Dual Achievement Program
Student Handbook

DAP@athenstech.edu

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Dual Achievement Program Location

Athens Technical College

800 US Highway 29 North

Athens, GA 30601

Building N

Dear Students and Families,

Welcome to the Dual Achievement Program (DAP) at Athens Technical College Academy (ATCA)!

We are excited to have you join a program designed to help students achieve academic success while preparing for future educational and career opportunities. The Dual Achievement Program provides an alternative pathway for students to earn a high school credential while simultaneously working toward college and career goals.

As a DAP student, you will have access to dedicated academic support, college resources, tutoring services, student engagement opportunities, and caring professionals who are committed to your success. We encourage you to take full advantage of the opportunities available to you and to actively participate in your educational journey.

This orientation is designed to help students and families become familiar with program expectations, college resources, academic platforms, and support services available throughout the year.

We look forward to partnering with you as you work toward achieving your educational and career goals.

Sincerely,

Tia Stroud

Tia Stroud
Executive Director for Secondary Initiatives

Orientation Agenda

The Dual Achievement Program orientation is designed to provide students and parents with a comprehensive understanding of Athens Technical College (ATC), the Athens Technical College Academy, and the expectations of the Dual Achievement Program.

This orientation ensures that participants are equipped with the knowledge, tools, and resources necessary for a successful transition into the program. Emphasis is placed on student success, academic readiness, engagement opportunities, and awareness of support services available throughout the college.

Consistent with Athens Technical College's commitment to fostering lifelong learning and workforce readiness, the orientation introduces students to key academic platforms, college procedures, and support systems that contribute to both academic and professional achievement.

Time	**Activity**
10:00 AM	Welcome and Introductions
10:15 AM	DAP Student Handbook Review
11:15 AM	Break
11:30 AM	DAP Student Speaker: SkillsUSA Participant
11:45 AM	Meet the Backpack Bridge Student Mentors
12:00 PM	Lunch (On Your Own)/Visit ATC Information Tables
1:00 PM	Blackboard Orientation
2:00 PM	Banner Web Demonstration
2:15 PM	Break
2:30 PM	ATC Technical Program Course Discussions with Faculty
3:00 PM	Student and Parent Orientation Survey
3:15 PM	Distribution of DAP Giveaways
3:30 PM	Closing Remarks

ATC Academy Mission and Vision Statements

Mission: The mission of the Athens Technical College Academy is to provide opportunities for educational, career, and economic advancements through the attainment of secondary and postsecondary credentials to individuals to our eleven-county service area who have not earned a high school diploma through traditional means.

Vision: To serve as a catalyst for academic achievement and workforce development by supporting the attainment of secondary and postsecondary credentials, empowering individuals from all backgrounds to pursue higher education, meaningful careers, and lasting economic advancement.

ATC Academy Core Beliefs

- **Student Centered** - Each learner will be provided the opportunity for educational and personal development in an environment of dignity and respect. We believe every student deserves a personalized, supportive, and challenging educational experience.

- **Academic and Technical Excellence** - Academic programs will prepare learners for lifelong learning through comprehensive career-based curricula which promote innovative learning and lead to strong employment outcomes. We believe in holding high standards in both academic and career-focused instruction.

- **Equity and Access** - Those who have a stake in the academy will have opportunities to have their perspectives represented. We believe all students should have access to high-quality technical education, regardless of background or circumstance.

- **Career Readiness** - The Academy will provide an inclusive, student-centered learning environment that fosters academic success by providing challenging academic programs that adapt to the needs of students and prepares learners for today's workforce. We believe in preparing students with practical, real-world skills that lead to meaningful employment and lifelong success.

Non-Discrimination/Equal Opportunity Notice

As set forth in its student catalog, Athens Technical College does not discriminate based on race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran or military status, or citizenship status (except in those special circumstances permitted or mandated by law).

ATHENS TECHNICAL COLLEGE
ACADEMY

DAP Staff and ATC Academy Secondary Instructors

The Dual Achievement Program team is committed to supporting students throughout every step of their academic journey at ATCA. This section introduces the key staff members and instructors who work together to foster student success.

Getting to know these team members will help students identify the appropriate contacts for academic guidance, program support, and answers to questions throughout their time in the program.

DAP Leadership and Staff

Position	Name	Role/Responsibilities	Contact Information
Executive Director, Secondary Initiatives	Tia Stroud	Provides overall leadership and oversight for the Dual Achievement Program; oversees operations, staff, faculty and student success initiatives; ensures program quality and compliance	Phone: 706-369-5871 Email: tstroud@athenstech.edu
Counselor/Advisor	Karen Freeman	Assists students with academic planning, course scheduling, and goal setting; monitors academic progress and provides support to help students stay on track.	Phone: 706-552-0920 Email: kfreeman@athenstech.edu

ATCA Secondary Instructional Team

Position	Name	Role/Responsibilities	Contact Information
Mathematics Instructor	John D. Heyen	Provides instruction in subject area, supports student learning, monitors progress, and prepares students for college and career readiness	Phone: 706-552-0924 Email: jheyen@athenstech.edu
Science Instructor	Keysa Rosas-Rodriguez	Provides instruction in subject area, supports student learning, monitors progress, and prepares students for college and career readiness	Phone: 706-552-0982 Email: krosasrodriguez@athenstech.edu

Social Studies Instructor	Matthew Burkhalter	Provides instruction in subject area, supports student learning, monitors progress, and prepares students for college and career readiness	Phone: 706-355-5172 Email: mburkhalter@athenstech.edu
English Instructor	Tara Ross	Provides instruction in subject area, supports student learning, monitors progress, and prepares students for college and career readiness	Phone: 706-227-5367 Email: tross@athenstech.edu
Health/ Physical Education (PE) Instructor	Katie Archer	Provides instruction in subject area, supports student learning, monitors progress, and prepares students for college and career readiness	Phone: 706-213-2110 Email: karcher@athenstech.edu

Dual Achievement Program New Student Checklist

☑ Selective Service System Registration Requirements (Attention Male Students)

Federal law requires most males living in the United States between the ages of 18 and 25 to register with the Selective Service System.

Georgia law also requires eligible male students to be registered with the Selective Service System to qualify for Georgia state financial aid programs, including the HOPE Scholarship, Zell Miller Scholarship, HOPE Grant, and Zell Miller Grant. Colleges and universities in Georgia cannot award these state aid programs to students who do not meet the federal Selective Service registration requirement.

How to Register

- Register online through the Selective Service System. The process takes only a few minutes, and you will receive an online confirmation upon completion.
- If you do not have a Social Security number, you may complete a printable registration form or obtain a paper registration form from any U.S. Post Office. Complete, sign, and mail the form to the Selective Service System. Please allow up to 30 days for your registration to be processed.

For additional information and to register online, visit:

- https://www.sss.gov/register/
- Information for individuals without a Social Security number: https://www.sss.gov/register/#section1
- Printable registration form: https://www.sss.gov/wp-content/uploads/2025/02/Form_1_2-6-25.13.pdf

☑ Obtain Your ATC Student ID Number

Your ATC student ID number is the unique identifier associated with your digital identity at Athens Technical College. The last three digits of your student ID are also included in your ATC student email address.

- Visit https://forms.athenstech.edu/forms/students/email/getStudentID.cfm to retrieve your ATC student ID number.

☑ Set Up Your Single Sign-On (SSO): ATC Email, Banner Web, and Blackboard

Athens Technical College uses Single Sign-On (SSO) through Okta to provide secure access to Banner Web, Blackboard, your ATC student email, and other campus resources. With SSO, you only need one username and password to access these systems.

- Access the ATC Okta portal by visiting athenstech.okta.com.
- Your username is your ATC student email address, which is your first name, last name, and the last three digits of your ATC student ID number. For example: JohnDoe123@student.athenstech.edu.

- Your password expires every 60 days. If you forget your password or it expires, you will not be able to access your ATC email, Banner Web, Blackboard, or other campus resources.
- To enable self-service password resets, set up your security questions in the ATC Okta portal as soon as you activate your account.
- If you need to reset your password, you must use the alternate email address you provided on your DAP admissions application.
- Being unable to access your ATC account due to a forgotten or expired password is not considered an excuse for submitting coursework late. Be sure to keep your password current and your recovery information up to date.

Please note that you are expected to check your ATC accounts every day, especially your ATC student email and Blackboard. Athens Technical College and your instructors will use your ATC student email to communicate important information, including announcements, account balances, fees, deadlines, and course-related updates.

You are responsible for monitoring your ATC accounts and for all information sent to your ATC student email address.

☑ Follow the Steps Below to Change or Reset Your Single Sign-On (SSO) Password

1. If you have forgotten your password, visit https://athenstech.okta.com to reset it through the ATC Okta portal.
2. If you are unable to reset your password through Okta, submit a Student IT Support ticket at https://forms.athenstech.edu/infoTech/studentEmail/studentsupport.cfm.
3. If you know your current password and would like to change it, you can:
   - Sign in to https://portal.office.com and update your password.
   - Use any Athens Technical College computer by pressing Ctrl + Alt + Delete and selecting "Change a password."

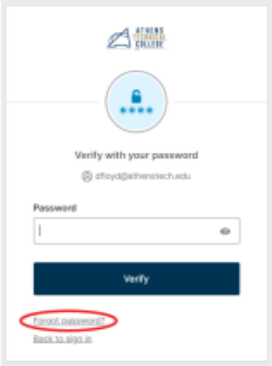
DUAL ACHIEVEMENT

☑ Review the Detailed Instructions Below to Reset Your Password Using Okta Verify

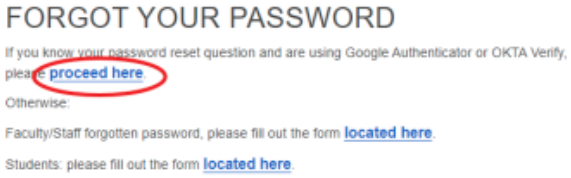
HOW TO RESET YOUR ATHENS TECHNICAL COLLEGE PASSWORD WHEN YOU DON'T KNOW IT!

Here are the steps to reset your password when you have forgotten it, or it doesn't work for some reason. Note that you can only change your password once per day.

1. You need two things to reset your password when you don't know it.
   a. **Okta Verify** needs to be working and linked to your account. (Google or Microsoft Authenticator apps will work also, if they are linked to your account)
   b. You need to know the **Answer** to the **Okta Security Question**.
2. Find a computer you can use to go to a website. You can use a library lab PC, classroom PC, your personal computer, etc. You do not need to be on campus to do this.
3. Direct a browser (we recommend Google Chrome) to **athenstech.okta.com**, and enter your username. In this case, your username is your email address. Click "Next."
4. The password entry page will appear. Click the "Forgot password?" link.

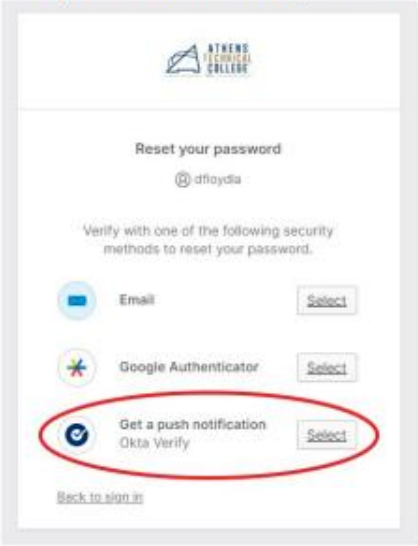


5. On the next screen, click the link "proceed here."



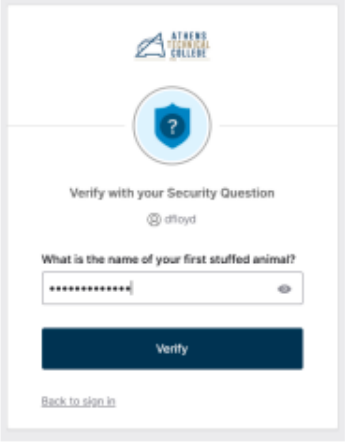
6. Put in that email address one more time on the next screen, titled **Reset your password**.

7. Here you should choose **Get a push notification.**



8. Check your cellular phone. You should see a push notification on the lock screen. If you don't see the notification, unlock your phone and open Okta Verify. You should see a choice of numbers to touch there. **Touch the number indicated on the athenstech.okta.com website on your computer.** *(It probably won't be the number you see on the screenshot below)*

9. Now, it's time to use your Okta Security Answer. You'll see the Security Question on this next screen. Enter it below the Security Question. NOTE: You can click the little "eyeball" on the right of the text field so you can see what your answer is. Do not reveal your answer to anyone else. Once your answer is entered, click **Verify.**



10. You've done it, and now you can create a new password for your account! The next screen has two password fields. You must create a totally new password and type it in twice. This screen has all of our password requirements listed:
    - At least 14 characters
    - A lowercase letter
    - An uppercase letter
    - A number
    - A symbol
    - No parts of your username
    - Does not include your first name
    - Does not include your last name
    - Password must be an older password you've used
    - At least 1 day must have elapsed since you last changed your password

11. Click **Reset Password** to reset your password. Your password is now updated!
12. ***IMPORTANT:*** *There is also a checkbox on this page that is labeled "Sign me out of all other devices." This is useful to sign you out of logins that are using your old password, and if you suspect someone else is using your password illegally, this will knock them out of your account.*

☑ Technology Help

- If you need assistance with your ATC student email, Banner Web, or other account-related technology issues, submit a Student IT Support ticket by visiting https://forms.athenstech.edu/infoTech/studentEmail/studentsupport.cfm and following the instructions.
- If you need assistance with Blackboard, log in to your student dashboard, select the Blackboard Bb link, and complete the Helpdesk Request Form.
- If you experience a technology issue that may affect your coursework, notify your ATCA secondary and/or ATC postsecondary course instructor(s) as soon as possible. Let them know you are experiencing technical difficulties and that you have submitted an IT Helpdesk ticket for assistance. Since technology is essential for success in your courses, reporting issues promptly is your responsibility.

☑ Learn How to Use Blackboard

- Athens Technical College uses Blackboard as its Learning Management System (LMS) for all courses. Blackboard is accessed online and is used by instructors to post course syllabi, grades, assignment due dates, announcements, and other important course materials, regardless of the course delivery method.
- Students planning to take online courses should review the technical requirements, available support, and tips for virtual learning by visiting the Online Learning Resources page at https://athenstech.edu/resources/academic-resources/online-learning-resources/.
- After reviewing the Online Learning Resources, complete the Blackboard Orientation by visiting https://tcsg.softchalkcloud.com/lesson/serve/7c1IoxUOiTEkAz/html.

☑ Attend the DAP New Student Orientation

- Newly admitted DAP students must attend the in-person new student orientation.

☑ Complete the Virtual New Student Orientation

- To complete the virtual new student orientation, visit https://forms.athenstech.edu/studentAffairs/admissions/online_orientation/Orientation.cfm?page=1.

☑ Get Your ATC Student ID Card

- Visit the Office of Student Activities at any ATC campus to obtain your ATC student ID card.
- Your student ID card serves several purposes. It can be used as your library card to check out college course textbooks and access codes, and it may also qualify you for discounts at participating local businesses.
- Your first ATC student ID card is provided at no cost. Replacement ID cards are available for a $5 fee.

☑ Obtain Your Free Parking Permit

- Visit the Office of Admissions front desk at any ATC campus to obtain your ATC parking permit.

- The parking permit serves as the ID for parking at any of the ATC campus locations. Please display the parking permit on your vehicle and park in designated student parking areas to avoid a parking ticket.

☑ Receive Your Free Textbooks and Access Codes

Visit the Athens Campus Library to obtain your required textbooks and access codes.

- Athens Technical College provides textbooks and access codes at no cost to all DAP students.
- Unless an earlier pickup has been arranged, textbooks and access codes may be picked up at the Athens Campus Library beginning on the first day of classes.
- To pick up your materials, you must present your ATC student ID card and provide your ATC student ID number.
- At the end of each semester, DAP students must return all borrowed textbooks to any Athens Technical College library location (Athens, Elbert, or Walton).
- Access codes do not need to be returned.
- Students who do not return borrowed textbooks will be billed for the replacement cost, and a hold will be placed on their student account. A hold may prevent future registration and the release of official transcripts until the obligation has been resolved.
- If you would like your textbooks delivered to the Elbert or Walton Campus Library, or if you would like to request an earlier pickup, email libraryservices@athenstech.edu for assistance.
    - DAP students must review each course syllabus and contact their instructors for information about required course supplies and any applicable course fees.
    - Please note that Dual Enrollment (DE) funding does not cover required course supplies or course fees. However, DAP students are eligible to receive up to $900 per academic year to help offset the cost of required supplies and course fees.

☑ Review and Print Your Schedule

1. Log in to Banner Web by visiting https://athenstech.okta.com. From the My Apps dashboard, select Experience (Banner Web). After logging in, click Register for Classes under the Student Self Service tile, then click on Registration at the top of the screen, then select View Registration Information. Choose the term for which you want to view your class schedule.

2. Once your schedule is displayed, click the Print icon in the upper-right corner of the page to print your class schedule, or save it as a PDF for your records.

Please keep the following information in mind:

- Your ATCA secondary and/or ATC postsecondary courses will not be available in Blackboard until the first day of each semester.
- Students taking online courses must sign in to each online course the first 24 hours of the semester to confirm their intent to remain enrolled.
- For both ATCA secondary and ATC postsecondary courses, all online courses require a proctored, on-campus midterm and/or final exam.
- Midterm and final exams must be taken during the testing periods designated by the course instructor, regardless of whether the course is completed online or on campus.

ATC Academy Student Expectations

As a student in the ATC Academy, you are both a high school student and an Athens Technical College student. Participation in the Academy is a privilege that requires maturity, responsibility, and a commitment to academic and professional excellence.

Academic Expectations

Students are expected to attend class regularly, complete all coursework on time, actively participate in learning, and maintain Satisfactory Academic Progress (SAP) as required by Athens Technical College. Students should seek assistance from instructors, advisors, or campus support services whenever needed.

Enrollment & Attendance

Students are responsible for remaining appropriately enrolled in required courses, meeting registration and program deadlines, and communicating with Academy staff regarding any schedule changes or academic concerns. Regular attendance and punctuality are essential for success and are expected in every class.

Conduct & Professionalism

Students are expected to demonstrate respect, integrity, and professionalism in the classroom and across campus. All students must follow the Athens Technical College Student Code of Conduct, maintain appropriate classroom behavior, and represent the Academy in a positive manner.

Academic Integrity & Respect for Others

Students are expected to complete their own work honestly and uphold the college's standards for academic integrity. Athens Technical College is committed to providing a safe, respectful learning environment free from discrimination, sexual harassment, and sexual misconduct. All students are expected to contribute to a culture of respect and accountability.

Student Engagement

Students are encouraged to take advantage of the many resources available through Athens Technical College, including advising, tutoring, library services, career resources, and student activities. Active engagement in these opportunities supports academic success, personal growth, and career readiness.

Academy Commitment

The Athens Tech Academy expects every student to demonstrate accountability, respect, integrity, professionalism, and a commitment to academic excellence. By meeting these expectations, students will be well prepared for success in college, the workforce, and beyond.

Classroom Behavior Expectations

Students attending classes on an Athens Technical College campus are expected to follow their instructor's classroom policies and adhere to the following expectations:

- Silence your cell phone and store it in your backpack, purse, or another personal belonging. Cell phone use during class is not permitted unless authorized by your instructor.
- Remain focused on the class. Do not work on assignments for other courses or engage in conversations with classmates unless your instructor has given permission.
- Actively participate in class activities, including discussions, group work, projects, and other assigned learning activities.
- Demonstrate respect for your instructor, classmates, and the learning environment at all times.

Disruptive behavior that interferes with teaching or learning may result in a violation of the Student Code of Conduct (please see here: https://athenstech.smartcatalogiq.com/en/2025-2026/catalog/student-code-of-conduct). Please refer to the Student Code of Conduct section of this handbook for additional information.

Attendance

Students are expected to attend each scheduled class. Attendance may also be a part of a student's overall course grade as outlined in the syllabus for the course.

It is recognized that there may be times when a student will not be able to attend class. In such cases, it is the student's responsibility to make arrangements with the instructor concerning the availability and completion of making up work missed. All make-up work will be at the discretion of the instructor, under the guidelines of the work ethics policy and procedures and consistent with classroom procedures established in the course syllabus. If there are extenuating circumstances, the instructor's discretion will be considered in the final decision for an exception.

Online Courses: For both ATCA secondary and ATC postsecondary courses, online students must complete an academically related activity each week to be considered attending class. Simply logging into class is not considered attending. Academically related activities include, but are not limited to, submitting an academic assignment; taking an exam; completing an interactive tutorial or computer-assisted instruction; or participating in an online discussion about academic matters.

Course Cancellations

In the event of class cancellation or school closure due to severe weather or other emergencies, students are expected to continue participating in learning activities via Blackboard, their official college email account, or other modality. Instructors will provide information on their continuation of instruction plans in their syllabus.

Course Schedule Changes

Drop/Add Period

For both ATCA secondary and ATC postsecondary courses, the Drop/Add period is the first three days of each academic semester. Students who need to add or drop a course must complete the process by the third day of the semester, not the third-class meeting.

To request a schedule change during the Drop/Add period:

- Contact the DAP Counselor/Advisor by email.
- Complete the ATC Add/Drop Form at https://athenstech.edu/wp-content/uploads/Add-Drop-Form-2023-10-10_fillable-Upload.pdf.
- The DAP Counselor/Advisor will process the request; however, the student must be present during the process.

Courses dropped during the Drop/Add period will not appear on the student's official academic transcript.

Course Withdrawals

For both ATCA secondary and ATC postsecondary courses, students who withdraw from one or more courses during the Drop/Add period will not incur tuition or fee penalties, and the course(s) will not appear on their academic record.

After the Drop/Add period ends, students who wish to withdraw from a course must:

- Email the DAP Counselor/Advisor.
- Complete the ATC Withdrawal Form at https://athenstech.edu/wp-content/uploads/WithdrawalFormUpdated11.14.23_Fillable.pdf.

Courses withdrawn after the Drop/Add period will appear on the student's transcript.

To receive a grade of "W," students must submit all required withdrawal documentation by the college's published withdrawal deadline. After the withdrawal deadline, students will remain enrolled in the course and receive the final letter grade they earn.

Students who stop attending class without officially withdrawing risk receiving a final grade of "F," which will be recorded on their academic transcript.

For DAP students, the course being withdrawn must also be listed on the student's approved Dual Enrollment funding application. Withdrawal requests are subject to review and approval by DAP leadership and staff to ensure tuition obligations are properly addressed.

No Shows

For both ATCA secondary and ATC postsecondary courses, students are expected to attend class and actively participate from the beginning of the semester. Any student who fails to attend class or complete an academically related activity in an online course during the first seven days of the semester will be reported as a No Show.

Courses reported as No Show will not appear on the student's academic record.

Academic and Financial Aid Implications

For the ATC postsecondary courses, a grade of "W" does not affect your cumulative grade point average (GPA) at Athens Technical College. However, withdrawn courses count as attempted credit hours for financial aid purposes and may affect your eligibility for financial aid.

Withdrawing from or failing your postsecondary courses may negatively affect your academic standing and your eligibility for Dual Enrollment, HOPE Grant, and HOPE Career Grant funding by impacting your ability to maintain Satisfactory Academic Progress (SAP).

Satisfactory Academic Progress (SAP) Policy

The U.S. Department of Education requires all colleges that participate in federal financial aid programs to establish and monitor Satisfactory Academic Progress (SAP) standards. For the ATC postsecondary courses, students must maintain SAP to remain eligible for financial aid and certain state-funded programs.

Important: The SAP policy applies to all students, regardless of whether they have previously received financial aid.

SAP Requirements

To maintain Satisfactory Academic Progress, students must meet both of the following standards:

- Qualitative Standard (Grade Point Average): Maintain a cumulative 2.0 GPA or higher on a 4.0 scale. GPA is calculated by the Office of Registration & Records.
- Quantitative Standard (Completion Rate): Successfully complete at least 66.66% of all attempted credit hours.

Successful grades include A, B, C, and D.

Unsuccessful grades include F, I (Incomplete), IP (In Progress), and W (Withdrawal).

Maximum Timeframe

To remain eligible for financial aid, students must complete their program of study within 150% of the published program length, as outlined in the Athens Technical College Catalog, available at https://athenstech.smartcatalogiq.com/2025-2026/catalog.

For example, a program requiring 98 semester credit hours must be completed within 147 attempted credit hours to remain eligible for financial aid.

Transfer credit accepted by Athens Technical College counts toward the maximum timeframe.

SAP Statuses

- Financial Aid Warning

Students who do not meet SAP requirements will initially be placed on Financial Aid Warning.

- Students will be notified through their ATC student email.
- Financial aid eligibility continues for one additional semester while on Warning.
- Students must meet SAP requirements by the end of the Warning semester to remain eligible for financial aid.

- Financial Aid Exclusion

Students who fail to meet SAP requirements after the Warning semester will be placed on Financial Aid Exclusion.

Students on Financial Aid Exclusion are not eligible to receive financial aid.

- Financial Aid Probation

Students placed on Financial Aid Exclusion may submit an appeal based on documented extenuating circumstances.

If the appeal is approved:

- The student will be placed on Financial Aid Probation.
- Financial aid eligibility may be reinstated for one semester.
- The student may be required to follow an Academic Plan established by the Financial Aid Appeal Committee.
- At the end of the probationary semester, the student must either:
    - Meet all SAP requirements, or
    - Successfully meet the conditions outlined in the Academic Plan.

Appeals

Students placed on Financial Aid Exclusion may appeal if extenuating circumstances prevented them from meeting SAP requirements.

The appeal must include:

- A completed Request for Appeal of Financial Aid Exclusion form.
- A written explanation describing:
    - The extenuating circumstances.
    - How those circumstances have changed.
    - The student's plan to successfully maintain SAP moving forward.
- Supporting documentation.

Appeals must be submitted to the Financial Aid Office before the midpoint of the semester for which the student is requesting reinstatement of financial aid.

Appeals are reviewed by a committee of faculty and staff. The committee's decision is final.

Important for DAP Students: Students on Financial Aid Exclusion may not enroll in ATC postsecondary courses while their appeal is pending unless they pay all tuition and fees out of pocket for the semester. Coursework completed during this period will still be evaluated when determining future Satisfactory Academic Progress (SAP).

Student Conduct

Participation in the Dual Achievement Program is a privilege. Students may be removed from the program at any time for violations of Athens Technical College policies, procedures, or the Student Code of Conduct.

Athens Technical College is committed to providing a safe, respectful, and productive learning environment. To support this goal, all students are expected to conduct themselves with integrity, maturity, courtesy, and respect for others. Students are responsible for complying with all college policies and behavioral standards while participating in DAP.

Any student who violates the Student Code of Conduct may be subject to disciplinary action, including removal from a class by the instructor, suspension, expulsion from Athens Technical College, dismissal from the DAP, or other disciplinary measures deemed appropriate by the college.

Examples of prohibited conduct include, but are not limited to:

- Academic dishonesty, including cheating, plagiarism, collusion, or any other form of academic misconduct. Plagiarism includes presenting another person's work or ideas as your own without proper acknowledgment.
- Forgery, alteration, or unauthorized use of college records, documents, or official forms.
- Providing false or misleading information to the college or its employees.
- Theft, vandalism, unauthorized possession, or misuse of college property or the personal property of others, whether on or off campus.
- Disruptive behavior that interferes with teaching, learning, or college operations, or that infringes upon the rights, privacy, or safety of others. This includes horseplay or other inappropriate behavior in classrooms, laboratories, and other instructional areas.
- Possession, use, distribution, or being under the influence of illegal drugs, controlled substances, or alcoholic beverages on campus, as prohibited by federal and state law.
- Lewd, indecent, obscene, or otherwise inappropriate conduct or expression.
- Violating any federal, state, or local law.
- Using tobacco products in violation of college policy. The use of tobacco products is prohibited inside college buildings and vehicles. Smokeless tobacco is prohibited anywhere on campus.
- Failure to comply with course dress code requirements. Some programs require specific attire or personal protective equipment (PPE). Students must arrive dressed appropriately before class begins and may not use class time to change clothes.

Students are encouraged to review the complete Athens Technical College Student Code of Conduct and are expected to comply with all college policies throughout their enrollment in the DAP.

Sexual Harassment and Sexual Misconduct

Athens Technical College and the Athens Technical College Academy (ATCA) are committed to providing a safe, respectful, and inclusive educational environment that is free from sex discrimination. The College and the Academy prohibit all forms of sex discrimination, including sexual harassment, sexual misconduct, and retaliation.

Examples of prohibited sexual misconduct include, but are not limited to:

- Sexual harassment
- Sexual assault
- Sexual violence
- Sexual exploitation
- Domestic violence
- Dating violence
- Stalking

All students, employees, and visitors are expected to conduct themselves in a manner that promotes a safe and respectful learning environment. Prohibited conduct is not permitted in any setting, including on campus, during college-sponsored activities, or in any situation connected to Athens Technical College or the ATCA.

Students are encouraged to report incidents of sexual harassment or sexual misconduct as soon as possible so the College can respond promptly and appropriately. Reports will be addressed in accordance with applicable college policies and procedures.

Athens Technical College and the ATCA strictly prohibit retaliation against any individual who, in good faith, reports sexual harassment or sexual misconduct, participates in an investigation, or assists with the resolution of a complaint. Any act of retaliation may result in disciplinary action.

Any student or employee found responsible for violating the College's policies regarding sexual harassment or sexual misconduct will be subject to disciplinary action, up to and including suspension, expulsion, dismissal, or termination, as appropriate.

Academic Integrity

Athens Technical College is committed to fostering a culture of honesty, trust, fairness, respect, responsibility, and personal integrity among its students, faculty, and staff. The College expects all students to complete their academic work honestly and ethically.

Academic honesty requires students to complete all coursework independently unless collaboration or outside assistance has been expressly authorized by the instructor. Students must not plagiarize, cheat, falsify information, or represent another person's work as their own. Academic dishonesty undermines the educational process and is inconsistent with the standards and values of Athens Technical College.

Examples of academic dishonesty include, but are not limited to:

- Plagiarism, including using another person's words, ideas, or work without proper quotation, citation, or acknowledgment.
- Submitting another person's work as your own.
- Taking or using another person's work without authorization.
- Using unauthorized materials or devices during an examination or assessment, including notes, programmable calculators, smartphones, or other electronic devices not approved by the instructor.
- Stealing, obtaining, or using an examination or assessment without authorization.
- Allowing another student to copy or submit your work as their own.
- Having another person complete an examination, assignment, or other academic work on your behalf.
- Fabricating or falsifying information, including research data, laboratory reports, patient records, clinical records, or other academic documentation.
- Accessing, using, or copying another person's electronic files, computer programs, or other digital work without authorization.

Students found responsible for violating the Academic Integrity Policy may be subject to disciplinary action. Depending on the nature and severity of the violation, sanctions may include:

- A grade of zero on the assignment or assessment.
- A final course grade of "F."
- Dismissal from an academic program.
- Dismissal from Athens Technical College.

Georgia Student Finance Commission (GSFC) Funding

Dual Enrollment Funding Cap

The Georgia Student Finance Commission (GSFC) has established a Dual Enrollment funding cap for eligible students.

- Eligible students may receive DE funding for a maximum of 30 semester credit hours or 45 quarter credit hours.
- DAP students may enroll in no more than 15 total credit hours per semester, including credit hours taken at any other postsecondary institution. Students may be enrolled at more than one college during the same semester.
- The DE funding cap is a lifetime maximum based on the total credit hours paid by the Dual Enrollment program, as invoiced by participating postsecondary institutions.
- Credit hours paid through sources other than the Dual Enrollment program do not count toward the DE funding cap.
- All students who first participated in the Dual Enrollment program beginning with the Summer 2020 semester or later are subject to the DE funding cap.

After Reaching the Funding Cap

Once a DAP student reaches the DE funding cap, the student may choose one of the following options:

- Self-Pay

Students may continue taking college courses by paying their educational expenses out of pocket.

Students who self-pay are responsible for:

- Tuition
- Mandatory fees
- Textbooks and access codes
- Any additional required course supplies or program fees

- HOPE Grant and HOPE Career Grant

Students enrolled in an eligible certificate or diploma program at Athens Technical College may qualify for HOPE Grant and HOPE Career Grant funding after exhausting their Dual Enrollment eligibility.

If eligible:

- HOPE Grant may help cover tuition.
- HOPE Career Grant may help cover mandatory fees and the cost of textbooks or access codes for eligible programs.

Duration of Dual Enrollment Funding

DAP students remain eligible to receive Dual Enrollment funding until one of the following occurs, whichever comes first:

- They graduate from high school.
- They reach the Dual Enrollment funding cap.

Courses Not Eligible for Dual Enrollment Funding

Students may choose to self-pay for courses that:

- Are not included in the Georgia Dual Enrollment Course Directory.
- They are not eligible to take because of grade-level or other Dual Enrollment eligibility requirements.

Students who self-pay for these courses are responsible for all applicable tuition, fees, textbooks, access codes, and other required course expenses.

Dual Enrollment Funding Awards

Eligible Dual Enrollment students receive funding in accordance with the policies established by the Georgia Student Finance Commission.

- Dual Enrollment award amounts for tuition, mandatory fees, and textbooks are established by the Georgia Student Finance Commission and are published annually. Award amounts are subject to change each academic year.
- Eligible students may receive Dual Enrollment funding for up to 15 semester credit hours (or 12 quarter credit hours) per academic term, subject to program eligibility requirements.
- Athens Technical College waives all mandatory and non-course-related fees for eligible students enrolled in courses approved for Dual Enrollment funding.
- Eligible students will not be charged additional tuition, mandatory fees, or textbook costs for courses approved for Dual Enrollment funding.
- Athens Technical College provides all required textbooks and, when applicable, required digital access codes at no cost for courses approved for Dual Enrollment funding. If a course uses digital instructional materials instead of a physical textbook, the required access code will be provided at no cost to the student.

Student Responsibilities

Students are responsible for the care and timely return of any textbooks borrowed through the Athens Technical College Library. Athens Technical College may assess a charge for a lost or damaged textbook. The charge will not exceed $75 or the replacement cost of the textbook minus the applicable textbook allowance**,** whichever is less.

Students are responsible for the care and timely return of any laptop borrowed through the Dual Achievement Program Office. Athens Technical College will assess a charge for a lost or damaged laptop. The charge for the laptop is $1,428.07.

HOPE Grant and HOPE Career Grant Eligibility

Students who reach the Dual Enrollment funding cap of 30 semester credit hours may be eligible to continue their studies using HOPE Grant and HOPE Career Grant funding, provided they meet all program eligibility requirements.

Important: Credit hours paid through the HOPE Grant program count toward the student's HOPE Program lifetime hour limit.

HOPE Grant Eligibility

- Basic Eligibility Requirements

To be eligible for the HOPE Grant, a student must:

- Meet the U.S. citizenship or eligible non-citizen requirements established by the Georgia Student Finance Commission.
- Be a legal resident of Georgia.
- Comply with Selective Service System registration requirements, if applicable.
- Meet the required academic standards.

- Be in good standing on all student loans and other financial aid programs.
- Comply with the Georgia Drug-Free Postsecondary Education Act of 1990.
- Not have exceeded the maximum lifetime eligibility limits for any HOPE program.
- Not have earned a bachelor's degree (or the equivalent of a bachelor's degree from a foreign institution).

➢ Program Eligibility

To receive the HOPE Grant, students must:

- Be enrolled in an eligible certificate or diploma program.
- Maintain a cumulative postsecondary 2.0 GPA at the required academic checkpoints to remain eligible.

Note: Students are not required to be enrolled full time or to have graduated from high school with a specific GPA to qualify for the HOPE Grant.

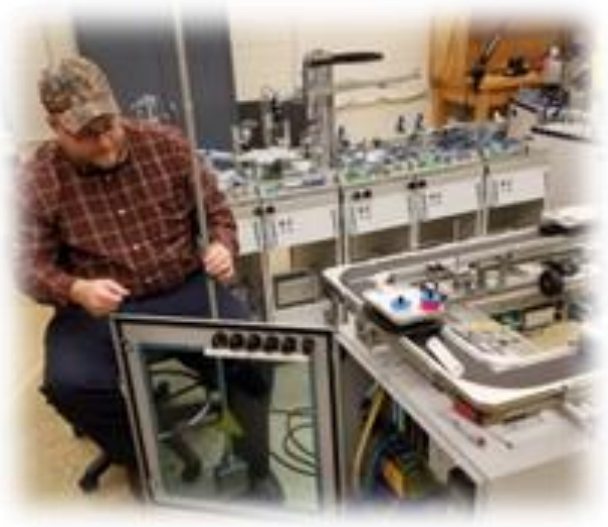
HOPE Career Grant Eligibility

In addition to meeting all HOPE Grant eligibility requirements, students must:

- Be enrolled in an eligible certificate or diploma program that leads to a high-demand career as designated annually by the Georgia Student Finance Commission.

Because eligible programs and funding requirements may change, students are encouraged to review the current GSFC eligibility requirements each academic year before relying on HOPE Grant or HOPE Career Grant funding.

For more information on HOPE Career Grant Funded Programs at Athens Technical College click here: https://www.gafutures.org/media/3ltf3n0c/hope-career-grant-programs-of-study-fy2025-08072024.pdf



Athens Technical College Library Services and Resources

Access ATC's Library Services and Resources through Blackboard or by visiting https://library.athenstech.edu/homepage.

Students can access library resources, including O.W.L. and GALILEO, from off campus using their ATC student email address and password.

O.W.L. is the ATC Library's discovery portal for locating print and electronic resources, including resources available through GALILEO. If you experience issues signing in with your ATC email credentials, you may access GALILEO directly using the semester password available in Blackboard or contact the ATC Library for assistance.

Frequently Asked Questions and Library Resources

- **Library Hours:** The Athens Campus Library is open Monday-Thursday from 8:00 a.m. to 10:00 p.m. and Friday from 8:00 a.m. to 4:30 p.m. Branch campus library hours are available on the library website.
- **24/7 Assistance:** Online chat and text support are available 24 hours a day, 7 days a week. Text the library at 706-621-5558 for assistance.
- **Digital Resources:** Access hundreds of thousands of eBooks, eVideos, and online articles through Blackboard or the library homepage.
- **Streaming Media:** The library provides access to streaming collections, including Swank Digital Campus for feature films and Kanopy for more than 8,000 documentaries.
- **Research Assistance:** Online library webpages, program guides, and course guides provide helpful resources and links to support assignments and research projects.
- **TechShare:** Through O.W.L., TechShare allows students to search and request books from participating Technical College System of Georgia (TCSG) libraries.
- **Interlibrary Loan:** If the ATC Library does not own a needed article or book, students may request materials through Interlibrary Loan services. Articles may be available within 48 hours.
- **Technology Nest:** The Library's makerspace provides access to resources such as 3D printers, DIY electronics, and virtual reality software.
- **UGA Library Access:** Students may request a University of Georgia library borrower's card after contacting the ATC Library. The library can help determine if the requested materials are available before students make a trip to another library.
- **Leisure Reading:** The library offers a selection of current bestsellers and recreational reading materials.

If you experience technical issues with library resources, please contact the ATC Library at 706-355-5020**,** email libraryservices@athenstech.edu, or use the library's chat or text services for assistance.

The Student Success Center at ATC

Located on the first floor of the K Building on the Athens Campus, ATC's Student Success Center provides students with access to comprehensive services to assist them in meeting their academic and career goals. The Student Success Center provides the following:

Academic Support Services: Academic Support Services assist all students in meeting their academic goals by offering free tutoring in most core content areas. Academic Support Services offer students a relaxed environment for studying in groups or learning one-on-one with a tutor. The tutoring staff offers academic seminars to assist students with time management, study skills, and academic resources. Tutoring is offered in person and online. Services are offered on all campuses of ATC. For more information, visit https://athenstech.edu/resources/academic-resources/tutoring/ or contact the Academic Support Coordinator at tutoring@athenstech.edu.

Career Services: ATC Career Services provide comprehensive career related services to students. Services include career assessment, resume assistance, interviewing techniques, and **career** seminars to assist students with career exploration, career development, and job attainment. For more information, visit https://athenstech.edu/resources/student-resources/career-center/ or contact the Career Services Coordinator at CareerInfo@athenstech.edu.

Counseling Services: College can be an exciting time in the life of a student; it can also come with a number of challenges. Students are encouraged to seek guidance from ATC's Counseling Office. If additional counseling services are needed, the Counseling Office offers referrals to mental health resources in the community, which are able to serve students on an ongoing basis. For more information or to schedule an appointment, please contact ATC's Counseling Coordinator at lbrooker@athenstech.edu.

Disability Services: ATC provides equal educational opportunities to qualified students with disabilities. To receive services, **a student** must provide recent documentation from a qualified healthcare professional (evaluations that clearly indicate that a physical, psychological or learning disorder is present) compliant with the TCSG documentation requirements for special services/accommodations. Generally, an IEP or 504 plan is not sufficient for college courses. Services are implemented temporarily for one semester.

To establish eligibility, DAP students, **excluding the DAP staff or their parent/guardian**, must request services by contacting the Disability Services Coordinator at 706-355-5010 or disabilityservices@athenstech.edu as soon as they are accepted to the college to ensure timely services.

- Students must provide current documentation (evaluations that clearly indicate that a physical, psychological or learning disorder is present) from a qualified healthcare professional compliant with the TCSG documentation requirements for special services/accommodations. Generally, an IEP or 504 plan is not sufficient for college courses. Here is the link to start the process: https://athenstech.edu/wp-content/uploads/Disability-Services-Intake-Packet_Generic_10.8.24.pdf.
- **Note**: Some of the accommodations which are approved at the secondary school level may be deemed unreasonable by the Accessibility Services program at the postsecondary level.

Student Support and Community Resources

At ATCA, we recognize that personal well-being plays an important role in academic success. If you are experiencing challenges outside the classroom, we are committed to helping you connect with resources that can support your needs. The DAP Counselor/Advisor is available to assist you in accessing community services and identifying the resources that are right for you.

Community resources include:

- The Cottage Sexual Assault Center - Sexual assault and domestic violence support
- Acceptance Recovery Center - Addiction recovery services
- Athens Area Homeless Shelter Bridge to Home Program - Housing assistance
- Athens-Clarke County Transit System - Public transportation
- Athens Neighborhood Health Center - Primary healthcare services
- Childcare and Parent Services (CAPS) - Childcare assistance
- Divas Who Win Freedom - Addiction recovery services
- Everyone On - Affordable internet services
- Family Promise of Athens (rent assistance, eviction prevention) - Rent assistance and eviction prevention
- Free IT Athens - Technology access and computer resources
- Lydia's Place - Support for foster youth
- Northeast Georgia Food Bank - Food assistance
- Our Daily Bread Community Kitchen - Meals and food assistance
- The Cottage Sexual Assault Center - Sexual assault and domestic violence support

If you are unsure where to begin, please reach out to the DAP Counselor/Advisor. We are here to help connect you with the support you need so you can focus on achieving your academic and career goals.

Student Organizations and Leadership Opportunities

Getting involved in student organizations is a great way to connect with other students, develop leadership skills, serve your community, and enhance your college experience. Athens Technical College offers a variety of student organizations and clubs that allow you to explore your interests and become actively involved on campus.

Although many organizations are available, the two groups most commonly joined by Dual Achievement Program and Athens Technical College Academy students are Backpack Bridge and SkillsUSA. Students are encouraged to take advantage of these opportunities throughout their time at Athens Technical College.

To view a complete list of student organizations and clubs, visit https://athenstech.edu/resources/student-resources/campus-life/.

Backpack Bridge

Backpack Bridge is ATCA's student engagement and leadership development program. The program provides students with opportunities to develop academic, leadership, employability, and personal skills through workshops, service activities, and student engagement opportunities.

Workshops may address topics such as study skills, time management, technology skills, communication, leadership development, and workforce readiness. Backpack Bridge activities are designed to support student success while promoting engagement with the Academy and the college community.

Students interested in joining Backpack Bridge should contact the DAP Counselor/Advisor, who serves as one of the organization's advisors.

Student Mentors

Student mentors are selected through the Backpack Bridge program to serve as student leaders and representatives of ATCA. Student mentors assist with student engagement activities, orientations, service projects, and college events.

Student mentors may represent ATCA at recruitment activities, campus events, Advisory Committee meetings, and other Academy functions. Through participation in the mentoring program, students develop leadership, communication, teamwork, and professional skills.

SkillsUSA

DAP students are encouraged to participate in SkillsUSA, a national career and technical student organization that equips students with the leadership, workplace, and technical skills needed for future career success. Through SkillsUSA, students can participate in leadership conferences, career development activities, community service projects, and competitions related to their program of study.

To learn more about SkillsUSA Georgia, visit https://www.skillsusageorgia.org/.

Student Activities

In addition to student organizations, Athens Technical College offers a variety of student activities throughout the year to help you stay connected, engaged, and supported. These activities are designed to enrich your college experience by providing opportunities to meet other students, learn about campus resources, and participate in fun and meaningful events. The Office of Student Activities sponsors programs and events that encourage leadership, involvement, and personal growth.

Although you are welcome to participate in all campus activities, as a Dual Achievement Program student, you are especially encouraged to attend both Athens Technical College and Athens Technical College Academy sponsored events. Campus traditions such as Fall Festival and Spring Fling provide opportunities to connect with other students, enjoy campus life, and become an active member of the Athens Technical College community.

The ATCA also hosts events specifically designed to support your academic and personal success. The ATCA Resource Fair, held each October, gives you the opportunity to learn about campus services, connect with community organizations, and meet local employers who can provide valuable information about education, employment, and available support resources. Mental Health Awareness activities, held each May, promote student well-being by increasing awareness of mental health resources and encouraging healthy habits. These events are designed to support your success both inside and outside the classroom.

You can stay informed about upcoming activities and events in several ways:

- Check your ATC student email regularly for announcements and event reminders.
- Watch for announcements on the digital displays located throughout campus.
- Visit the Student Activities Center at any ATC campus to learn about upcoming programs and events.
- Contact the DAP staff or leadership if you have questions or would like assistance getting involved.

We encourage you to take advantage of these opportunities. Participating in student activities is an excellent way to build friendships, develop leadership skills, discover campus resources, and make the most of your experience at Athens Technical College.

Athens Technical College Academy Advisory Committee

The Athens Technical College Academy Advisory Committee plays an important role in supporting the success of the Dual Achievement Program. The committee provides guidance, feedback, and recommendations to help strengthen the Academy and ensure it continues to meet the educational and workforce needs of its students.

The Advisory Committee is composed of a diverse group of stakeholders, including students, parents, faculty, staff, employers, workforce development representatives, and community partners. The committee meets quarterly to review program initiatives, evaluate program effectiveness, and provide recommendations that support continuous improvement.

As an ATCA student, you benefit from the work of the Advisory Committee. The committee's recommendations help enhance program quality, strengthen student support services, and ensure the Academy continues to prepare students for success in college, careers, and beyond.

The Academy welcomes students who are interested in serving on the Advisory Committee. To learn more about committee membership, please contact the DAP staff or Academy leadership.

Transitioning from DAP to Traditional Student Status

If you plan to continue your education at Athens Technical College after high school graduation, you must apply for admission as a traditional student.

Apply for Admission

To submit your application:

1. Visit https://athenstech.edu/admissions-financial-aid/admissions/apply-now/.
2. Choose Returning Students.
3. Click on Application for Admissions under Step 1.
4. Sign in using the admissions account you previously created for Athens Technical College.

Apply for Financial Aid

As a high school graduate, you may be eligible for federal and state financial aid. To be considered for financial assistance, complete the Free Application for Federal Student Aid (FAFSA) at https://studentaid.gov/ and any applicable Georgia state aid applications through GAfutures (https://www.gafutures.org/) using the account you previously created. For additional information about tuition, fees, scholarships, and financial aid opportunities, visit the ATC Financial Aid and Scholarship webpages at website located at Athens Technical College website located at https://athenstech.edu/admissions-financial-aid/tuition-financial-aid/ and https://athenstech.edu/foundation/scholarships/.

Submit Your Final Transcript

To complete the admissions process, contact your DAP Counselor/Advisor and request that your official DAP high school transcript be forwarded to the Athens Technical College Admissions Office. You and your DAP Counselor/Advisor will complete the required transcript request form, and your counselor/advisor will submit the form to the Athens Technical College Office of Registration and Records on your behalf.

Need Assistance

The Admissions Office and Financial Aid Office are located in Building H on the Athens Campus. Staff are available to assist you with the admissions process, financial aid applications, and any questions you may have as you transition to becoming a traditional Athens Technical College student.

Athens Technical College Academy Parent Engagement Guide

Welcome to the Athens Technical College Academy!

We believe that parents and families play an important role in student success. We encourage you to stay connected and become actively involved in your student's educational experience while respecting the student's rights as a college student.

Accessing Your Student's Academic Information (FERPA)

Although DAP students are still in high school, they are also enrolled as college students. As a result, their educational records are protected by the Family Educational Rights and Privacy Act (FERPA)**.**

Without the student's written permission, Athens Technical College cannot discuss or release information about the student's:

- Grades
- Class schedule
- Attendance
- Financial aid
- Student account
- Other educational records

To authorize the College to share academic information with a parent or guardian:

1. The student must complete and sign the FERPA Release Authorization form.
2. The completed form must be submitted to Athens Technical College.
3. Once the form is processed, College personnel may discuss the information authorized by the student with the designated parent(s) or guardian(s).

Important: The student may update or revoke the FERPA authorization at any time.

Volunteer with the Academy

Parents and family members are invited to support the Academy by volunteering at student events throughout the academic year.

Volunteer opportunities may include:

- Resource Fair
- Fall Festival
- Spring Fling
- Student recognition and awards programs
- Parent and family engagement events
- Other Academy activities and special events

If you are interested in volunteering, please contact the DAP staff to learn about upcoming opportunities.

Serve on the ATCA Advisory Committee

Parents are encouraged to become members of the Athens Technical College Academy (ATCA) Advisory Committee.

The Advisory Committee meets quarterly and provides valuable feedback to help strengthen the Academy by:

- Reviewing program initiatives
- Recommending improvements
- Supporting student success
- Strengthening partnerships with families, employers, and the community

Your voice and perspective as a parent are valuable to the continued success of the Academy.

If you are interested in serving on the Advisory Committee, please contact the DAP leadership or staff.

Stay Connected

There are many ways to stay informed and engaged throughout the school year.

- Encourage your student to check their ATC student email and Blackboard daily.
- Attend Academy events and parent information sessions.
- Volunteer at Academy activities.
- Serve on the ATCA Advisory Committee.
- Communicate with the DAP leadership and staff whenever you have questions or need assistance.
- Visit the Athens Technical College website for important news, resources, and upcoming events.

We Are Here to Help

The DAP leadership and staff are committed to partnering with families to support every student's success. We encourage you to stay connected, ask questions, and take advantage of opportunities to become involved in the Athens Technical College Academy community.

ATHENS TECHNICAL COLLEGE
ACADEMY
DUAL ACHIEVEMENT PROGRAM

FERPA – The Family Educational Rights and Privacy Act of 1974

- **FERPA is a federal law that protects students. Students who wish for their grades/class information to be shared with other individuals should complete this form.**

ATHENS TECHNICAL COLLEGE
ATHENS · ELBERT · GREENE · WALTON

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) FORM

FERPA is a Federal law that protects the privacy of student education records, both financial and academic. If a student is 18 years or older or attending a postsecondary educational institution, the privacy rights are the students' such that any release of student record information requires the student's explicit written/electronic consent except in limited circumstances.

Students may authorize their parent, legal guardian, or other third party, partial or full access to the student's financial or educational records. **Please review the ATC catalog on FERPA policy prior to completing this form.**

Date:	Student's Full Name:	Student ID#:

Step 1: Select FULL, LIMITED ACCESS, or RESTRICT ACCESS. Skip to Step 2 if you are requesting to remove an individual's or agency's access to your records. Note: Neither full or limited access provide authority to make changes to the student's education record.

If LIMITED ACCESS is chosen, indicate specific information or records to be granted.

☐ **Consent for FULL ACCESS to educational records** (Full Access, may include, all academic related information, test scores, graduation information, disciplinary actions, state residency status, financial information, transcripts, disability records, contact information)

☐ **Consent for LIMITED ACCESS to educational records**
Please indicate the specific information or records to be granted:

_____

_____

_____

☐ **RESTRICT ACCESS** (No release of records and/or directory information without direct written and/or electronic consent to any third-party except in limited circumstances, such as in relation to court mandated requests)

Step 2: Select duration of access.

☐ One Time Use: This authorization can be used only once.

☐ Limited Use: This authorization is **effective** _____ and **expires** on _____.

☐ Long Term Use: This authorization will remain continuously in effect until I withdraw this authorization in writing or **for a maximum of four years**.

☐ Request to remove consent.

Step 3: Indicate purpose for the authorization for release of information.

Step 4: Indicate name and address of Individual or Agency to whom access to records may be provided.

Step 5: Provide signature.
I understand that some of my records may be protected under the Family Educational Rights and Privacy Act of 1974, HIPAA, and other state or federal law. I understand that these cannot be released without my written consent and/or electronic authorization. I certify that this consent has been given freely and voluntarily. I may revoke this consent at any time by providing an updated notice of such revocation to Athens Technical College, Office of the Registration & Records. **This authorization is valid for four years from the date I sign this release (unless noted differently above)**. In granting a release or access to records, I hereby waive all provisions of the law and privilege relating to the records described in this disclosure. The person and/or agency receiving this information may not disclose the information received as a result of this disclosure unless specifically authorized in the "purpose" section of this release. I will not be contacted after any inquiry is made or information is released to the individual(s) or agencies listed on this form.

Student's Signature_____Date_____

For Internal Use Only

ATC Staff Validation _____ ☐ **Valid Photo ID was presented**
Print Name and Provide Signature

As set forth in its student catalog, Athens Technical College complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to manage inquiries regarding the nondiscrimination policies: Lindsey Brooker, Director of Student Support Services, Section 504 and the Americans With Disabilities Act (ADA) Coordinator, Office K614a, 706-583-2893, lbrooker@athenstech.edu, Courtney Mattox, Director of Human Resources, Title VI, Title VII, and Title IX Coordinator (Employee), Office K514a, 706-583-2818, cmattox@athenstech.edu, Susan Fyffe, Vice President of Student Affairs, Title IX Coordinator (Student), Office H772, 706-355-5124, sfyffe@athenstech.edu, 800 U.S. Highway 29 North, Athens, GA 30601