MS ISEC Student Handbook

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Ivan Allen College
Georgia Institute of Technology

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The Sam Nunn School of International Affairs

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Mission and General Information

Welcome to the Master of Science in International Security (MS ISEC) program in The Sam Nunn School of International Affairs at the Georgia Institute of Technology! This handbook contains information that will help you proceed smoothly and efficiently through the MS ISEC degree program. Please keep in mind that this handbook supplements, but does not replace, the policies and procedures set forth by the Institute. It is highly recommended that you become familiar with the various rules and regulations that apply to all of Georgia Tech's graduate students (www.catalog.gatech.edu). In addition, please make a point of visiting the Sam Nunn School's website (www.inta.gatech.edu) and the advising website (www.intaadvising.gatech.edu) for detailed information. There you will find a wealth of information about the School, the MS ISEC Program, courses, student resources, forms, and departmental information.

The Sam Nunn School of International Affairs offers educational courses and programs that provide an enhanced understanding of the factors that shape the world in which we live and work in the twenty-first century. The programs of study equip students with the quantitative and qualitative skills needed to engage in strategic planning and analysis in an international context. A unique interdisciplinary curriculum provides students with an understanding of the increasing importance of technology in a borderless world. Many graduates assume professional positions with business, government, and international organizations. Other graduates pursue postgraduate or professional education in a range of disciplines that includes law, business, international affairs, public administration, and economics. The Sam Nunn School of International Affairs is the only one of its kind at a leading technological institute. The educational programs administered by the Sam Nunn School at Georgia Tech are designed to equip students with the skills, values, and experience to build bridges between the world of science and technology and the world of international relations.

The MS ISEC program has two primary objectives: (1) to provide you with an understanding of the interdependent and multicultural world in which you live; and (2) to provide you with a set of quantitative and qualitative analytical skills centered around technologically-related policy issues. By the time you complete the program, we expect that you will be able to apply qualitative and quantitative methodologies and problem solving techniques, communicate clearly and effectively in writing as well as in oral presentation, work independently and within a team to solve problems, and demonstrate basic familiarity in a foreign language, economics, and computing. These skills will provide you with the capabilities to engage in strategic analysis and planning efforts and to address international problems at the nexus of science, technology, and policy.

Former Senator Sam Nunn, Our School's Namesake

Sam Nunn is co-chairman and chief executive officer of the Nuclear Threat Initiative (NTI), a charitable organization working to reduce the global threats from nuclear, biological and chemical weapons. He served as a United States Senator from Georgia for 24 years (1972-1996) and is retired from the law firm of King & Spalding.

Raised in the small town of Perry in middle Georgia, he attended Georgia Tech, Emory University and Emory Law School, where he graduated with honors in 1962. After active duty

service in the U.S. Coast Guard, he served six years in the U.S. Coast Guard Reserve. He first entered politics as a member of the Georgia House of Representatives in 1968.

During his tenure in the U.S. Senate, Senator Nunn served as chairman of the Senate Armed Services Committee and the Permanent Subcommittee on Investigations. He also served on the Intelligence and Small Business Committees. His legislative achievements include the landmark Department of Defense Reorganization Act, drafted with the late Senator Barry Goldwater, and the "Nunn-Lugar" Cooperative Threat Reduction Program, which provides assistance to Russia and the former Soviet republics for securing and destroying their excess nuclear, biological and chemical weapons.

In addition to his work with NTI, Senator Nunn has continued his service in the public policy arena as a distinguished professor in the Sam Nunn School of International Affairs at Georgia Tech and as chairman of the board of the Center for Strategic and International Studies in Washington, D.C.

Sam Nunn Policy Forum
The Sam Nunn Bank of America Policy Forum is a policy meeting that brings together noted academic, government and private-sector experts on technology, public policy and international affairs to address issues of immediate importance to the nation. It was developed from former Senator Sam Nunn's vision of increasing understanding among policy-makers, academic researchers, technologists and citizens regarding important issues facing them.

The Policy Forum is open to the public and offers a significant venue for policy-relevant research and dialogue. The Policy Forum transcends disciplinary boundaries and engages scholars, practitioners, students and the public. The insights and findings produced at the Forum are shared with policymakers and broader publics through Congressional testimony, the circulation of proceedings, policy papers, journal articles, and educational television and Internet broadcasts.

<u>MS ISEC Basics</u>
The MS ISEC program is under the oversight of the Director of Graduate Programs (Dr. Jenna Jordan) and a Graduate Committee. The Graduate Committee is composed of permanent members of the Sam Nunn School faculty including the Director of Graduate Programs as its chair. It is this Committee that deliberates upon and proposes changes to the graduate program, which are voted on by the faculty. The Committee also determines acceptance, declines, and readmission to the MS ISEC program. The committee also assigns assistantships and awards financial aid.

The Assistant Director for Graduate Programs (Vince Pedicino) is in charge of the administration of Graduate admissions, registration logistics (this includes creation of special topics classes and permits) and coordination of assistantships. He will also assist you with planning your program of study. In addition, you consult with the Assistant Director if you have any serious issues or concerns with your coursework, classmates, instructors, or any matter pertaining to the MS ISEC program.

Stephanie Jackson is our Assistant Director for Undergraduate Programs. For MS ISEC students, Stephanie serves as a resource for career guidance. Specifically, she will help you navigate the appropriate resources for researching internships and full-time employment opportunities.

If you receive an assistantship or other financial award from the School, you may work with the School's Financial Manager, Maria Hugee.

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Program Overview

The MS ISEC program requires completion of forty-two semester units of coursework. The School's master's degree requirements supplement the Institute's master's degree requirements listed in the General Catalog. You must achieve a grade point average of at least 3.0 to graduate, and no course below grade C will count toward graduation. A full list of all courses is available on Georgia Tech's Online Student Computer Assisted Registration system (https://oscar.gatech.edu) in advance of Fall, Spring, and Summer semesters. It is wise to bookmark that site. Accompanying the semester's schedule of classes is the academic calendar that shows advisement and registration schedules.

Graduate Student Workloads

Full-time students must be enrolled for at least twelve credit hours on a letter grade or pass/fail basis. As an exception, the advisor and school chair may allow up to three hours out of the minimum twelve to be taken on an audit basis in fall and spring semesters. In summer semesters, the advisor and school chair may allow up to six hours out of the twelve minimum to be taken on an audit basis. Hours in excess of the required twelve may be taken on any basis. The maximum load for graduate students in good standing is twenty-one hours in fall/spring and sixteen hours in summer. It is not recommended that you take more than 12 hours without first consulting with the Assistant Director. The minimum load is three hours except for the semester of graduation. A student may register for only one hour of Master's Thesis (INTA 7000) during the semester of graduation. This exception may be used only once. Students with fellowships, assistantships, traineeships, tuition waivers, or student visas and those assigned to the Institute by the Armed Forces for the purpose of pursuing a degree are required to enroll full time.

Program Stipulations

INTA graduate students may take two 3000 or 4000-level (undergraduate) courses towards their free elective classes. These 3/4000- level classes will count towards the 30 total credits needed to graduate only if they are taken for a letter grade.

Courses taken for the program requirements count toward the four free elective classes needed to graduate if they are at the 3000-level or higher. The six-hour rule concerning 3000/4000-level classes still applies.

Pass/Fail Option: Students may take one of their free elective classes, which include program requirements, pass/fail. This class must be at the 6000-level or above.

Students may take classes at the 1000 and 2000-level, but these classes will not count towards the hours needed for graduation. Additionally, the Registrar requires that 1000 and 2000-level classes be taken on a pass/fail basis.

If you believe an error has been made in assessing your requirements, please set up an appointment with your advisor.

Core Seminars

Of the 30 credit hours required for graduation, 3 courses (9 hours) are required seminar classes, 4 International Security electives (12 hours), and 3 courses (9 hours) are electives (track and free)

of your choice are required. You are allowed to fulfill the 9-12 semester hours of free elective course work in courses taken in the Sam Nunn School or other units on campus. The Sam Nunn School offers a number of elective courses each semester. Frequently, these courses are not listed in the course catalog because they are new courses, are not offered frequently enough to be listed among the established courses or are one-time-only courses taught by visiting professors. You will find descriptions of these courses at http://www.inta.gatech.edu/programs/courses.

Listed below are the titles, course numbers and descriptions of the 3 required core courses:

INTA 6003 - Empirical Research Methods
This course introduces research methods in international affairs. It emphasizes writing research proposals, empirical techniques, gathering and assembling data, and methods for analyzing and reporting results.

INTA 6102 – International Relations Theory
This course provides an introduction to theoretical approaches to understanding international relations. The focus of the course is on system-level theories and sub-systematic-level theories.

INTA 6103 - International Security
This course examines traditional and nontraditional issues in international security, including the uses of military force, military strategy and policy, arms control, peacekeeping, the environment, and migration.

Elective Courses
Many elective courses are identified as INTA 4803 or INTA 8803, with a section letter attached (e.g., INTA 8803A). Please be sure to register for the graduate section of these elective courses (INTA 8803), since they are frequently taught jointly with the undergraduate sections. If you register for a 4803 course, which is taught jointly with an 8803 section, you will be given credit for the undergraduate course. Please make sure that you check your schedule to ensure that you are registered for all graduate sections of courses.

MS ISEC students often pursue elective coursework in the College of Business or schools of Public Policy, Economics, and City and Regional Planning. As a Georgia Tech student, you are also permitted to take courses at any of the 19 public and private colleges, universities, and other institutions of higher learning that comprise the Atlanta Regional Consortium for Higher Education (ARCHE) (http://www.atlantahighered.org). Be sure to follow the registrar's procedures for participating in the ARCHE program. And be sure to consult with the Assistant Director to select the best set of electives for your career objectives.

Special Problems Courses
A Special Problems course (also called a "directed reading" or "independent study" course) is one in which you work independently with a faculty member on a research topic of your choice. Credit for these courses can vary between one and three credits, but they must be taken on a letter-grade basis. The work required for a three-credit special problems course is equivalent to the work required in a normal three-credit classroom course. This credit can count towards the elective portion of your MS ISEC program of study. If you are interested in pursuing this, you

should find a faculty member to supervise and determine the requirements for the study. Of course, you should have a topic in mind before meeting with the faculty member. The faculty member will submit your grade at the end of the semester as for a regular class. The decision to pursue a special problems course, in which you will be studying and researching independently, should not be made in haste. A typical special problems course requires more discipline than a normal course because it does not meet regularly. You are responsible for setting a steady pace and finishing research on time with little supervision. Once you have found a faculty supervisor and decide on a topic, you will need to complete the Special Problems Application, which can be found at http://www.inta.gatech.edu/programs/independent-study. The form must be signed by Vince Pedicino in order to complete the process. Incomplete forms will not be processed.

Information for Part-Time Students
If you register for a minimum of three semester hours but not more than eleven hours in a given semester, you are considered a part-time student. If you are a part-time student, you may not be eligible to receive many sources of funding such as assistantships, tuition waivers, etc. With regard to courses being offered, we try to schedule late afternoon and evening courses to accommodate part-time students. In many cases, the required core seminars are scheduled in late slots. In light of other demands on faculty time, limitations of resources, and other such practicalities, it is unlikely that students will be able to enroll in all required courses by taking late or evening classes. Please be prepared for this eventuality.

The Master's Thesis
The Thesis option uses 6 of the 30 hours required for graduation. There are many important deadlines and regulations concerning the thesis. You should make an appointment with Vince Pedicino to discuss your intentions and find out what is required of you in order to meet the requirements. The Manual for Graduate Theses is the definitive instruction guide for the preparation and submission of theses. The Manual for Graduate Theses, available at http://www.grad.gatech.edu/thesis, specifies the formatting and submission requirements for the thesis. You will need to complete the necessary forms from the Thesis office. Additionally, you will need to fill out the form found at http://www.inta.gatech.edu/programs/courses to request that an INTA 7000 class be created for which you can register.

Academic Advisement
The chief role of the Assistant Director (Vince Pedicino) is to provide advice about an academic/career strategy and program requirements. You are required to contact the Assistant Director to schedule an appointment after admission to Georgia Tech.

The Assistant Director's office is located in the Habersham Building (room 157). His telephone number is 404.894.1905.

Here's what you can expect from your Advisor:
- Individual attention
- Accurate knowledge of the MS ISEC Program requirements
- Suggestions for class selection and your academic plan
- Assistance in exploring career options
- Information about campus and Sam Nunn School resources

- Response to your e-mails within 48 hours
- Encouragement and mentoring during your time as an MS ISEC student

Here are some important expectations we have for students:
- Know who the correct advisor is for your particular inquiry.
  http://www.inta.gatech.edu/current-students/academic-advising
- Make an appointment.
    o Meet at least once each semester, year, or whenever you have questions.
    o See your advisor whenever you change your academic plans.
    o Meet more often if you are experiencing academic trouble or confusion about your major.
    o Keep scheduled appointments or cancel as early as possible.
    o Prepare for appointments, bringing a list of questions and any forms that need to be signed.
    o Do not wait until the last minute to make appointments (especially when registration is near)! Recognize there are busy times and do not put-off making an appointment. Doing so will cause unnecessary stress for you since it will make it difficult to meet in a reasonable time frame.
- Follow-up on advisor recommendations.
- You are responsible for knowing the rules.
- Know how to navigate the INTA website, Registrar's website, OSCAR and transfer equivalency pages.
- Read advisor emails and respond as requested.
- Students are responsible for information sent to them.
- Suggestion: Make a mail folder called "Advising" and save all advisor emails for reference.
- Attend and participate in class. This is the number one factor in academic success and the best way to get on track for future recommendation letters.

Along with the Assistant Directors, the Director of Graduate Programs will assist you with various programmatic issues. Even though you have them to assist you, it is essential that you be attentive to the policies and procedures that affect you.

Readmission
If you find that you cannot complete the degree requirements and need to discontinue enrollment for two or more semesters, you must apply for readmission when planning to return to Georgia Tech. Note that the summer counts as one semester. You may obtain an application for readmission from the Registrar's website and should return the completed form no later than the date indicated on the form. Be sure to check the Georgia Tech Catalog and consult with the Assistant Director for rules regarding registration procedures.

Graduation
You should consult the Georgia Tech Catalog for all the rules pertaining to graduation. There are slight differences with each degree program. However, the general requirement is that you will petition the Registrar for the degree during the semester preceding the anticipated final semester

of work. This petition must be accompanied by an approved program of study that has been completed within the time limits set by the Institute. If a thesis or dissertation is a part of your program of study then there are specific Institute rules governing the format of the document and the number of copies that must be submitted. You must be registered for a minimum of three credit hours in the semester of graduation. A waiver of the requirement may be obtained only if all requirements for graduation, including submission of the final approved thesis, have been met prior to the last day of registration and you were registered for the preceding semester.

Graduation Requirements
1. GPA: In order to graduate, a student must attain a minimum overall 3.0 grade point average (as computed by the Registrar).
2. Credits: 30 semester-hours. If you are doing the thesis option, 6 of these hours are INTA 7000 (Master's Thesis).
3. Coursework: All core courses must be passed with a "C" or better, unless waived by the Program.
4. A completed Online Application for Graduation (OAG)
    a. During the semester prior to your planned graduation, you must complete the Online Application for Graduation. The Assistant Director will complete a checklist verifying that you have met all Program and Institute requirements indicated below:
        i. All core courses have been successfully completed.
        ii. Your program of study totals a minimum of 30 semester credit hours.
        iii. No violations of maximum time to complete a program of study (6 years), pass/fail limits, cross-registration limits, official transfer credit limits or undergraduate course limits occur.
    b. The Assistant Director will submit the information to the Degree Certification Office on the first floor of the Administration Building (Tech Tower).

Transfer Requirements
A student may not apply for transfer credit until after matriculation at Georgia Tech. The courses to be transferred would typically be those appearing on the approved program of study form for the master's degree.

A student in a master's degree program requiring thirty-three semester credit hours or more may receive up to nine hours of transfer credit for graduate-level courses taken at an institution accredited by a Canadian or U.S. regional accrediting board, or at a foreign school or university that has a signed partner agreement with Georgia Tech Lorraine, and not used for credit toward another degree. The student must supply a current transcript for this evaluation.

To obtain transfer of credit, the student must complete the following procedure:
- The student will confer with the graduate advisor to ascertain whether the courses to be transferred are a logical part of the student's graduate program
- If the courses are appropriate, the student will deliver to the school that teaches such courses a copy of the current transcript, necessary descriptive materials including catalog descriptions, and textbooks used for evaluation. The faculty of the appropriate school will determine the equivalent Georgia Tech course and the number of credit hours accepted

- The faculty member who prepares the transfer credit form should have the school chair cosign it. The school should then send the form directly to the registrar with a copy of the student's Approved Program of Study attached

If the student wishes to transfer more than the number of hours permitted, a petition must be submitted to the Institute Graduate Committee including statements of possible justification for the granting of such a petition, transfer credit forms, and the recommendation of the student's school chair.

A joint enrollment student may receive graduate credit for up to one-third of the hours required for the degree for graduate courses taken at Emory University or Georgia State University provided that
- Georgia Tech does not offer such courses
- The student's advisor and school chair approve the courses in writing in advance
- The student passes the courses with a *C* or better

Advance approval is satisfied when the courses appear on the student's proposed Program of Study.

A student may not receive transfer credit from universities outside the United States and Canada except if the courses were taken at a foreign school or university that is accredited by a Canadian or U.S. regional accrediting board or has a signed partner agreement with Georgia Tech Lorraine. In any other case, an international student can obtain credit for courses previously taken but not applied toward another degree by filling out an Examination for Advanced Standing Authorization Request Form, paying the appropriate fee at the Cashier's Office, and passing the examination for advanced standing. The school or college that normally teaches the equivalent course will administer any necessary examinations.

Course Registration
Course registration at Georgia Tech is divided into two phases: Phase I (Regular Registration) and Phase II (Late Registration). The maximum number of hours for which a student may register in fall or spring semester is 21 and 16 for the summer term. Failure to register during Phase I will increase your chances of your not being able to enroll in a particular course of your choice. Popular courses tend to fill quickly; you are urged to utilize Phase I registration as much as possible. The late registration (Phase II) is your last chance to add courses to your schedules, increase hours on variable hour classes, or change the grade basis (e.g., letter grade to pass/fail or audit) of a class. After Phase II ends, you cannot alter your registration, except to withdraw from classes, which will result in grades of "W" for those classes. We ask that you carefully review your schedule of classes. Some graduate-level courses will be taught jointly with undergraduate sessions; students have mistakenly registered for the incorrect section of a specific course. If you register for an incorrect section of a course, Phase II registration will be your last chance to make any changes in your schedule.

Fees (without late charges) are typically due the second Monday of classes. New students are not assessed a late fee unless they do not pay their fees by the close of registration for their first term.

Failure to pay tuition and fees by the deadline will result in an administrative drop of your entire schedule. We cannot re-enter your schedule for you if it is dropped due to non-payment.

You should schedule an appointment with the Assistant Director prior to registering for any term of enrollment. Keeping your advisement appointment is highly recommended and ensures that you are on track for graduation. If you cannot keep your advising appointment, please notify the Assistant Director as soon as possible. The specific dates and times of registration will be announced approximately four to six weeks before each term starts. A "time ticket" will be posted to your OSCAR account. This time ticket will inform you of when you can register for your classes. All registration is web-based; your only means of registration is through the GT online OSCAR system (https://oscar.gatech.edu). Instruction on how to use this site is available on-line at the website. The Assistant Director is available to assist you in the registration process.

You may experience some registration error messages or registration restrictions that will restrict you from registering for a particular course. Please review the error message in its entirety and consult with the Assistant Director to resolve any registration problems. In addition, the Registrar's Office staff is available to assist you with registration concerns. The Registrar's Office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. The Registrar's Office is located in the Tech Tower Building on campus. You can also consult the Registrar's website at http://www.registrar.gatech.edu.

Registration Restrictions – Permits and Overloads
If you are experiencing registration problems, there are several likely culprits. Some courses will not allow you to register for them unless you have been granted a permit. Other courses may block your registration due to level restrictions, time conflicts, major restrictions, campus restrictions, and closed section or prerequisite errors. You may also have a hold placed on your registration that will not allow you to register. If this is the case, the hold must be satisfied and removed by the party that placed the hold on your record.

The Sam Nunn School has an online permit/overload system in place that will assist you with most of your registration problems. All requests submitted through this system will be addressed in a timely manner via the online system, so please do not call or email the Assistant Director.

As a policy, INTA does not give overloads, unless it is a class required for graduation that semester. Only emails from professors will be accepted for an extraordinary overload.

To request a permit:
- Go to OSCAR (https://oscar.gatech.edu)
- Click "secured access login"
- Login with your gtID and PIN
- Choose "student services & financial aid"
- Choose "registration"
- Choose "registration override request"
- Choose "international affairs"
- Click "continue"

- Select "permit type" (Options include duplicate course, prerequisite override, restricted class permit, and time conflict.) *You must choose the correct type of permit or you will not be able to register for the class!*
- Type your reason
- You will come to a screen with radio buttons. You will only be able to enter one class at a time. Choose the first class you need and then follow the steps again for the additional classes.

Thinking about a PhD?

A number of MS students come to the Nunn School with an interest in pursuing a PhD degree, either immediately after the MS or a few years down the road. Others discover, in the course of their MS studies, that they are interested in PhD work. Are there any particular things that such students should do during the MS work to better prepare them for doctoral studies? Probably not, but here are some things to keep in mind:

First, the Nunn School PhD program is rather small, and the competition for entry is fierce. In any case, given the high level of competition for entry into any PhD in the United States, never set your heart on one school. If and when you do apply, apply to a wide array of programs at top schools and middling schools to maximize your chances. But note: if you do not have high GRE and GPA scores (especially at the undergraduate level) – perhaps the most important indicators a program is looking for – then you are likely to be disappointed.

Second, it is unlikely that a PhD program you apply to will put great importance on the courses you have studied at the MS level, but it may be worth noting the following. PhD study, even in APSIA schools, is much more focused on disciplines and fields – not to the exclusion of, but in addition to, interdisciplinary perspectives and work in particular substantive areas. Therefore, you should begin thinking about fields (Most PhD programs require two), and taking four or five coherently integrated courses in those fields.

PhD work also tends to be somewhat more theoretical in its orientation. Therefore, where you have a choice between courses, you might want to consider taking the more theoretical option. This may involve choosing different courses, different instructors (consult with the field director or the student grapevine), and elective courses that are more characteristic of a PhD program. And, although whatever PhD program you apply to will have its own system of training, you could get a head start with some of the Nunn School MS classes that focus on epistemology and the philosophy of science and on issues directly connected with carrying out research.

Third, use your first year at the Nunn School to produce a good writing sample for your PhD application. It need not be unusually long or wildly original. In fact, a good 20-30 page paper is pretty typical (An MS thesis would be completed after you have applied for a PhD program, if you are going directly). It should, however, be good work, as polished as you can make it, and clearly academic in orientation. You need to show real academic interests in your writing sample. You can do a 3-credit independent study to turn a course paper into a much stronger piece of work to use for your writing sample.

And finally, get to know at least one, and preferably two, instructors well enough so that they can write good, detailed letters of recommendation for you. Try to pick instructors who have a national and/or international reputation. After your GREs, letters are the most important thing in your application file. Finally, don't take any of this—except the recommendation about writing—too seriously. Take advantage of your two year MS program. Explore. Specialize. Pursue you interests. Develop your talents. Try to figure out your strengths and weaknesses and where you want to go. If a PhD is really right for you, it will probably work out.

<u>Outside the Classroom</u>
Student Employment
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Student Employment

Graduate Assistantships
To be eligible to receive a Graduate Assistantship, you must enroll for a minimum of 12 hours of graduate level course work per semester, at least 9 of which must be on a letter-grade or pass/fail basis. For the standard assistantship, your work hours are figured at 1/3 time or 13 1/3 hours per week. You are not expected to work longer hours.

The number of assistantships is determined annually as part of the School's budget settlement.   All students are invited to apply for assistantships, and notification of application deadlines is sent out each semester. Assistantships are awarded on the basis of merit. The Graduate Committee meets to decide the allocation of assistantships for the upcoming semester. Merit is determined on the basis of various criteria, including GPA and, when relevant, satisfactory past performance of assistantship duties. All applicants will be notified of the outcome of the Committee's decision after it has been taken.

There is no guarantee that an assistantship will be continued beyond the semester awarded. Assistantship positions are reviewed and appointed each term. Thus, an assistantship is not an entitlement, even assuming good performance. Students who do not maintain an overall grade point average (GPA) of 3.0 or who fail to complete 75% of the credits they register for will automatically lose their assistantship positions. If the GPA is improved to 3.0 or better, the student may request renewal of the assistantship. Renewal will depend on availability of funds and the student's academic and assistantship performance compared to others applying for assistance. As a matter of School policy, the student cannot simultaneously hold an assistantship and another job.

Graduate assistantships serve many objectives. The chief objective is to fill work needs. An assistantship is a job; as in all jobs, the supervisor has expectations about the work. Your work schedule must be balanced with your academics. Your assistantship will not only give you work experience, but it will also grant you an educational experience to the fullest extent possible. An assistantship will enhance your knowledge and contribute to your professional development.

Internships and Cooperative Programs (Co-ops)
Exposure to the "real world" is an essential ingredient in an effective International Affairs curriculum. The School expects you to obtain an internship during your time in the program. Not all internships are paid positions; in today's market and with the increased demand for internships; it is not a good idea to assume that it will be possible to secure a paid internship. The two key words for securing a good internship are "plan ahead." Many federal agency summer intern programs have early application deadlines, such as November or January 1. While the Assistant Directors will provide assistance, you are primarily responsible for lining up a good internship.

In addition, the Graduate Cooperative (Co-op) Program offers Georgia Tech graduate students the opportunity to complement their studies with individualized employment. Graduate co-op students are required to work in paid positions at least two semesters during their degree

program, but study/work schedules are diverse. Schedules are coordinated with the academic unit's course offerings, the financial needs of the student, and the availability of a company's co-op positions. Students must carry a full load during each study semester and make satisfactory progress toward their degrees. For more information about the Graduate Co-op Program, please visit the following website http://www.grad.gatech.edu/coop.

International Affairs Alumni Network
The International Affairs Alumni Network is organized to support the Sam Nunn School of International Affairs in education, research, and public service. It also aims to create and promote mutually beneficial relationships among the School, its alumni and the Georgia Tech community. Although graduation may seem far off, it is very much in your interest to begin networking with your fellow classmates and Sam Nunn School alumni. Each year the Alumni Network sponsors various activities, including a homecoming event and a Spring reception, and raises funds that support projects within the School.

Student Security
To ensure the safety of our students in the Habersham Building there are a few guidelines and restrictions surrounding public access to the building. Because we are an urban campus it is important to be smart and safe. Do not allow any strangers to enter the building. People who need to get into Habersham already have access with their buzzcards. Do not walk around campus late at night without someone with you. The Georgia Tech Police Department is at your service to escort you if need be. You can reach them at (404) 894-2500. Also, the Stingerette Van Escort Service provides call-in, reserved, on campus transportation for students, faculty and staff of the Georgia Institute of Technology. Hours of operation are 6PM to 2:30AM sharp. To request a ride, call (404) 385-RIDE. For additional tips refer to the Georgia Tech Police Department website at http://www.police.gatech.edu/safetytips.htm.

Centers and Programs
In order to take full advantage of all that the Sam Nunn School offers, you are strongly encouraged to get involved in the activities of one or more of the centers housed in the School - the Center for International Strategy, Technology and Policy, and the Center for European and Transatlantic Studies. Not only do these centers sponsor conferences, speakers, workshops, and various events, they also offer Graduate Research Assistantships. It is strongly suggested that you make your presence known to the directors and staff of these centers. The missions and activities of the centers are described below.

Center for International Strategy, Technology & Policy
The Center for International Strategy, Technology, and Policy (CISTP, http://www.cistp.gatech.edu/) is the interdisciplinary policy research arm of The Sam Nunn School of International Affairs at Georgia Tech. The Center provides a collegial venue for scholars, policy analysts, scientists, technical experts, practitioners, and community leaders to explore innovative approaches to issues situated at the nexus of science, technology, and international affairs. In this capacity, CISTP is committed to generating independent, policy-relevant research and serving as an analytical "bridge builder" for engaging concerned members of the local community and influencing policymaking on contemporary strategic issues.

The Center's active programs integrate faculty/specialists from Georgia Tech's fields of engineering, science, and international affairs with leading figures in the global policy arena. Seminars, workshops, conferences, and in-house research and publications are merged with national and international fellowship training to provide meaningful contacts for an enhanced understanding of future technological opportunities and challenges facing both corporate and government planners.

Center for European and Transatlantic Studies
The Center for European and Transatlantic Studies (CETS) serves as a locus for the Georgia Tech campus and the metro Atlanta community for research, teaching, and public events and programs related to the study of Europe, the European Union and the EU-US relationship. Specifically, CETS aims to:
- promote and disseminate policy-relevant research that pertains to Europe and the transatlantic relationship;
- strengthen and expand the Nunn School curriculum and course offerings on Europe and transatlantic relations and lead an annual study-abroad program in Europe;
- provide a focal point for the local European diplomatic corps and transatlantic business community; and
- enhance public awareness and understanding of the EU-US relationship.

People

Faculty Listing

Deans of the Ivan Allen College

Directory

Faculty Listing

Adam Stulberg
School Chair

Specialization: international security, energy, Eurasia, nuclear (non)proliferation, Technology

---

Michael Best
Professor of International Affairs and Interactive Computing

Specialization: Role of computers and communication in social/political/economic development

---

Vicki Birchfield
Professor and Co-Director for CETS

Specialization: comparative politics, European integration, and international political economy

---

Mariel Borowitz
Associate Professor

Specialization: international security and economic policy

Kirk Bowman
Jon R. Wilcox Term Professor of Global Development and Identity

Specialization: comparative politics, development, inequality, and Latin American politics

---

Peter Brecke
Associate Professor
Ivan Allen College Assistant Dean for Information Technology

Specialization: computer simulation, social global modeling, society design, and taxonomy of violent conflicts

---

Mikulas Fabry
Associate Professor

Specialization: international law, international relations theory, and norms and ethics in world politics

---

Alberto Fuentes
Assistant Professor

Specialization: International Development, Regional Development, Innovation, Institution-Building, Science and Tech

---

Seymour Goodman
Regents Professor

Specialization: international developments in the information technologies and related public policy issues

---

Jenna Jordan
Associate Professor and Director of Graduate Studies

Specialization: foreign policy, international relations, international security, political science, terrorism

---

Margaret E. Kosal
Associate Professor

Specialization: emerging technologies, weapons of mass destruction

---

Neha Kumar
Assistant Professor

Specialization: International Development, Science and Technology, Interactive Computing

---

Dalton Lin
Assistant Professor

Specialization: Armed Conflict, Foreign Policy, East Asia

David Muchlinski
Assistant Professor

Specialization: Political Violence, Machine Learning, Big Data, Empirical Methods

---

Lawrence Rubin
Associate Professor

Specialization: international security, Middle East politics

Michael Salomone
Professor and Associate Chair

Specialization: international arms and technology transfer, international institutions in Europe and Asia, international political economy, organization/military theory

---

Anjali Thomas
Associate Professor

Specialization: Conflict Research, Economic Development, Political Economy, South Asia

---

Fei-Ling Wang
Professor

Specialization: comparative and international political economy, East Asia and China studies, U.S.-East Asian relations

---

Katja Weber
Professor

Specialization: German foreign policy, institution-building in Europe and Asia Pacific, non-traditional security challenges, sovereignty

---

Rachel Whitlark
Assistant Professor

Specialization: Weapons and Security, Foreign Policy, National Strategy Presidential Power, Science and Technology

---

Brian Woodall
Professor

Specialization: comparative politics, international relations, Japan and East Asia, political economy

---

Alasdair Young
Professor and Neal Family Chair

Specialization: international political economy

Abigail Vaughn
Assistant Professor

Specialization: international political economy, comparative politics

Deans of the Ivan Allen College

Kaye Husbands Fealing, PhD
Dean, Ivan Allen College of Liberal Arts

Carol Colatrella, PhD
Associate Dean for Graduate Studies and Faculty Development

Janet Murray, PhD
Associate Dean for Research and Faculty Affairs

John Tone, PhD
Associate Dean of Undergraduate Studies

Peter Brecke, PhD
Assistant Dean for Information Technology

Directory

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Atlanta, GA 30332-0610   **Fax**: 404-894-1900

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Kumar, Neha	Assistant Professor	neha.kumar@inta.gatech.edu	404-385-4481
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Lockhart, Dennis	Distinguished Professor	dennis.lockhart@inta.gatech.edu	404-894-0289
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Nunn, Sam	Distinguished Professor		404-385-6544
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Salomone, Michael	Professor/Associate Chair	michael.salomone@inta.gatech.edu	404-894-6600
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Vaughn, Abigail	Assistant Professor	abigail.vaughn@gatech.edu	

Wang, Fei-Ling	Professor	fei-ling.wang@inta.gatech.edu	404-894-1904
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Whitlark, Rachel	Assistant Professor	rachel.whitlark@inta.gatech.edu	404-385-5437
Winnefeld, Sandy	Dist. Prof./CISTP Fellow	sandy.winnefeld@inta.gatech.edu	
Woodall, Brian	Professor	brian.woodall@inta.gatech.edu	404-894-1902
Young, Alasdair	Prof. /CISTP Co-Dir	alasdair.young@inta.gatech.edu	404-385-8570

<u>Georgia Tech Basics</u>
International Students
gtID
Identification Card (BuzzCard)
OIT Services
Campus Recreation Center
Buildings Where You Might Have Classes
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The following are some of the more important offices and issues you need to know about in order to get the most out of your Georgia Tech and MS ISEC experience.

International Students
Because of the changing rules and regulations concerning international students, the Office of International Education (OIE) is a valuable resource. Check their website for any requirements or instructions related to visa and related matters. The OIE website is http://www.oie.gatech.edu/.

gtID
The Georgia Tech Identification Number, or gtID, serves as a unique identifier for each individual in the Georgia Tech community, replacing the use of Social Security Numbers to identify Tech constituents. The unique gtID is assigned at the beginning of an individual's association with the Institute. The gtID is used across all systems, applications, and many business processes throughout the lifetime of an individual's relationship with the Institute. For instance, an individual may start out as a student, return a few years later as a consultant, decide to complete his/her Doctorate Degree, and return again years later as a faculty member. Regardless of the association/relationship that an individual has with Georgia Tech, he/she will have/use the same gtID.

Identification Card (BuzzCard)
The BuzzCard serves a variety of functions to support your life experience at Georgia Tech. All students, faculty and staff of Georgia Tech are required to have a BuzzCard for identification purposes. Beyond identification, your BuzzCard is your ticket for meal plans, access to athletic events and key to various services and facilities on campus. The BuzzCard can even serve as your on-campus debit card.

The BuzzCard Center does not, and will not, charge any Georgia Institute of Technology student, faculty, staff, or affiliate any fee for using their BuzzCard. The BuzzCard Center does not charge a fee for any student, faculty, staff, or affiliate making a deposit to their BuzzCard account.

A valid BuzzCard is needed for entry into Georgia Tech's Library and the Habersham Building, which houses the School's computer cluster (or the "HabLab"). If lost or stolen, you will be liable for unauthorized use prior to notifying the BuzzCard Center and/or the GT Police Department. For more information pertaining to usage of the BuzzCard, please visit www.buzzcard.gatech.edu or call 404-894-BUZZ (2899).

OIT Services

E-mail Account and Computer Access
You will be given a computer account, which provides access to e-mail, software downloads, OIT computer labs, library resources, wireless network, BuzzPort, and a number of other services. IT IS VERY IMPORTANT that you activate your computer account immediately. Your GT e-mail account is your official address for Georgia Tech correspondence. Official communications will be sent only to your Georgia Tech e-mail account. Therefore, it is imperative that you have it activated and check it daily – in fact it is required that you check it

daily by institute policy. To obtain your computer account, you will need to visit https://passport.gatech.edu/ and click on "I need to activate my account (Students Only)" and follow the instructions.

Computer facilities are available at Georgia Tech and the Habersham Building. Most MS ISEC students prefer to use the "HabLab," located in the basement of the Habersham Building. There you will find a number of networked Windows PCs and Mac computers, a printer, and a study area. The HabLab has a card reader for access. Only students with a valid campus BuzzCard (student ID) may gain access to this lab. To receive approval for access, please contact Vince Pedicino. Do not share your BuzzCard for access to the computer lab facility for security reasons. Please notify the staff in case of computer breakdowns, malfunctions, or other problems you may experience in the lab. You can contact the computer support staff via helpdesk@iac.gatech.edu.

All MS ISEC students are automatically subscribed to the Microsoft Teams group, which is a tool used by the School's staff and faculty to send correspondence pertaining to special events, course registration, internships, co-ops, and employment opportunities. In order to be subscribed, students must have a valid Georgia Tech e-mail address. Students are required to read all messages so they understand important deadlines for registration and job/internship applications. Please note that your GT e-mail account will remain the address that the Institute uses to communicate with you. All important information released from the Registrar's Office, Bursar's Office, Financial Aid Office, or any official GT office will be sent to your official GT e-mail address.

Joe Zima is our Computer Services Representative for the Sam Nunn School. He can be reached at helpdesk@iac.gatech.edu.

BuzzPort

BuzzPort (https://buzzport.gatech.edu) is a Georgia Tech campus portal with features designed to help students, faculty, and staff interact more effectively with Georgia Tech services and with campus colleagues. The portal integrates and organizes online communications and resources that can be used in everyday tasks. You can customize BuzzPort for your needs, such as news coverage, reminders, chat rooms, and study groups. You can customize the layout by adding, removing, and rearranging tabs and channels.

Features:
- Office 365 email. BuzzPort provides easy access to MyGaTech email, your primary campus email service.
- Calendar. BuzzPort provides a Web-based calendar via MyGaTech that you can use to create and manage personal calendars, access course calendars to view information added by course instructors, and access calendars for any online groups that you have joined.
- Groups. BuzzPort allows individuals at Georgia Tech to request the creation of online groups and maintain homepages for these groups containing resources like photo albums, Internet links, news articles, and applications like message boards, chat rooms, and calendars.

- Message boards. BuzzPort provides a message board for each class in which you are enrolled or that you are assigned to teach. Depending on the privileges allocated to a group, message boards may also be available to groups for which you are a member.
- Chat. BuzzPort provides a chat room for each class in which you are enrolled or that you are assigned to teach. Depending on the privileges allocated to a group, chat rooms may also be available to groups for which you are a member.
- Administrative. Students and faculty can access OSCAR to do things like check grades, register for classes, and change personal information displayed in the Georgia Tech directory. Some users have permission to perform administrative functions in the system, including creating and sending targeted announcements, and creating and maintaining content on default system pages or channels.

Canvas

Canvas (gatech.instructure.com) is an enterprise collaboration and learning environment management system at Georgia Tech based on the software developed by Canvas. The Canvas platform provides a cloud hosting solution, an open application programming interface (API), mobile applications, and the possibility of future software add-ons. As Georgia Tech continues to expand, digitize, and diversify its educational offerings, Canvas will provide a flexible infrastructure for educational growth and innovation.

GT Lawn/Eduroam

The Georgia Tech LAWN (Local Area Walkup & Wireless Network) is designed for students, faculty, staff, and Institute guests who are mobile computer users. Mobile users may have wireless-enabled laptop computers, PDAs, phones, or similar devices. The LAWN gives mobile users network access to the Internet and campus information technology services similar to that which is available from a lab, campus office, or student residence hall.

All LAWN users are required to authenticate using their Georgia Tech account and password prior to communicating with the campus network or the Internet. The primary network used on campus is **eduroam**

Nearly every building on all three Georgia Tech campuses has wireless coverage, including all classrooms and most labs and common spaces. The Atlanta campus has full coverage in all residence halls, as well as significant coverage of outdoor walking paths, benches, bus stops, and bus routes. Many campus locations – classrooms and the library for example – also provide wired LAWN ports.

Internet Connectivity

OIT Network Services provides faculty, staff, and students with high speed network connectivity. Our team is responsible for connectivity from your data jack out to the internet. This includes troubleshooting of the building switches and physical fibers and copper cables within the building.

Office 365

The Office 365 system is the official campus email & calendar service operated by OIT. It is a highly flexible Web 2.0 application powered by Yahoo's Zimbra application. Your default email

address is <u>username@gatech.edu</u> which can be customized through Passport. You can access the Office 365 applications through a webclient at <u>http://my.gatech.edu</u> or various other clients & mobile devices. For more information, please go to <u>http://info.my.gatech.edu</u>.

<u>Campus Recreation Center (CRC)</u>

Georgia Tech offers one of the best campus recreation facilities in the country. From a world class aquatics facility to a state-of-the-art fitness center, the CRC offers aerobics, martial arts classes, intramural sports, sport clubs, and much more! Play in the leisure pool, take a yoga class, join an intramural team, or test your skills on our indoor rock climbing wall.

The CRC offers:
- 15,000ft^2 fitness center with weight machines, free weights, and cardiovascular equipment with built in LCD Television screens
- 39-foot climbing wall
- Four racquetball courts and one squash court
- 50-meter competition pool, diving well and spa
- Leisure pool with six lap lanes, 184' water slide, free play area, current channel, 16-person spa
- Multipurpose gym with courts for basketball, volleyball, badminton, and fencing
- Three studios for aerobics and self defense courses, all wired for sound
- Auxiliary court for indoor soccer, roller hockey, dodge ball and more
- 6.7 laps/mile indoor running track overlooking the gymnasium
- Satellite fitness area overlooking Atlanta's skyline
- Outdoor fields for flag football, soccer, ultimate Frisbee, lacrosse, softball and more.
- Two sand volleyball courts
- The Wilderness Outpost for outdoor recreation equipment rental, water and land trip information, and resources for local outdoor recreation
- H2O Cafe featuring Freshens Smoothies, sandwiches, snacks, and Starbucks coffee
- Game room with air hockey, ping pong, foosball
- Outdoor patio for sunbathing
- Co-ed sauna

The CRC is located at 750 Ferst Street. Call 404.385.PLAY for more information.

<u>Buildings Where You Might Have Class</u>

Besides Habersham, you will have classes in other academic buildings around campus. Here are some of the most frequently-used for INTA classes:

Instructional Center   759 Ferst Drive, N.W.   Campus Building #55
Located on the other side of the CRC from Habersham. Take the sidewalk connecting the CRC and the Student Center

D.M. Smith Building   685 Cherry St., N.W.   Campus Building #24
Located at the top of "The Hill," across the street from the GT Library

Also important is the Modern Languages Building:

Swann Building   613 Cherry St., N.W.   Campus Building #39
Located at Cherry St. and North Ave.

Shopping

Books
Georgia Tech has one bookstore on campus. There is the Barnes and Noble @ Georgia Tech in Tech Square. If your class requires purchasing books, your professor will inform you as to where you should buy your books.

Groceries
While there are no grocery stores on campus, there are several in the surrounding area. The closest Publix stores are located on North Ave and Piedmont, Spring and 9th, and in Atlantic Station. The closest Kroger grocery stores are on Ponce De Leon, Peachtree Road, and Howell Mill. Georgia Tech offers a Grocery Shuttle on Saturdays and Sundays. For more information see the transportation section below. The Tech Trolley has a stop at the Publix on Spring and 9th.

Malls
Atlantic Station, located along 17th Street in between Northside Drive and the interstate, offers a Publix, restaurants, stores, a movie theatre, Target, and IKEA. There is a bus that runs from Tech's campus to Atlantic Station on Saturdays.

Lenox and Phipps Mall are easily accessed by MARTA to the Lenox Station. Lenox is larger than Phipps with more shopping opportunities, but Phipps has more high-end shopping as well as a movie theatre. There are also several other shopping centers nearby including a Target and Dick's Sporting Goods.

Student Center ATMs
Located on the first floor of the student center's main entrance.
- Wells Fargo
- Chase
- RBC Centura
- Bank of America
- SunTrust
- Georgia United Credit Union
- Bank of America

Transportation
In and Around Campus
On campus there are four types of transportation vehicles. The first is the **Stinger** which operates on three different routes. The Red and Blue Routes generally service the core of the Georgia Tech campus, while the Green route extends north and south of campus, to areas such as GTRI to the north and Techwood Parkway to the south. The Red and Blue routes run from 7:00 am to 10 pm and the Green route runs from 6:45 am to 9:00 pm. However, past 6:50 pm and 6:10 pm there is a longer wait time for the Red/Blue and Green routes, respectively.

The **Tech Trolley** is another mode of campus transportation. The Tech Trolley provides service between Technology Square, the Midtown MARTA Station, and the main campus. The route extends to the Campus Recreation Center (CRC) to the west, and runs through the heart of campus along Ferst Drive. To the east, the Trolley runs along 5th Street, with a smaller loop for the Technology Square/Midtown MARTA station. The loop includes Spring Street to the west, 10th Street to the north and West Peachtree Street to the east. The trolley runs from 5:45 am to 10:30 pm during the week.

The **Midnight Rambler** provides nighttime transit service, connecting west to east campus. The route includes convenient stops at the Clough Undergraduate Learning Center and the North Avenue dining hall. The Rambler runs Sunday through Thursday, from 9:00 pm to 3:00 am.

Georgia Tech also has a **Stingerette** Van Escort Service that provides call-in, reserved, on campus transportation. Hours of operation are 6:00 pm to 7:00 am sharp. No early calls taken and no calls for service will be taken after 6:30 am. To reach a Stingerette driver call 404-385-RIDE.

There are two shuttle services offered. The first is a **Grocery Shuttle**, which operates on Saturdays and Sundays (not on holidays or on Saturdays with home football games). The shuttle runs from 10:10 am to roughly 6:00 pm.

The **Georgia Tech/Emory Shuttle** transports students, faculty and staff between the Georgia Tech and Emory Campuses. First shuttle departs GT for Emory at 7:11 am. The last shuttle departs GT for Emory at 5:55 pm. This shuttle arrives/departs the Georgia Tech Campus from the intersection of Ferst & Atlantic. On the Emory Campus, the shuttle arrives/departs from the Woodruff Circle. The shuttle runs Monday through Friday during the semester. It does not run on semester holidays. This route also stops at the Midtown MARTA Station and at Clifton/Gatewood (upon request only).

For more information on transportation go to www.parking.gatech.edu.

Off Campus Transportation
MARTA has two rails one that runs North-South and one running East-West that intersect in the middle of downtown Atlanta at Five Points Station. The closest station is the North Avenue MARTA Station Two blocks east of the main campus at the intersection of North Avenue and West Peachtree. As mentioned earlier, the Tech Trolley provides transport to the Midtown MARTA station located close to the Peachtree Place and West Peachtree Street intersection. There are also several MARTA buses that stop in and around Tech campus. Students can receive a $10.00 discount on monthly MARTA passes.

Parking
If you plan to park on campus when you arrive at Tech, you will need to apply for a parking permit. All parking areas on campus are reserved, gated, metered, and/or restricted by permit. Parking on campus is very limited, and applying for a permit does not ensure that you will receive one. Therefore, if you will need a parking permit, you should apply for your permit as

soon as possible. The most convenient parking areas for the Habersham building are W06 and W01. Please note that you will not have access to the on-line parking system until you have been fully and officially admitted to Georgia Tech. If you are unable to use the on-line parking application, please ask the Graduate Coordinator and Advisor to check on your admission status. You can apply for a Georgia Tech parking permit online, at https://driverseat.pts.gatech.edu/.

Dining

On-Campus:
Student Center
The Food Court is located on the second floor and has the following options:
- Far East Fusion: Offering Creative Asian Cuisine with ever-popular menu features like stir-fry, sushi, and noodle dishes
- Ray's Express: Your favorite Tech Square Pizzeria is now in the Student Center with pizza by the slice!
- Simply To Go: Need a food fix in a hurry? Then make it a grab-and-go meal
- Essential Eats: Entree Meats, Vegetarian, Vegetables and Sides
- Dunkin' Donuts: Coffee, donuts, bagels, and other tasty treats
- Café Spice: This Indian concept is sure to add some spice
- Twisted Taco: The ultimate AmeriMex experience fuses new American and bold Mexican flavors to put a new 'twist' on Mexican cuisine
- Salad Bar: Over 22 Items to Choose From
- Zaya Mediterranean: Features gyros, schwarma, and delicious pita and hummus

First Floor Student Center options:
- Taco Bell
- Chick-fil-a
- Subway
- Panda Express

Tech Square (5th and Spring):
- Waffle House
- Moe's Southwestern Grill
- Ray's N.Y. Pizza-Cedars Mediterranean
- Chuck's Famous Sandwiches
- Starbucks Coffee
- Tin Drum Asian Café
- Yogli Mogli
- Gyro Bros
- Barrelhouse Pub
- Gyro King
- The Spence
- Subway
- Umma's House Restaurant & Café

Off-Campus

10th Street

- Firehouse Subs: 10th and Hemphill
- Lucky Buddha Restaurant: 10th and Hemphill
- Rocky Mountain Pizza: 10th and Hemphill
- Papa Johns: 10th and State
- Sublime Doughnuts: 10th and Hemphill
- Antico Pizza Napoletana & Gio's Chicken Amalfitano: Hemphill and Ethel St.

Marietta Street

- Satto Thai and Shushi Bar: Marietta and Means
- Octane: Marietta and Howell Mill
- FIGO Pasta: Marietta St & Hampton St
- Wingnuts: Marietta St
- Thumps Up Diner: Marietta St
- Delia's Chicken Sausage Stand: Marietta and Northside Dr.
- Amelie's French Bakery: Marietta and Northside Dr.
- RakuRamen: Marietta St

Other Locations

- The Varsity: North Avenue and Spring Street
- Goodfellas: North Avenue and Spring Street

Health Center

The medical clinic is staffed by licensed physicians, registered nurses, medical and x-ray technologists. Physicians have a variety of backgrounds, such as family practice, internal medicine, travel and sports medicine.

Medical Clinic Hours of operation:
Fall/Spring Semester
M-M-W 8:00AM – 5:00PM
TH 9:00AM – 5:00PM
F 8:00AM - 5:00PM

Summer & between semesters
MTWF 8:00AM - 4:30PM
TH 9:00AM – 4:30PM

Phone: 404 894-1423 or 404 894-0248
Fax: 404 385-0717

Address:
Joseph Brown Whitehead Building

740 Ferst Drive
Atlanta, GA 30332-0470

<u>Counseling at Georgia Tech</u>
The Counseling Center offers several types of counseling, including Individual Counseling, Group Counseling, Couple's Counseling, and Career Counseling.

Individual Counseling
Individual counseling involves ongoing individual meetings with a counselor, often on a weekly or bi-weekly basis.

The Counseling Center may be able to provide individual counseling, depending on availability of openings and the appropriateness of the student for the services that we have available. Our individual counseling services are provided by our intern counselors and by senior staff. Students may be seen for individual counseling for up to 16 sessions.

To discuss the possibility of Individual Counseling, please schedule an Initial Consultation session.

We also offer referrals for individual counseling when this may be appropriate. We maintain a list of local agencies that offer lower-cost counseling services.

Group Counseling
The center offers about a dozen counseling groups each semester, including more general groups that support students in making positive changes in their lives, as well as groups based on specific issues or types of students. For many students, addressing their issues within the context of a counselor-led group can be the most helpful form of counseling. To discuss the possibility of joining one of our counseling groups, please schedule an Initial Consultation session.

Couple's Counseling
The center may be able to provide Couple's Counseling depending on availability of openings and the appropriateness of the couple for the services that we have available. A couple is eligible if at least one of the members of the couple is a currently enrolled Georgia Tech student. The session limits for Couple's Counseling is the same as for Individual Counseling (i.e., 16 sessions).

To discuss the possibility of Couple's Counseling, please schedule an Initial Consultation appointment. It is requested that both members of the couple complete paperwork and that the couple attend the Initial Consultation appointment together.

Career Counseling
Counseling for career-related issues is available at our center, and we offer a number of career tests and assessments. To discuss the possibility of Career Counseling, please schedule an Initial Consultation session.

Career Counseling is also available at Georgia Tech Career Services.

Important Telephone Numbers

ADAPTS-Disability Services Program for Students	404-894-2563
Admissions (Graduate)	404-894-1610
Athletic Association	404-894-5400
Barnes and Noble @ GT	404-894-2515
Bursar's Office	404-894-4618
Buzz Card Center	404-494-2899
Campus Recreation Center (CRC)	404-385-7529
Career Services and Placement	404-894-2550
Counseling Center	404-894-2575
Dean of Students Office	404-894-6367
Engineer's Bookstore	404-221-1669
Graduate Co-Op/Fellowship	404-894-3320
Graduate Thesis Office	404-894-3092
Health Center	404-894-1420
Housing Office	404-894-2470
Graduate and Family Housing	404-894-2687
Human Resources	404-894-9294
Information (Campus)	404-894-2000
Library	404-894-4529
Minority Education (OMED)	404-894-3959
Office of International Education (OIE)	404-894-7475
OIT Helpdesk	404-894-7173
Police (Campus)	404-894-2500
Post Office	404-894-8590
Registrar	404-894-4150
Student Center Information	404-894-2788
Student Financial Planning and Services	404-894-4160
Student Government (SGA)	404-894-2814
Student Involvement/Organizations	404-894-1936
Student Affairs	404-894-8772
Tick-A-Tech (Campus events, MARTA passes)	404-894-9600
Transportation (Campus)	404-385-1287
Women's Resource Center	404-385-0230

Important Websites

Admissions
http://www.admission.gatech.edu/

ADAPTS (Access Disabled Assistance
Program for Students)
http://www.adapts.gatech.edu/index.html

Athletic Association

http://www.ramblinwreck.com

Bursar's Office
http://www.bursar.gatech.edu/

Campus Police
http://www.police.gatech.edu/

Career Services
http://www.career.gatech.edu/

JakcetPages – Student Organizations
http://jacketpages.gatech.edu

Financial Aid
http://www.finaid.gatech.edu/graduate/

Georgia Tech Bookstore
http://gatech.bncollege.com

Graduate Co-op Program
http://www.gradcoop.gatech.edu/

Housing
http://www.housing.gatech.edu

Office of International Education –
International Students and Study Abroad
Info
http://www.oie.gatech.edu

OSCAR – Registration System
https://oscar.gatech.edu

PASSPORT – E-mail management
https://passport.gatech.edu/

Registrar's Office
http://www.registrar.gatech.edu

Student Center Information
http://www.studentcenter.gatech.edu/

Student Health Services
http://www.health.gatech.edu

Appendices

Appendix I: Official Georgia Tech School Calendar Fall 2020

For the official calendars, go to the website: http://www.registrar.gatech.edu/home/calendar.php

Appendix II: Student Code of Conduct
Policy Statement:
The most current Student Code of Conduct can be found on the Policy Library web site as listed in the References. In the event of any conflict, the Code found in the Policy Library will govern.

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

A. GENERAL

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

1. Authority
a. This Code is not written with the specificity of a criminal statute and should not be confused with criminal law. Institute conduct proceedings are not restricted by the rules of evidence governing criminal and civil proceedings. **Students may be charged under multiple codes (this Code, the Code of Academic Conduct, the Student Sexual Misconduct Policy, housing policies and procedures) based upon the same conduct.** Students may be held accountable both to civil or criminal authorities and the Institute for acts that constitute violations of law and the Code. Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings. Students who reside in Institute housing are subject to housing policies and procedures in addition to this Code. Sexual misconduct is governed not by this policy, but by the Student Sexual Misconduct Policy, including its procedures and sanctions. Seehttp://www.policylibrary.gatech.edu/student-affairs/student-sexual-misconduct-policy-change

b. OSI, in consultation with the Office of Legal Affairs, shall develop consistent operating procedures for the administration of the Student Code of Conduct process and for the conduct of Student Conduct Panel hearings.

c. Any question of the interpretation or application of the Student Code of Conduct shall be referred to the Vice President for Student Life and Dean of Students for final determination.

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

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

1. occur on Institute Premises; or
2. occur at Institute sponsored activities; or
3. occur at Group or Organization Activities; or
4. occur off Institute Premises when conduct adversely affects the Institute and/or the pursuit of its objectives.

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

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

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

4. Student Organizational Discipline
Student Organizations are subject to this Code. Any Student Organization accused of committing or attempting to commit one or more of the following acts of misconduct is subject to conduct procedures in accordance with the Addendum "Student Organization Code of Conduct Procedures."

B. PROHIBITED NON-ACADEMIC CONDUCT

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

1. Alcohol violations including, but not limited to:

- Underage use or possession of alcohol.
- Possession or consumption of alcohol in an unauthorized area. c. Use or possession of fake identification.
- Distribution of alcohol to underage person(s).
- Behavior, while under the influence of alcohol that endangers any person. f. Disorderly conduct associated with the use of alcoholic beverages.
  2. Illegal drugs and other substance violations including, but not limited to:

- Use or possession of illegal drugs (without valid medical or dental prescription). b. Behavior, while under the influence of illegal drugs, that endangers any person.
- Manufacturing, furnishing, selling, or distributing of any narcotic or dangerous drug controlled by law.
- Disorderly conduct associated with the use of illegal drugs.
  3. Unjustifiably pushing, striking, or otherwise intentionally causing reasonable apprehension of such harm to any person.

4. Disorderly conduct including, but not limited to:

- Boisterousness, rowdiness, obscene, or indecent conduct or appearance.
- Obstruction or disruption of teaching, research, administration, or other Institute activities, including its public service functions or other authorized activities.
- Breach of the peace.
  5. Behavior that endangers any person(s), including self.

6. Unauthorized use of Institute facilities or premises including:

- Unauthorized entry into any Institute Premises or remaining without permission in any building after normal closing hours.
- Possessing, using, making, or causing to be made any key or other means of access to any Institute Premises without proper authorization.
  7. Furnishing false information to any Institute Official.

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

9. Hazing.

10. Safety violations, including, but not limited to:

- Intentionally initiating or causing to be initiated any false reporting, warning or threat of fire, explosion, or other emergency.
- Tampering with safety devices or other emergency, safety, or firefighting equipment. c. Setting or attempting to set an unauthorized fire.
- Unauthorized possession of fireworks, firearms, and/or ammunition.
- Unauthorized possession of weapons and/or dangerous materials or chemicals. f. Unauthorized sale, possession, furnishing, or use of any bomb or explosive or incendiary device.

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

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

13. Illegal gambling, including online gambling.

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

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

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

17. Abuse of the Student Code of Conduct Procedures including, but not limited to:

- Failure to cooperate with the investigation, resolution, and procedures of the Student Code of Conduct.
- Falsification, distortion, or misrepresentation of Information before a Student Conduct Administrator or Student Conduct Panel.
- Disruption or interference with the orderly conduct of an Administrative Conference and/or a Student Conduct Panel proceeding.
- Attempting to influence the impartiality of a Student Conduct Administrator and/or a member of a Student Conduct Panel at any point in the Student Conduct process.
- Failure to comply with the Sanction and/or Supplementary Requirements imposed under the Student Code of Conduct.
- Influencing or attempting to influence another person to commit an abuse of the Student Conduct process.

18. Harassing another person including, but not limited to:

- Placing another person in reasonable fear of his/her personal safety through words or actions directed at that person, or substantially interfering with the working, learning, or living environment of the person.

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

  20. Violation of any Board of Regents' policy and/or federal, state, or local law.

  21. Discriminatory conduct including:

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

  Allegations of sex and/or gender-based discrimination will be governed by the Student Sexual Misconduct Policy.

D. STUDENT CODE OF CONDUCT PROCEDURES

1. Case Referrals

Any person may file a complaint against a Student for violations of the Student Code of Conduct. The procedures for filing a complaint are on the OSI web site.

The complaint shall be prepared in writing and directed to OSI. Complaints should include as much information as possible – such as: (1) the type of misconduct alleged; (2) the name and contact information of the Respondent; (3) the date(s), time(s), and place(s) of the misconduct; (4) the name(s) and contact information of any individual(s) with knowledge of the incident; (5) whether any tangible evidence has been preserved; and (6) whether a criminal complaint has been made.

The complaint should be submitted as soon as possible after the event takes place or when it is reasonably discovered, and no later than thirty (30) business days following the discovery of the incident. The Complainant should forward any supporting documentation to OSI within ten (10) business days of the original submission or OSI may process the case based solely on the original complaint. OSI may also initiate a complaint based upon information received.

Complainants may file a report with law enforcement as well as with OSI.

Confidentiality: Information from complaints may be shared as necessary to investigate and to resolve the alleged misconduct. Where a complainant or alleged complainant requests that his or her identity be withheld or the allegation(s) not be investigated, the Institute shall consider whether or not such request(s) can be honored while still providing a safe and nondiscriminatory environment. The Institute generally cannot guarantee confidentiality and honoring the request may limit the Institute's ability to respond fully to the incident and may limit the Institute's ability to resolve the Complaint.

Retaliation: Anyone who, in good faith, reports what she or he believes to be student misconduct, participates or cooperates in, or is otherwise associated with any investigation, shall not be subjected to retaliation. Anyone who believes he or she has been the target of retaliation for reporting, participating or cooperating in, or otherwise being associated with an investigation should immediately contact the Office of the Vice President for Student Life and Dean of Students. Any person found to have engaged in retaliation in violation of this policy shall be subject to disciplinary action.

False Complaints: Individuals who intentionally give false statements to an Institute official, or who submit false complaints or accusations through the complaint process, including but not limited to during a hearing, shall be subject to disciplinary action pursuant to Institute policy.

Amnesty: Information reported in good faith by an individual during an investigation concerning use of drugs or alcohol will not be used against that individual in a disciplinary proceeding and will not voluntarily be reported to law enforcement by OSI.

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

3. Rights
Right to Access Advisors**:** The respondent and alleged victim (where applicable), as parties to these proceedings, shall have the right to use an advisor (including an attorney) of his or her choosing, and at his or her own expense, for the express purpose of providing advice and counsel. The advisor may be present during meetings and proceedings during the investigatory and/or resolution process at which his or her advisee is present. The advisor may advise his or her advisee in any manner, including providing questions, suggestions, and guidance on responses to any questions of the advisee, but shall not participate directly. The institution shall not prohibit family members of a party from attending if the party requests such attendance, but may limit each participant to two family members.

Additionally throughout the conduct process, the Respondent is granted the following rights:

- a. to seek information from a Student Conduct Administrator about the Investigation and Resolution Process;

- b. to be informed of the charge(s) and alleged misconduct upon which the charge is based;
- c. to be informed of the Information upon which a charge is based and afforded an opportunity to offer a relevant response;
- d. to have access to Advisors, as described in section 4 (c);
- e. to remain silent with no inference of responsibility drawn;
- f. to call and question relevant Witnesses;
- g. to present Information in his/her behalf;
- h .to be considered not responsible until proven responsible by a Preponderance of the Evidence;
- i. to be informed of the outcome of the disciplinary proceeding in writing;
- j. to appeal the decision;
- k. to waive any of the above rights; and
- l. to have resolution of the case within a reasonable time.

4. Investigation and Resolution Process
Initial Evaluation of Student Conduct Reports

- a. After OSI receives a complaint, the Student Conduct Administrator will review the complaint and any supporting Information to decide what, if any process to initiate. The Student Conduct Administrator will determine whether the facts as alleged in the complaint or report are sufficient to initiate a conduct process.

- If the Student Conduct Administrator determines that the facts of the complaint or report, even if true, would not constitute a violation of policy, no further action will be taken. Otherwise, the Student Conduct Administrator may (1) attempt to resolve the situation through an informal resolution process including, but not limited to, mediation or a meeting between the Respondent and a Student Conduct Administrator or a third party; or (2) perform an initial investigation to determine what charges should be brought against the Respondent and whether those charges could potentially result in suspension or expulsion of the Respondent.

- The Respondent shall receive notice of the alleged misconduct, shall be provided an opportunity to respond, and shall be allowed to remain silent during the investigation and resolution process, without an adverse inference. If the Respondent chooses to remain silent, the investigation may proceed and policy violation charges may still result, and may be resolved against the Respondent.

- b. If OSI receives multiple complaints involving the same Student, each complaint will be considered separately in determining whether a conduct process should be initiated. Multiple charges against the same Respondent will generally be investigated and adjudicated separately; however, multiple charges may be investigated and adjudicated together under appropriate circumstances, which may include, but are not limited to, consent of the parties, similar or related conduct, and the administrative burden of considering the charges separately.

- c. Process for Cases which will Not Result in Suspension or Expulsion. If the Student Conduct Administrator initiates a conduct process, the Respondent is notified and is requested to contact the Student Conduct Administrator within five (5) business days of the notification to schedule an Administrative Conference. During the conduct process, the Respondent should continue to attend class and required Institute functions unless otherwise instructed by the Vice President for Student Life and Dean of Students or OSI. Should the Respondent fail to contact the Student Conduct Administrator within five (5) business days, or fail to attend the Administrative Conference, the Student Conduct Administrator may resolve the case in the Student's absence, or may refer the case to a Student Conduct Panel.

- At the Administrative Conference, the Respondent is presented with the alleged violation of the Student Code of Conduct, supporting Information, and an explanation of his/her rights. The Respondent may bring an Advisor. However, if the Advisor disrupts the investigation and resolution process, he/she may be asked to leave. The Respondent will be provided the opportunity to present his/her version of the reported incident.

- d. Process for Cases Which May Result in Expulsion or Suspension

1. The Respondent shall be provided with written notice of the complaint/allegations, pending investigation, possible charges, possible sanctions, available support services, and the identity of the investigator(s). Where applicable, a copy shall also be provided to the alleged victim.

2. Upon receipt of the written notice, the Respondent shall be given five (5) business days to respond in writing. In that response, the Respondent shall have the right to admit or to deny the allegations, and to set forth a defense with facts, witnesses, and documents – whether written or electronic – in support. Failure to respond by the deadline will be considered a general denial of the alleged misconduct.

3. After review of the Respondent's response, the investigation shall continue with interviews of the Respondent, the alleged victim (where applicable) and other relevant witnesses; collection and review of documents or other physical or electronic information; and any other steps deemed necessary by the investigator. The investigator should retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any proffered witnesses not interviewed, along with a brief, written explanation.

4. The investigation shall be summarized in writing in an initial investigation report and provided to the Respondent and the alleged victim (where applicable) in person or via email. This summary should clearly indicate any resulting charges (or alternatively, a determination of no charges), as well as the facts and evidence in support thereof and possible sanctions.

5. To the extent the summary report indicates that the Respondent will be charged with any violation, he or she shall have the opportunity to respond in writing. The Respondent's written response to the report shall be due no later than three (3) business days following the date of the report. The respondent's written response should outline his or her plea in response to the

charge(s), and where applicable, his or her defense(s), and the facts, witnesses, and documents – whether written or electronic – in support. The Respondent's failure to submit a written response to the charge(s) within three (3) business days will be interpreted as a denial of the charge(s).

6. The investigator shall conduct further investigation and update the investigative report if warranted by the Respondent's response.

7. The final investigative report shall be provided to the student conduct panel or Student Conduct Administrator for consideration in adjudicating the charges brought against the Respondent. A copy shall also be provided to the Respondent and alleged victim (where applicable) before any hearing. The investigator may testify as a witness regarding the investigation and findings, but shall otherwise have no part in the hearing process and shall not attempt to otherwise influence the proceedings outside of providing testimony during the hearing.

- During the conduct process, the Respondent should continue to attend class and required Institute functions unless otherwise instructed by the Vice President for Student Life and Dean of Students or OSI.

- e. The case will be adjudicated by the Student Conduct Administrator or a Student Conduct Panel. The Respondent shall have the option of having the charges heard by either the Student Conduct Administrator or by a Student Conduct Panel. The Respondent may also request that the case be adjudicated by a different Student Conduct Administrator than that initially authorized to hear the case in the event of perceived bias of the initially authorized official. The Student's reasons for his/her preference must be conveyed to the Vice President for Student Life and Dean of Students, in writing, before the investigation begins. Ordinarily, the Student's preference will be honored; however, the Vice President for Student Life and Dean of Students will make the final decision in his/her sole discretion. If the Student's preference is not honored, the rationale for the decision will be provided to the Student in writing. The Vice President for Student Life and Dean of Students reserves the right to determine the process to be used based on the relevant facts and circumstances, including, but not limited to:

o imminent graduation of the Student;
o end of the semester; or
o extraordinary circumstances.

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

Resolution of the case should be made within thirty (30) business days of the Administrative Conference. If resolution cannot be reached in thirty (30) business days, OSI will inform the Respondent and Complainant. OSI may waive this timeline for good cause.

5. Forms of Case Resolution

In no case shall a hearing to resolve charge(s) of student misconduct take place before the investigative report has been finalized or before the Respondent has had an opportunity to respond in writing, unless the Respondent has chosen to go through an informal process or otherwise provided a written waiver of rights to these procedures. Further, unrelated charges

and/or cases shall be heard separately unless the Respondent consents to the charges/cases being heard jointly.

Where the Respondent indicates that he or she contests the charges, and after the investigative report has been finalized and copies provided to the Respondent (and the alleged victim, where applicable) the case shall be set for hearing; however, in cases with an alleged victim, the alleged victim and Respondent may agree to attempt an informal resolution, except where deemed inappropriate by the Vice President for Student Affairs and Dean of Students, or his/her designee.

Where a case is not resolved through informal means, the charges shall be heard either by an Administrator or a Student Conduct Panel. Notice of the date, time, and location of the hearing, shall be provided to the Respondent (and the alleged victim, where applicable) at least five (5) business days prior to the hearing.

The following standards will apply to any such hearing, whether before an Administrator or a Student Conduct Panel:

1. The Respondent shall have the right to present witnesses and evidence to the Student Conduct Administrator or panel, as well as to submit questions to be asked of any witnesses. This questioning may take place through the submission of written questions to the panel or Student Conduct Administrator for consideration; however, the parties' Advisor may actively advise and assist in drafting those questions. The Student Conduct Administrator or panel shall ask the questions as written, and will limit questions only if they are unrelated to determining the validity of the charge leveled against the Respondent(s). In any event, the Student Conduct Administrator or panel must document the reason for not asking any particular questions.

2. Where the Student Conduct Administrator or panel determines that a party or witness is unavailable and unable to be present due to extenuating circumstances, the Student Conduct Administrator or panel may establish special procedures for providing testimony from a separate location. In doing so, the Student Conduct Administrator or panel must determine there is a valid basis for the unavailability, ensure proper sequestration in a manner that ensures testimony has not been tainted, and make a determination that such an arrangement will not unfairly disadvantage any party. Should it be reasonably believed by the Student Conduct Administrator or panel that a party or witness who is not physically present has presented tainted testimony, the Student Conduct Administrator or panel will disregard or discount the testimony.

3. Formal civil rules of evidence do not apply to the investigatory or resolution process.

4. The standard of review shall be a Preponderance of the Evidence; however, any decision to suspend or to expel a student must also be supported by substantial evidence at the hearing.

5. The Institute shall maintain documentation of the proceedings, which may include written findings of fact, transcripts, audio recordings and/or video recordings.

6. Following a hearing, both the Respondent (and alleged victim, where applicable) shall be provided a written decision of the outcome and any resulting sanctions. The decision shall include details on how to appeal, as outlined below. Additionally, the written decision shall summarize the evidence in support of the sanction. The same form will be completed, regardless of whether the student opts for a student panel or an administrative hearing.

a. Administrative Resolution

The Student Conduct Administrator renders a decision of 1) Not Responsible, which closes the

case, or 2) Responsible for one or more violations with an appropriate Sanction, and, as warranted, one or more from among the Supplementary Requirements. The Respondent, after being notified of the Student Conduct Administrator's decision, may submit an appeal to the Vice President for Student Life and Dean of Students according to the appeal procedures described in Section G.

b. Student Conduct Panel

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

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

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

   6. Hearing Participants and Attendees

- Student Conduct Panel hearings shall ordinarily be closed except for the Respondent(s), the Complainant(s), Advisor(s), and Witnesses. Exceptions may be made at the discretion of the Chairperson. Witnesses are allowed at the discretion of the Chairperson. The Chairperson may exclude any person, including the Respondent, who disrupts a hearing.
- A Respondent who fails to appear after proper notice will be deemed to have responded "Not Responsible" to the charges against him/her and to have exercised the right to remain silent without prejudice. At the discretion of the Chairperson the hearing may be conducted in the absence of the Student(s) and all the Information regarding the alleged misconduct shall be presented and considered.

- The Complainant(s) and Respondent(s) have the right to be accompanied by an Advisor and up to two (2) family members. The Complainant(s) and/or Respondent(s) should select an Advisor who can attend the hearing at the scheduled date and time. Delays are not usually granted due to scheduling conflicts of an Advisor.

- Subject to the Chairperson's control of the hearing, the Complainant(s), Respondent(s), and their Advisor(s), and up to two (2) family members shall be allowed to attend the Student Conduct Panel hearing, but not Panel deliberations.

- In Student Conduct Panel hearings involving more than one Respondent, OSI may permit the Student Conduct Panel hearings concerning each Student to be conducted either separately or jointly.

- A maximum of two (2) character Witnesses will be allowed in a hearing.

7. Hearing Procedures for Student Panel

- The Chairperson shall exercise control over the proceedings to achieve orderly completion of the hearing.

- Advisors are restricted to private communications with their advisee(s). If the Advisor disrupts the hearing process, he/she may be asked to leave.

- All questions by the Complainant(s) and Respondent(s) must be directed to the Chairperson, rather than to the Witness directly. Questions of whether potential Information will be received shall be resolved at the discretion of the Chairperson.

- In addition to the Information provided by OSI, the Student Conduct Panel, at the discretion of the Chairperson, may accept additional pertinent Information and testimony (including impact statements). Any letters of recommendation submitted by the Respondent will be admitted for consideration at the discretion of the Chairperson and, if admitted, will be viewed only during Panel deliberations.

- All procedural questions arising during the hearing are subject to the final decision of the Chairperson.

- The Student Conduct Panel's standard of proof shall be a Preponderance of the Evidence. Where the potential sanctions for the alleged misconduct may involve a suspension or expulsion, the Panel's finding must be supported by substantial evidence.

- The Student Conduct Panel in consultation with OSI, may reasonably accommodate concerns for the personal safety and well-being of the Complainant(s), Respondent(s), and/or Witnesses during the hearing.

- The Student Conduct Panel shall make a recording and/or summary transcription of the proceeding, which will serve as the official record of the hearing. No other recording will be permitted. The Respondent or the Complainant may request a copy of the Institute's recording upon payment of the cost to reproduce the recording, or may listen to the original recording in a

location designated by OSI at no charge. The record shall be the property of the Institute, and is subject to the Family Educational Rights and Privacy Act of 1974, 20 USC §1232g.

E. SANCTIONS

Sanctions are imposed only when the Respondent is found responsible for one (1) or more violations of the Student Code of Conduct. All Sanctions are officially recorded. A Respondent who is found responsible must be given one of the four (4) Sanctions, listed in Section E1 in ascending order of severity. The Respondent may also be subject to one or more Supplementary Requirements. There is no requirement that a Student receive less severe sanctions before more severe sanctions; some conduct may warrant immediate expulsion.

In determining the severity of sanctions or corrective actions the following should be considered: the frequency, severity, and/or nature of the offense, history of past conduct, an offender's willingness to accept responsibility, previous institutional response to similar conduct, and the institution's interests. The student conduct panel may recommend, or the Student Conduct Administrator will determine, sanctions and issue notice of the same, as outlined above.

1. Sanction Descriptions

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

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

- **c. Suspension**
  Suspension means that the Student has been found responsible for violating the Institute's Code of Conduct. Suspension is separation of the Student from the Institute for a specified period of time, after which the Student is eligible to return. Conditions for readmission may be specified by OSI or the Vice President for Student Life and Dean of Students. A suspended Student shall immediately leave campus and may not re-enter campus without prior approval from the Vice President for Student Life and Dean of Students. Students on suspension are not permitted to enroll in classes at the Institute during their suspension. OSI will determine when the Respondent has met the requirements for readmission. Any further disciplinary violation may result in disciplinary action up to and including Expulsion.

- **d. Expulsion**
  Expulsion means that the Student has been found responsible for violating the Institute's Code of Conduct. Expulsion is permanent separation and termination of the Respondent's status as a Georgia Tech Student, and exclusion from Institute Premises, privileges, and activities.

2. Supplementary Requirements

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

F. INTERIM SUSPENSION

In certain circumstances the Vice President for Student Life and Dean of Students may impose a suspension prior to the investigation and resolution process.

1. The Vice President for Student Life and Dean of Students will determine if interim suspension is warranted. Interim suspensions – that is, suspensions while the investigation and adjudication process are proceeding – should occur only where necessary to maintain safety, and shall be limited to situations where the Respondent poses a serious and immediate danger or threat to persons or property. In making such an assessment, the Vice President for Student Life and Dean of Students shall consider the existence of a significant risk to the health or safety of the campus community; the nature, duration, and severity of the risk; the probability of potential injury; and whether less restrictive means can be used to significantly mitigate the risk. Before an interim suspension is issued, the institution must make reasonable efforts to give the Respondent the opportunity to be heard on whether his or her presence on campus poses a danger. If an interim suspension is issued, the terms of the suspension shall take effect immediately. When requested by the Respondent, a hearing to determine whether the intermediate suspension should continue will be held within three (3) business days of the request.

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

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

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

G. APPEAL PROCEDURES

Where the sanction imposed includes a suspension or expulsion, there are appellate procedures provided to the Respondent and Complainant at every level.

Any party may challenge the participation of any Institute official or employee in the process on the grounds of personal bias by submitting a written statement to the Institute's designee setting forth the basis for the challenge. The written challenge should be submitted within a reasonable time after the party reasonably should have known of the existence of the bias. The Institute's designee will determine whether to sustain or deny the challenge, and if sustained, the replacement to be appointed.

1. Reasons for Appeal

The appeal process is not intended to grant a new hearing at a higher level. An appeal shall be

limited to a review of the record of the initial hearing, supporting documents, and the Respondent's written appeal. The Respondent must explicitly state why he or she believes an appeal is warranted. Appeals will be considered only for the following reasons:

- a. to consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing, because such information was not known or knowable to the person appealing during the time of the hearing;
- b. to allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing, including but not limited to whether any hearing questions were improperly excluded or whether the decision was tainted by bias; or
- c. to allege that the finding was inconsistent with the weight of the information.

2. Process

    a. Effective date of sanctions

- If a case is appealed, sanctions are not imposed while the appeal is pending unless the welfare of a person or the community is threatened.

- Sanctions will be imposed if an appeal is not filed, the deadline for an appeal passes, or when an appeal decision has been finalized.
      b. Appeal to the Vice President for Student Life and Dean of Students

- The appeal must be made in writing, and must set forth one or more of the bases outlined above, and must be submitted within five (5) business days of the date of the final written decision.

- The appeal shall be a review of the record only, and no new meeting with the Respondent or any alleged victim will be held. The Vice President for Student Life and Dean of Students, or his/her designee, may affirm the original finding and sanction; affirm the original finding but issue a new sanction of lesser severity; remand the case back to the decision-maker to correct a procedural or factual defect; or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand.

- The Vice President for Student Life and Dean of Students or his/her designee shall then issue a decision in writing to the Respondent within a reasonable time period, ordinarily ten (10) business days. This is the final decision of the Institute, unless the sanction imposed is suspension or expulsion.

- In cases where the Respondent has been expelled or suspended, the decision of the Vice President for Student Life and Dean of Students or his/her designee may be appealed to the President of the Institute solely on the three grounds set forth above.
    c. Appeal to the President

- The appeal to the President must be made in writing, must set forth one or more of the bases outlined above, and must be submitted within five (5) business days of the date of the final written decision by the Vice President for Student Life and Dean of Students.

- The appeal shall be a review of the record only, and no new meeting with the Respondent or any alleged victim will be held.

- The President may affirm the original finding and sanction; affirm the original finding but issue a new sanction of greater or lesser severity, remand the case back to the decision maker to correct a procedural or factual defect; or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The President's decision shall be issued in writing to the Respondent within a reasonable time period, ordinarily within ten (10) business days. The President's decision shall be the final decision of the Institute.

- Should the Respondent wish to appeal the President's decision, he or she may appeal to the Board of Regents in accordance with the Board of Regents Policy 8.6.

3. Appeal Decisions
Decisions of the Appellate Officer go into effect immediately.

4. Board of Regents
The Board of Regents of the University System of Georgia (the "Board") is the final appellate authority for all cases of suspension or expulsion that have been reviewed by the President. Should the Respondent be dissatisfied with the decision of the President, he/she may

apply to the Board for a review of the decision. The application for review shall be submitted in writing to the executive secretary of the Board within the period specified by the Board of Regents.

H. RECORD KEEPING AND RELEASE OF INFORMATION

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

2. Release of Information
Student disciplinary files shall be governed by the Family Educational Rights and Privacy Act 20 U.S.C. § 1232g.

- a. Academic or non-academic misconduct resulting in expulsion may be released to third parties indefinitely.
- b. Academic misconduct that resulted in suspension may be released to third parties for five years after sanction completion.
- c. Any non-academic misconduct that resulted in suspension where a potential threat to the campus community exists (including but not limited to illegal drug distribution, endangering or harming any person, or jeopardizing the safety of any person) may be released to third parties for five years after sanction completion. In instances of suspension where no threat to the community is identified, the suspension may be reported until the sanction is complete.
- d. Any academic or non-academic misconduct that did not result in suspension or expulsion is not released to third parties.
- e. The Institute requires a specific written request from the student to release the entire disciplinary record to third parties.

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

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

4. Transcript Encumbrances
In pending cases that could result in Suspension or Expulsion, the Vice President for Student Life and Dean of Students will normally place a temporary encumbrance (hold) on a Respondent's records. The Vice President for Student Life and Dean of Students will also place a hold on a Respondent's records if the Respondent fails to respond to an official request to meet with a Student Conduct Administrator or the Vice President for Student Life and Dean of Students, or if the Respondent fails to complete assigned Sanctions.

I. REFERENCES

Academic Honor Code: www.honor.gatech.edu
Board of Regents: www.usg.edu/policymanual/
Computer Use and Network Policy: www.security.gatech.edu
Department of Housing: www.housing.gatech.edu
Faculty Senate: www.Facultysenate.gatech.edu

Office of the Vice President for Student Life and Dean of Students:
www.studentlife.gatech.edu/
Office of Student Integrity: www.osi.gatech.edu
Title IX Information: www.titleix.gatech.edu

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

Appendix III: Honor Code
Students are expected to act according to the highest ethical standards. The immediate objective of an Academic Honor Code is to prevent any Students from gaining an unfair advantage over other Students through academic misconduct.

The following clarification of academic misconduct is taken from Section XIX Student Code of Conduct, of the Rules and Regulations section of the Georgia Institute of Technology General Catalog: Academic misconduct is any act that does or could improperly distort Student grades or other Student academic records. Such acts include but need not be limited to the following:
- Possessing, using or exchanging improperly acquired written or verbal information in the preparation of any essay, laboratory report, examination, or other assignment included in an academic course;
- Substitution for, or unauthorized collaboration with, a Student in the commission of academic requirements;
- Submission of material that is wholly or substantially identical to that created or published by another person or person, without adequate credit notations indicating authorship (plagiarism);
- False claims of performance or work that has been submitted by the claimant;

- Alteration or insertion of any academic grade or rating so as to obtain unearned academic credit;
- Deliberate falsification of a written or verbal statement of fact to a member of the Faculty so as to obtain unearned academic credit;
- Forgery, alteration or misuse of any Institute document relating to the academic status of the Student.

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

Appendix IV: Student-Faculty Expectations Agreement

A. PREAMBLE

The Georgia Institute of Technology believes that it is important to continually strive for an atmosphere of mutual respect, acknowledgement, and responsibility between faculty members and the student body. Therefore, the Georgia Tech community strives here to enumerate the specific expectations of each side. However, this document is not intended to be either comprehensive or limiting in regards to the Institute's statutes. In the end, simple respect for knowledge, hard work, and cordial interactions will help build the environment we seek. Therefore, we remain committed to the ideals of Georgia Tech, agree to abide by these principles in our time here, and will encourage each other to uphold these responsibilities.

B. STUDENT EXPECTATIONS

We hold that all students have the right to expect:
1. a positive, respectful, and engaged academic environment inside and outside the classroom;
2. to attend classes at regularly scheduled times without undue variations and without penalty if the student cannot attend instructional, lab, or examination hours not institutionally scheduled;
3. to receive a syllabus which should include an outline of the course objectives, evaluation criteria, and any other requirements for successful completion of each course during the first week of class meetings and to be clearly informed of any changes made to the syllabus during the semester with reasonable time to adjust to these changes;
4. to consult with faculty outside of usual classroom times through regularly scheduled office hours or a mutually convenient appointment;
5. to have reasonable access to Institute facilities and equipment in order to complete course assignments and/or objectives;
6. to have reasonable time to learn course material prior to the administration of an examination;
7. to receive a clear explanation of the faculty's definition and interpretation of academic misconduct within the course that extends over and beyond those clearly defined in the Georgia Tech Honor Code;
8. to have reasonable access to grading instruments and/or grading criteria for individual assignments, projects, or exams and to review graded material in a timely fashion;
9. to consult with each course's faculty regarding the petition process for graded coursework;
10. Faculty to adhere to formal Institute policies, rules and regulations, such as the Week Preceding Final Examinations Policy and the confidentiality policies of FERPA.

C. FACULTY EXPECTATIONS

We hold that all faculty members have the right to expect:

1. a positive, respectful, and engaged academic environment inside and outside the classroom;
2. students to appear regularly for class meetings in a timely fashion;
3. to select qualified Teaching Assistants in accordance with departmental protocols as well as the right to delegate grading, studio and laboratory instruction, tutoring, and other academic activities to these individuals;
4. students to appear at office hours or a mutually convenient appointment for official matters of academic concern;
5. full attendance at examination, midterms, presentations, studios, and laboratories, with the exception of formal pre-approved excused absences or emergency situations;
6. students to be prepared for class, appearing with appropriate materials and having completed assigned readings and homework;
7. full engagement within the classroom, including meaningful focus during lectures, appropriate and relevant questions, and class participation;
8. to cancel class due to emergency situations and to cover missed material during subsequent class meeting times at the discretion of the instructor;
9. students to act with integrity and to adhere to the principles of the Georgia Tech Student Honor Code;
10. students to adhere to the formal Institute policies, such as the Student Code of Conduct.

Appendix V: Grading System
From Georgia Tech Catalog
The letter grades for completed courses used in the calculation of scholastic average are the following:

- A-excellent (four quality points)
- B-good (three quality points)
- C-satisfactory (two quality points)
- D-passing (one quality point)
- F-failure, must be repeated if in a required course (no quality points)

The following grades will be used in the cases indicated and will not be included in the calculation of scholastic average:
- S-passing of a course taken under pass/fail or completion of a course in which no letter grade may be assigned
- U-unsatisfactory in a course taken under pass/fail or unsatisfactory performance in a course for which no letter grade may be assigned
- V-assigned when the course has been audited; no credit given; and implies no academic achievement on the part of the student

The following grades will be used in the cases indicated and will not be included in the calculation of scholastic average:
- I-incomplete. Assigned when a student was doing satisfactory work, but for nonacademic reasons beyond his/her control and deemed acceptable by the instructor, was unable to meet the full requirements of the course. If the student's performance was so poor as to

preclude his/her passing, the instructor shall assign the grade of F . Refer to section <u>VII. B</u> for regulations regarding removal of the I grade.

- W- withdrawal without penalty. Withdrawals from individual courses without penalty will not be permitted after 50 percent of the term has been completed, as specified by the official calendar, except in cases of hardship as determined by the Institute Undergraduate Curriculum Committee or Graduate Committee, as appropriate. Withdrawal from school will not be permitted after 60 percent of the term except in cases of hardship as determined by the Institute Undergraduate Curriculum Committee or Graduate Committee, as appropriate. With the exception of part-time graduate students, students who withdraw from school and receive all grades of W will not ordinarily be permitted to re-enroll the next succeeding term. Refer to section <u>VIII .B</u> for regulations regarding readmission.
- NR- not reported. Assigned when an instructor fails to submit grades by the published deadline, through no fault of the student.
- IJ - Incomplete Judicial. The "IJ" is used when academic misconduct has been reported in a class and the investigation is being conducted. It is a placeholder grade that is changed to a permanent grade as determined by the outcome of the investigation. It remains in place until the charges are adjudicated and a proper final grade is determined and assigned.

Final grades are reported to the registrar at the end of each term.

Progress report grades will be submitted to the Registrar on all classes numbered 1000 and 2000 each term. These grades will be used for the advisement of students, not for the calculation of any GPA at Georgia Tech. Progress report grades will be S or U (a grade of U indicates that based on work completed to that point the student's standing is in the D or lower range). They will be submitted after 40 percent of the term has been completed, as specified by the official calendar, and be available to students no later than the following Monday.

If a final course grade is believed to be in error, the student should contact the professor as soon as possible. In general, no change of grade will be made after the end of the student's next term in residence.

Appendix VI: Jackets Protecting Jackets

The upcoming academic year presents challenges unlike any Georgia Tech has faced before as a community. We eagerly await our time together again on campus, but things will look different when we return. The health and safety of our students, faculty, and staff come first, before anything else.

We know that the past few months have been very stressful for many. It is our hope that this guidance will help prepare you for how the campus will look and feel in the fall. Georgia Tech will be following a set of new health practices and safety measures that may be unfamiliar. At times, they might feel uncomfortable or inconvenient. But coming back to campus safely means recognizing that simple, individual actions affect everyone around us, and so responsibility also lies with each of us. Jackets protect Jackets.

For more information: http://health.gatech.edu/coronavirus/students/guidebook; http://health.gatech.edu/coronavirus/students/guidebook