College's policy to protect the rights of any person against

whom a complaint is lodged.

Once an inquiry or complaint is brought forward, every effort will be made to resolve the problem within a reasonable period of time. It should be emphasized that merely discussing a complaint with one of these officers does not commit one to making a formal charge.

III. Formal Procedures

Anyone who believes himself-herself to be the object of sexual harassment may choose, either initially or after having sought a resolution through one of the officers described above, to bring a complaint through the College's formal procedures, with the possible outcome of disciplinary action against the accused. Those procedures are described below.

1. Written or formal charges of sexual harassment may be filed with the Affirmative Action Officer of Georgia Perimeter College. The written charges must be brought by sworn affidavit and signed by the complainant; the complaint may be shown to the accused.
2. Formal charges should be brought within a reasonable time (usually thirty (30) working days) of the occurrence of the alleged act which is the subject of the complaint.
3. The Affirmative Action Officer will make a preliminary investigation of the written charges to make a determination as to the possibility of an informal resolution.
4. The Affirmative Action Officer may consult with complainant, the person named in the complaint and others, if appropriate, in order to ascertain the facts and views of both parties.
5. The Affirmative Action Officer may request affidavits from the person named in the complaint and all other parties and witnesses.
6. The Affirmative Action Officer will report his/her findings to the President of Georgia Perimeter College and to the parties, along with recommendations, if any, regarding informal resolution.
7. Any written requests for a hearing shall be made to the President within ten (10) days of the Affirmative Action Officer's report.



8. The President shall appoint a Chairperson and two (2) members of the Committee of Review shall be selected in the following manner:
 - a. The complainant may select one (1) committee member; and,
 - b. The person named in the complaint may select one (1) committee member.
 9. Only full-time, permanent employees may serve on the Committee of Review. The Committee of Review may include representation from the faculty, the staff, or a combination of both provided, however; that in the event the person charged in the complaint is a faculty member, the Committee shall be composed only of faculty members and selected in compliance with the By-Laws of the Board of Regents (Article VI (B) 8d).
 10. The Committee of Review will thoroughly investigate the written charge of sexual harassment and conduct the hearing. The parties shall be informed of the date of the hearing at least three (3) days prior to said date by certified mail, return receipt requested. Said accused faculty member shall be given notice pursuant to Section 803.12 of the Board of Regents' Policy Manual and other relevant sections of the Board of Regents' Policy Manual and College statutes.
 11. The hearing shall be conducted pursuant to procedures established by the Committee of Review and in compliance with this Policy.
 12. The Committee will present its findings or confidential information to the President for further action within ten (10) working days of the conclusion of the hearing.
 13. The President shall render a final decision in the matter and notify the parties involved within a reasonable period of time.
 14. At each step, the College's procedures seek to protect, insofar as possible, the privacy of individuals involved in a complaint. Both in fact-finding and in the final disposition of a complaint, every effort will be made to carry out procedures confidentially insofar as it does not interfere with the College's legal obligation or ability to investigate allegations of misconduct when brought to its attention, and to take corrective action when it is found that misconduct has occurred.
 15. Prompt reporting is strongly urged, as it is often difficult to trace the facts of an incident or incidents long after they have occurred. Ordinarily, formal complaints must be brought within thirty days of the incident(s).
 16. Use of these internal procedures does not foreclose subsequent legal action. Complainants may wish to obtain legal advice as they consider the courses of action open to them. However, the proceedings are not those of a court of law and the presence of legal counsel is not permitted during the proceedings. The strict rules of legal evidence shall not apply. Complainants may wish to have at discussions of the complaint another member of the College faculty or staff.
 17. A permanent, written record of the formal complaint process and its outcome shall be retained by the Affirmative Action Officer.
 18. Throughout the complaint process, every effort will be made to protect the complainant from reprisals and to protect the accused from irresponsible complaints.
- IV. Penalties
- Any person who is found in violation of this policy shall be subject to dismissal or other sanctions, (Board of Regents' Policy Manual, Section 802.18; BR Minutes, 1980-81, pp. 237-238 and Section 803.11; BR Minutes, 1974-75, pp. 304-313; 1982-83, p. 23).
- V. Appeals
- Any appeals of the final decision of the President shall be made in accordance with the procedures set forth in Article IX of the By-Laws of the Board of Regents.
- ## DISCIPLINARY PROBLEMS/WORKPLACE VIOLENCE
- Disciplinary problems should be reported to the department chair. Problems requiring immediate attention should be reported to Public Safety or the evening program coordinator. The GPC policy on Workplace Violence follows.
- <http://www.gpc.edu/Governance/policies/800/807.htm>
Section 800- Human Resources
Policy Number 807 Workplace Violence



PURPOSE

To define behavior which constitutes workplace violence and to define procedures for reporting and resolving incidents of workplace violence.

POLICY

Georgia Perimeter College is committed to providing faculty, staff, students, and visitors with an environment that is safe, secure, and free from threats, intimidation, and violence. To promote an atmosphere that encourages learning and productive employment, quick responsive action will be taken if violence or the threat of violence arises.

Workplace violence shall be considered a violation of Georgia Perimeter College classified employee, faculty, and student conduct codes and may subject an individual to discipline in accordance with the terms of the applicable policies and procedures up to and including termination. Where appropriate, violators may be subject to criminal prosecution. Contractors and their agents are expected to take appropriate actions to deal with incidents of workplace violence.

Georgia Perimeter College will not tolerate the following conduct or behavior which would be interpreted by a reasonable person to be aggressive, intimidating, harassing, or unsafe:

- Threats, direct or implied;
- Physical conduct that results in harm to people or property;
- Possession of deadly weapons on College property;

Intimidating conduct or harassment that disrupts the work environment or results in fear for personal safety.

RESPONSIBILITY

Campus Safety Team: There shall be a Campus Safety Team (CST) on each of the four main campuses. The CST at each campus shall be responsible for incidents occurring to Georgia Perimeter College employees and visitors on the campus and at satellite sites.

The CST on each campus shall include the Academic Division Dean, Dean of Student Services, and the highest ranking officer of the campus Public Safety unit.

The responsibilities of the CST shall include:

Familiarizing campus employees with the College workplace violence policy;

Assuring that action appropriate to a workplace violence situation is taken;

Filing an incident report with the College Safety Council.

College Safety Council: There shall be a College Safety Council (CSC)

appointed by the President to serve as a resource for issues related to workplace violence. The CSC shall consist of the Director of Public Safety (Chair), the Executive Director of Human Resources, the Legal Advisor to the President, the Director of Human Resources/Employee Relations, the Assistant Vice President for Academic Affairs, and the chairs of the Faculty Senate, the Staff Assembly and the P&A Assembly.

The CSC shall serve as a resource for supervisors and other employees in situations involving workplace violence. The CSC will provide advice and guidance on Georgia Perimeter College policies and procedures, intervention, counseling, and prevention.

CSTs responding to allegations of workplace violence shall report all such allegations and their resolution to the CSC. The CSC shall conduct a post-incident review and where appropriate, make recommendations for preventing or responding to future incidents.

The CSC shall be responsible for designing and implementing workplace violence training and education for Georgia Perimeter College faculty, staff and students. Such training programs will be reviewed by the CSC at least annually, administered and tracked by the Human Resources office. Training will be offered to all faculty, staff, and students at least once a year.

PROCEDURES

All faculty, staff, students, and visitors shall report instances of workplace violence.

- A. In emergency situations, campus Public Safety should be notified immediately. The employee, faculty, or student should then report the incident to his/her immediate supervisor or faculty advisor. Students may also report the incident to the Campus Dean of Student Services or Provost's Office.
- B. In non-emergency situations, workplace violence should be reported first to an immediate supervisor or advisor. If the immediate supervisor is the instigator of the workplace violence, the incident should be reported to the next level supervisor. Any occurrence of workplace violence must be reported to Public Safety.
- C. In situations where a person witnesses an instance of workplace violence and does not know how to contact the supervisor of those involved in the incident should contact the nearest Public Safety office.
- D. A Public Safety Incident Report must be submitted to the Chair of the Campus Safety Team by the supervisor.



- E. All persons should avail themselves of the training and other resources provided by the College so that they will be able to recognize the warning signs of workplace violence and to respond to them appropriately.

Revised 06/2002 / Approved: CAB 10/17/02

SAFETY IN THE CLASSROOM AND THE LABORATORY

We are committed to providing a safe learning environment for students and a safe working environment for all GPC employees. Two GPC policies follow.

<http://www.gpc.edu/Governance/policies/800/805.html>

Section 800- Human Resources
805 Hazardous Chemicals

Many substances that are used on a daily basis can be considered hazardous - bleach, gasoline, rubbing alcohol and detergents to name a few. These substances can be found at Georgia Perimeter College. In addition, science labs and facilities' shops often use and store other substances that are classified as hazardous.

WHAT ARE MATERIAL DATA SAFETY SHEETS?

Manufacturers of hazardous materials are required to provide consumers of their products with MSDSs. These are documents that detail the contents and potential hazards such as explosion or fire, health risk, chronic or acute toxicity as well as recommended safety precautions.

WHERE CAN I FIND MSDSS AND OTHER INFORMATION AT GEORGIA PERIMETER COLLEGE?

Copies of the Hazard Communication Program can be found in the Media Centers of each of the campuses. Copies of the program and all MSDSs are kept at each Public Safety Office. In addition, site specific MSDSs are kept in labs and shops.

WHO HANDLES THIS PROGRAM AND WHO CAN I TALK TO?

A committee consisting of people from all areas of the College including Academics, Plant Operations, Public Safety and Auxiliary Services administers and monitors this program at Georgia Perimeter College. For more information contact:

COORDINATOR OF THE RIGHT TO KNOW PROGRAM

The Environmental Health and Safety Manager is Terry Karlish, 678-891-3969, Building CM, Clarkston Campus.

Approved: CAB 09/23/99

<http://www.gpc.edu/Governance/policies/800/804.html>

SECTION 800 - Human Resources
804 Right to Know

POLICY

In compliance with the law and in an effort to help insure the health and safety of our employees, Georgia Perimeter College has established a "Hazardous Communication Program." This brief explanation of that program should answer many of your questions about hazardous chemicals at Georgia Perimeter College and provide the resources for any further information that you might want.

THE LAW- WHAT? WHY? WHEN?

In 1988, the Georgia State Legislature passed the Public Employee Hazardous Chemical Protection and Right-To-Know Act. In a nutshell, this Act provides public employees with the same protection and rights in this area as OSHA provides to employees in private industry. More specifically, the law provides:

1. By December 31, 1991, each agency of the State of Georgia submit to the Department of Labor, for approval, an extensive and detailed plan of how it intends to comply with all aspects of the Act.
2. By July 1, 1992, all employees of the State must be apprised of the law and how it affects them. Also, certain training and an opportunity to ask questions are to be provided.
3. There must be documentation that each employee has participated in a training session.
4. All hazardous substances be properly stored and labeled.
5. Material Safety Data Sheets (MSDSs) be provided on all hazardous chemicals and stored in a general location as well as in job specific areas.
6. Any contractors bringing hazardous chemicals onto a site must provide all protection and MSDSs as provided by the law.

Approved: CAB 09/23/99



PROFESSIONAL ETHICS POLICY

BACKGROUND

Membership in the academic profession carries with it special responsibilities. These responsibilities are affirmed in major policy statements, providing guidance to professors in such matters as their utterances as citizens, the exercise of their responsibilities to students and colleagues, and their conduct when resigning from an institution or when undertaking sponsored research.

POLICY

Georgia Perimeter College endorses and requires faculty adherence to the Statement on Professional Ethics set forth by the American Association of University Professors. The statement is reproduced below.

Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to his subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As teachers, the professor encourages the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate or harass colleagues. They respect and defend the free inquiry of his associates. In the exchange of criticism and ideas professors show due respect for the opinion of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, they maintain their right to criticize and seek

revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of the work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

As members of their community, professors have the rights and obligations of any citizen. Professors measure the urgency of these obligations in the light of his responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

(Source: The Statement on Professional Ethics, a revision of a statement adopted in 1947 and later revised in 1966, was approved by Committee B on Professional Ethics, adopted by the Council and endorsed by the Seventy-third Annual meeting of the American Association of University Professors in June 1987.)

STATEMENT OF ACADEMIC FREEDOM

Georgia Perimeter College endorses the Statement of Academic Freedom adopted by the American Association of University Professors in 1940, as it has been amended from time to time. Specifically,

- a. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
- b. Teachers are entitled to freedom in the classroom in discussing their subject and related material.
- c. College and university teachers are citizens and members of a learned profession. When they speak or write as citizens, they should be free from institutional censorship or discipline. They should at all times be accurate, should show respect for the opinions of others, and should indicate that they are not speaking for the institution when appropriate.

In adopting the AAUP statement, the College does not necessarily adopt interpretations of the statement that are inconsistent with Georgia Perimeter College's primary mission as a two-year teaching college within the University System of Georgia; however, the College acknowledges its respect for the experience of other academics and institutions in the interpretation of the statement.

In addition, Georgia Perimeter College recognizes that students are



free to take reasonable exception to the data or views offered in any course of study, while meeting the responsibility to learn the content of the course and maintaining the standards of academic performance established for the course. Specifically, the College recognizes the right of the student to free thought and orderly free expression in an atmosphere that is conducive to learning and free of coercion and unreasonable interference.

Reference: www.aaup.org

Approved: 4/2000

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. These rights are listed here.

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Director of Admissions and Records a written request that identifies the record(s) they wish to inspect. The Director of Admissions and Records will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the Director of Admissions and Records, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee such as a disciplinary or grievance

committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Georgia Perimeter College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

ANNUAL NOTICE OF DIRECTORY INFORMATION CONTENTS

Directory information is information not generally considered harmful or an invasion of privacy if disclosed. Georgia Perimeter College considers the following information to be directory information:

- Name, address, and telephone listing
- Major field of study
- Dates of attendance
- Degrees and awards received
- Full or part-time status

Directory information cannot include student identification numbers or social security numbers.

The College may disclose any of these items without prior written consent, unless the student has submitted a written request to the College not to release directory information pertaining to him or her. Students who do not wish to have directory information released by the College should complete and submit a Request to Prevent Disclosure of Directory Information form at the campus Enrollment and Registration Services Office.

Additional information regarding FERPA is available on the U.S. Department of Education Web site at www.ed.gov.



HELPFUL REMINDERS

NEW FACULTY

- Go through the “How To” training modules for faculty at http://www.gpc.edu/~ctl/orientation_training_modules.htm
- Obtain your GPC-ID Number (Your “900” number) (<https://www.gpc.edu/getmygpcid/>)
- Register for ADP Payroll/HR “eTime” (<http://www.gpc.edu/~gpcpayrl/>)
- Obtain a GPC ID (AccessCard) (<http://www.gpc.edu/~gpcid/index.htm>)
- Obtain your automatically assigned at hire GPC e-mail account username and passwprd and check your email regularly on the web (<https://www.gpc.edu/getmylogin/>)
- Obtain a GPC parking permit from a campus Public Safety office (<http://www.gpc.edu/~gpcpd/>)
- Review the new Class Attendance Policy on page 20.
- Request a GPC Web Page (Optional) (<http://www.gpc.edu/oit/>)
- Review Learning Support Handbook (<http://www.gpc.edu/~gpcls/>)
- Review the Center for Disability Services Policies (<http://www.gpc.edu/~gpccds/index.htm>)
- Review Student Withdrawal Options (<http://www.gpc.edu/Governance/policies/300/310.html>)

EVERY SEMESTER

- Check departmental mail box and GPC email **regularly**
- Check the GPC Home Page regularly for College Events and make your students aware of events
- Take advantage of Resources for Faculty (The Center for Teaching and Learning; GPC Libraries; Learning and Tutoring Centers; Technology Training; Media Services, etc)
- Attend departmental and division meetings as appropriate
- Attend professional development and training classes as appropriate

- Attend all scheduled classes and meet those classes for the entire period
- Check the GPC Web site home page for college closing information due to inclement weather (<http://www.gpc.edu>) – A scrolling message will appear at top of home page
- Notify your department chair; per departmental procedure, if you are unable to attend class for any reason
- Do not cancel class without the department chair’s permission
- Review the Common Course Outline(s) for your course(s)
- Before preparing course syllabus, check the academic calendar for first and last class dates, any holidays, semester midpoint, and the scheduled date for your final exam (Note: Your final exam should coincide with the published final exam schedule)
- Prepare a course syllabus for each class you teach using the Faculty Syllabus Checklist and provide a copy to the department chair at the beginning of the term
- Use the assigned textbook(s) for your course(s)
- Obtain the most current class rolls online – check roll online weekly for any updates
- Keep accurate attendance records and check class rolls against your attendance records – do not allow students to attend class if they are not enrolled in the class
- Report “No Show” Grades online during the required reporting dates
- Submit early alerts for cohort students in your class at week five of fall and spring semester
- Maintain complete and accurate student records
- Do not allow students to bring children to class
- Be available to students outside of class (on campus meetings only)
- Administer a final exam for each class you teach, **adhering to the final exam scheduled in the Schedule of Classes.**
- Submit final grades online by the appropriate deadline date for the term – **do not miss the deadline!**
- Follow Policy 316 Archiving Grades and Final Exams



At the end of each term, submit the following items to the department chair:

- Copies of the final grade sheets
- Copies of the instructor's grade book pages for each course
- Copy of the final exam for each course
- Any "Petition for an "I" Grade" forms
- Any keys, equipment, or instructional materials as appropriate
- Any additional items required by your department chair

This Faculty Guide is also available on the GPC Faculty/Staff Web site:
<http://facstaff.gpc.edu/>

Send corrections and suggestions for this Faculty Guide may be sent to the director of faculty services, Office of Academic Affairs, tonya.andrews@gpc.edu.



WHERE TO GO FOR WHAT YOU NEED AT GPC

QUESTIONS ABOUT YOUR TEACHING SCHEDULE

Contact your department chairperson. See page 13 and 14 for department listings.

EVENING CLASSES

- Dan Bowles – Clarkston
CA1201678-891-3687
- Anita Canada–Egwin – Decatur
SA2100.....678-891-2719
- Sandra Scott – Dunwoody
NA2140770-274-5127
- Joe Culberson – Dunwoody, Saturday
.....770-274-5300
- Jim Kinlaw – Newton
IN1210a770-278-1340

GET YOUR GPC USERNAME AND INITIAL GPC PASSWORDS FOR WEB, EMAIL AND iCOLLEGE

- Office of Information Technology
www.gpc.edu/getmylogin/
- Service Desk.....678-891-3460
- Help: www.gpc.edu/service desk

FUNDS FOR PROFESSIONAL DEVELOPMENT TRAVEL

- See Department Chairperson listing on previous page.
- Center for Teaching and Learning
Pamela Moolenar–Wirsij/JRLRC1228.....678-891-2425

FACULTY DEVELOPMENT/PROFESSIONAL DEVELOPMENT

- Center for Teaching and Learning
Pamela Moolenar–Wirsij/JRLRC1228.....678-891-2425

CHANGE OF GRADE

See Department Chairperson listing on pages 13-14.

ASSIGNING GRADE OF INCOMPLETE

See Department Chairperson listing on pages 13-14.

NO SHOW REPORTING

- Registrar (Enrollment and Registration Services)
- Clarkston, Sheree Simpson, CN1562.....678-891-3490
- Decatur, Eileen Menefee, SA2300.....678-891-2482
- Newton, Demetrix Rostick-Owens, IN1114770-278-1335
- Alpharetta/Online, Felicia Harbach, rm112.....404-413-7881
- Dunwoody, Jusith Nichols, NBI163770-274-5212

TUTORING (LEARNING AND TUTORING CENTERS/LTC)

- Clarkston, Patti Howell, CL2232678-891-3591
- Dunwoody, Sohayla Mohebbi, SB1110.....678-891-2575
- Newton, Angela Meyer, IN2140770-278-1364

TEXTBOOK SELECTIONS

- See Department Chairperson listing on pages 13-14.
- Curriculum Committee Chair.....www.gpc.edu/~gpcbooks/

BOOKSTORE

- Gail Austin, Director of Bookstore Services
- Clarkston Student Center678-891-3355

DISABILITY SERVICES

- Bonnie Martin, Director
- CA1301678-891-3385

PARKING DECALS

- (You will need GPC ID and car license tag number)
- Public Safety Department,
- ClarkstonCG1180
- Decatur.....SG110
- Dunwoody.....NII100
- Newton.....IN1260

ACCESS CARD (GPC ID)

- Access card offices.
- Alpharetta, Tues-Wed 9-12
Room 112.....404-413-7878
- Clarkston, Mon-Wed 9-7, Thurs 9-5
- CN Info Desk.....678-891-3347



Decatur, Mon-Thurs 9-12; 4-7
SC2145.....678-891-2420

Dunwoody, Mon-Thurs 9-12; 4-7
NB1500.....770-274-5480

Newton, Mon-Thurs 9-12; 4-7
IN1260.....770-278-1413

LEARNING SUPPORT ISSUES

Chris Rednour, (Interim) Learning Support Coordinator
SA2400.....678-891-2349

TRAVEL EXPENSE REPORTS (FT FACULTY)

Anitra Smith-Williams, Budget Analyst
SA2800.....678-891-2376

TUITION ASSISTANCE PROGRAM (FT FACULTY)

Kameka Houston, Personnel Assistant
SA220.....678-891-2549

iCOLLEGE PROBLEMS

GPC Service Desk
helpdesk@gpc.edu.....678-891-3460

Scott Sarisky.....678-891-3463

USG Helpdesk.....877-708-2910
<http://help.view.usg.edu/ics/support/default.asp?deptID=3094>

RESERVING BOOKS IN LIBRARY FOR STUDENT USE

Campus Libraries(see listings on previous pages), Circulation desks

RESERVING ROOMS FOR EVENTS

Clarkston
Kathy Powell, CM1150.....678-891-3900

Newton
Cindy Leighty, IN1450.....770-278-1321

Dunwoody
Bath Mays, NN1100.....770-274-5330

Decatur
Eleanor Ponder, SA2100.....678-891-2716

RESERVING LIBRARY ROOMS

I. Lois Shelton, CL2120.....678-891-3635

LEGAL ISSUES

Warren Forston.....678-891-2781

TECHNOLOGY TRAINING

Tracy Adkins, Lakeside Facility.....678-891-3456

INSTRUCTIONAL TECHNOLOGY

Decatur
Valora Richardson (valoria.richardson@gpc.edu).....678-891-2465

Clarkston
Ken Moss (ken.moss@gpc.edu).....678-891-3469

Dunwoody
Nelson Young (nelson.young@gpc.edu).....770-274-5221

Newton
Shondra Greene-Harris (shondra.greene@gpc.edu).....770-278-1394

Online
Jared Price (jared.price@gpc.edu).....678-891-3829

TEMPERATURE ADJUSTMENTS IN ROOMS

Kathy Powell, Plant Operations
CM110, Clarkston.....678-891-3900

DATA PROJECTORS (IN CLASSROOMS), TV,VCR AND OTHER MEDIA REQUETSS

Glenn Sierko, Lakeside.....678-891-3472

EMPLOYEE RELATIONS/ALTERNATIVE DISPUTE RESOLUTION

Karen Truesdale, HR Director
SA2500.....678-891-2542

STUDY ABROAD

Debra Denzer, Director of the Center for International Education
CA1300.....678-891-3230



PROMOTION AND TENURE

See Department Chairperson listing on previous pages.

Betty Mollooy, Assistant VP Academic Affairs

SA3407.....678-891-2450

PAYROLL

Payroll calendar is located at www.gpc.edu/~gpcpayroll

Gayle Suchke, Director of Payroll Services

SA2610.....678-891-2648

MARKETING AND PUBLIC RELATIONS

Barbara Obrentz, Director of Marketing and Public Relations

SA1110.....678-891-2450

FACULTY WEBSITES

Pamela Joseph (pamela.joseph@gpc.edu)

ONLINE CLASSES

JCLRC1220.....678-891-2805

STUDENT EVALUATIONS

See Department Chairperson listing on previous pages.

Patti Gregg, Office of Institutional Research and Planning

Lakeside.....678-891-2571

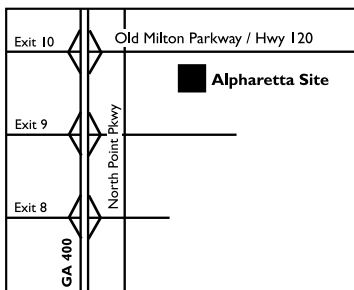
LEAVE OF ABSENCE, RETIREMENT, ETC. (FULL TIME FACULTY)

Ann Curtis, Human Resources

SA2500.....678-891-2536



NOTES:

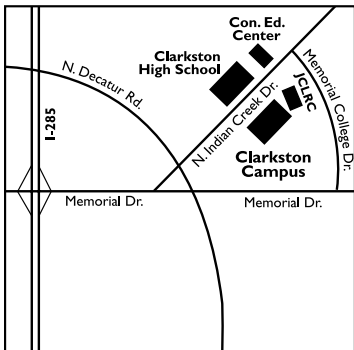


ALPHARETTA CENTER

(770) 274-5200

3705 Brookside Parkway, Alpharetta, Georgia 30022

From Downtown Atlanta: Travel to I-285. Go east. Take GA 400 north to Exit 10 (Old Milton Parkway). Bear right off the exit ramp. Pass Brookside One (Industrial Park), take the next right on Brookside. The GSU Center will be on the right..

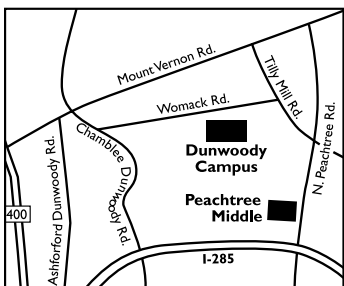


CLARKSTON CAMPUS

(678) 891-3200

555 N. Indian Creek Drive, Clarkston, Georgia 30021-2396

Clarkston Campus is located in central DeKalb County. Take I-285 to exit 41 (Memorial Drive). Exit east on Memorial Drive. Turn left at the second light onto North Indian Creek Drive. Continue approximately one-half mile. Clarkston Campus is on the right. GPC's Center for Continuing and Corporate Education and GPC's Child Developments Center are on the left.

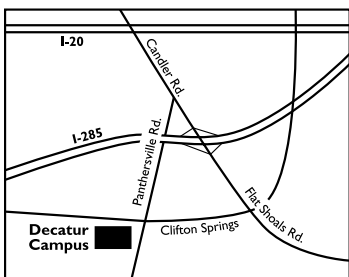


DUNWOODY CAMPUS

(770) 274-5000

2101 Womack Road, Dunwoody, Georgia 30338-4497

Take I-285 to exit 30. Exit north onto North Peachtree Road. Continue on North Peachtree to the intersection of Tilly Mill Road and North Peachtree Road. Turn left at Tilly Mill. Continue on Tilly Mill to Womack Road. Turn left onto Womack Road. Georgia Perimeter College, Dunwoody Campus will be on the left.

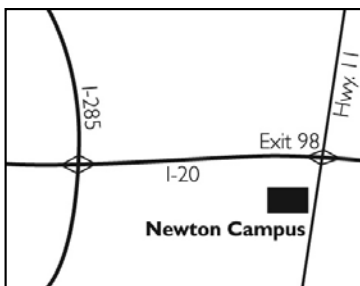


DECATUR CAMPUS

(678) 891-2300

3251 Panthersville Road, Decatur, Georgia 30034-3897

Take I-285 to Exit 48 (Flat Shoals Road). Exit outside I-285. Turn right onto Clifton Springs. Continue on Clifton Springs for about one mile. Georgia Perimeter College, Decatur Campus will be on the left.



NEWTON CAMPUS

(770) 278-1200

239 Cedar Lane, Covington, Georgia 30014

From Downtown Atlanta: Take I-20 east to exit 98, the Social Circle exit. Turn right onto GA Hwy 11 and travel approximately 1/4 mile. The Newton Campus will be on the right.

