

GTPE Professional Education Non-Credit Short Courses Policies

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## CREDIT FOR PRIOR EDUCATION AND LEARNING

[www.pe.gatech.edu/policies#R8](http://www.pe.gatech.edu/policies#R8)

### Program Completion Requirements

Georgia Tech Professional Education certificates of program completion consist of a prescribed number of required and elective courses offered and completed at Georgia Tech within a consecutive six -year period.

Requests for substitutions or credit for prior education generally result in acknowledgement of the prior learning, but a GTPE course is added to meet the general requirements of the program.

Exceptions, while generally not approved, can be requested through the **GTPE Petition Form**.

Website Location: [www.pe.gatech.edu/sites/www.pe.gatech.edu/files/GTPE\\_Program\\_Petition.docx](http://www.pe.gatech.edu/sites/www.pe.gatech.edu/files/GTPE_Program_Petition.docx)

Phone-In Form Request: 404-385-3501

## ADMISSIONS POLICY

### Admissions Overview

There are no general admission requirements, though many courses have prerequisites. Official transcripts are not required of non-degree/non-credit students. If a student plans to enroll in a course that has a required prerequisite or proof of completed requirements, they must be submitted according to the instructions on the course web page. To maintain high standards, enrollment in each program is limited by the availability of teaching staff and facilities.

Allowances can be made for recreational programs where persons 16 years of age or older may be admitted to those specific classes otherwise students must be 18 years of age and over.

Prospective participants can register in one of two ways:

- Online via the GTPE web page
- Mailing, faxing or emailing a completed GTPE education registration form.  
[www.pe.gatech.edu/sites/www.pe.gatech.edu/files/Registration-Form.pdf](http://www.pe.gatech.edu/sites/www.pe.gatech.edu/files/Registration-Form.pdf)  
Phone-In Form Request: 404-385-3501

Registrants must identify which of GTPE's accepted payment methods will be used at the time of each course registration. [www.pe.gatech.edu/ways-register](http://www.pe.gatech.edu/ways-register)

### Policy of Nondiscrimination and Affirmative Action

The Institute does not discriminate against individuals on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or veteran status in the administration of admissions policies, educational policies, employment policies, or any other Institute governed programs and activities. The Institute's equal opportunity and non-discrimination policy applies to every member of the Institute community.

The Institute's affirmative action program, Title IX program, and related policies are developed in compliance with applicable law.

Pursuant to Title IX, the Institute does not discriminate on the basis of sex in its education programs and activities. As such, the University does not tolerate any kind of gender-based discrimination or harassment, which includes sexual violence, sexual harassment, and gender-based harassment. Inquiries concerning the Institute's application of or compliance should be forwarded to [hr.ask@ohr.gatech.edu](mailto:hr.ask@ohr.gatech.edu). Additionally, inquiries concerning the application of applicable federal laws, statutes, and regulations (such as Title VI, Title IX, and Section 504) may be directed to the U.S. Department of Education's Office of Civil Rights ([www2.ed.gov/ocr](http://www2.ed.gov/ocr)).

[www.policylibrary.gatech.edu/policy-nondiscrimination-and-affirmative-action](http://www.policylibrary.gatech.edu/policy-nondiscrimination-and-affirmative-action)

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## STANDARDS OF PROGRESS

[www.pe.gatech.edu/subjects/project-management](http://www.pe.gatech.edu/subjects/project-management)

### Program Completion

All requirements for a professional certificate must be completed within six consecutive years from the date of completion of the first course taken that is applied toward the certificate.

### Attendance Requirements

Students registered in instructor-led courses must participate in a minimum of 80% of all activities to receive CEU credits and completion certificates.

## ENROLLMENT POLICY

### Program Completion

All requirements for a professional certificate must be completed within six consecutive years from the date of completion of the first course taken that is applied toward the certificate.

### Student Data

[www.pe.gatech.edu/policies#R4](http://www.pe.gatech.edu/policies#R4)

Information for Georgia Tech Professional Education students is collected and maintained in the Georgia Tech Student Information System. The following data elements are considered directory information\* and are collected from Professional Education students as part of the registration and/or application processes:

- Full legal name
- Email address
- Shipping address
- Company Name and/or Job Title

Professional Education student data is not published in Georgia Tech's online directory information system and therefore is not available to the general public.

The following data elements, if in the Georgia Tech Student Information System, are considered sensitive information and are only accessible by Georgia Tech employees with a business need-to-know:

- Georgia Tech ID
- Date of Birth
- Citizenship
- Gender
- Ethnicity
- Religious Preferences
- Social Security Number
- Registration Information
- Class Schedules
- Academic History

Georgia Tech's Offices of Research Security and Compliance requires that citizenship information be maintained for students participating in most Professional Education courses. Citizenship information is obtained directly from the student by Georgia Tech Professional Education staff and is maintained in the Georgia Tech Student Information System.

### Drop / Add / Withdrawal:

There are specific deadlines and procedures for dropping, adding, and withdrawing. Those policies are on our website at the following address: [www.pe.gatech.edu/policies](http://www.pe.gatech.edu/policies)

**Request Form:**

There is a specific process and form for making changes to registration. Those policies and the form are on our website at the following address:

[www.pe.gatech.edu/sites/www.pe.gatech.edu/files/Registration-Change-Form.pdf](http://www.pe.gatech.edu/sites/www.pe.gatech.edu/files/Registration-Change-Form.pdf)

Students who wish to change their registration via mail should submit requests by

- Fax: 404-894-8925
- Email: [preregistration@gatech.edu](mailto:preregistration@gatech.edu)
- Mail form to the following address  
Georgia Tech Professional Education  
Office of the Registrar, PO Box 93686  
Atlanta, GA 30377-0686

**ENROLLMENT POLICY, cont.****Grades**

Grade listed here appear on GTPE student transcripts:

- “S” grades are awarded to students who meet the attendance requirement, but not the assessment requirement; Courses with “S” grades do not meet certificate program requirements but allow certificates of attendance
- “P” grades are awarded to students who meet both the attendance and assessment requirements; Courses with “P” grades meet certificate program requirements and allow for certificates of attendance and assessment
- “U” grades are awarded to students who do not meet the attendance and assessment requirements; Courses with “U” grades do not meet certificate program requirements and do not allow for certificates of completion
- “I” grades are awarded to students who are unable to meet the attendance requirement and have been given permission to make those days up and/or students who have been given permission to re-take required quizzes or exams; Courses with “I” grades do not meet certificate program requirements and do not allow for certificates of completion.
- “W” grades are auto-assigned to students who withdraw from a course; Courses with “W” grades do not meet certificate program requirements and do not allow for certificates of completion.
- “NS” grades are auto-assigned to students who register for a course and do not officially withdraw or cancel; Course with “NS” grades do not meet certificate program requirements and do not allow for certificates of completion.

**Incompletes**

Students have one year to complete the requirements of an incomplete grade (“I” grade).

**Transcript Requests**

Students may request a transcript online at the following address.

- Online: [www.pe.gatech.edu/transcript-request-form](http://www.pe.gatech.edu/transcript-request-form)
- US Mail:  
Georgia Tech Professional Education  
Office of the Registrar, PO Box 93686  
Atlanta, GA 30377-0686

## **Records Retention**

Registration and grade records are maintained in the Georgia Tech Student Information System (Banner) according to the policies of the Board of Regents of the University System of Georgia. The University System of Georgia policies are based upon the recommendations of the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

## **ATTENDANCE POLICY**

### **Attendance Requirement**

Students registered in instructor-led courses must participate in a minimum of 80% of all activities to receive CEU credits and completion certificates.

### **Recordkeeping**

The instructor of record is responsible for maintaining daily attendance sign-in rosters and submitting these documents along with final grades to their GTPE Logistics Program Manager. These records are electronically maintained by the GTPE Registrar and are kept on file in accordance with the USG Board of Regents policies. Attendance and participation in programs/certificate programs approved for VA benefits funding is the responsibility of the registered student.

## **CONDUCT POLICY**

### **Policies**

Not all policies are applicable to GTPE students. Conduct policies can be found at the following address:

- **General Conduct:** [www.catalog.gatech.edu/rules/19a.php#19a](http://www.catalog.gatech.edu/rules/19a.php#19a)
- **Prohibited Academic Conduct:** [www.catalog.gatech.edu/rules/19b.php](http://www.catalog.gatech.edu/rules/19b.php)
- **Prohibited Non-Academic Conduct:** [www.catalog.gatech.edu/rules/19c.php](http://www.catalog.gatech.edu/rules/19c.php)

### **Academic Honesty Policy**

Each student is expected to participate and contribute to the **Georgia Tech Academic Honor Code** as listed on [The Office of Georgia Tech Dean of Students- Division of Student Affairs](#).

### **Participation Policy**

Each student is expected to participate and contribute to the course. Participating in a course while purporting to be a different person is a violation of the Georgia Tech Academic Honesty Policy. Participants in GTPE courses are expected to notify the instructor if they detect this situation.

### **Inappropriate Classroom Behavior**

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

## References

Academic Honor Code: [www.honor.gatech.edu](http://www.honor.gatech.edu)

Board of Regents: [www.usg.edu](http://www.usg.edu)

Computer Use and Network Policy: [www.security.gatech.edu](http://www.security.gatech.edu)

Office of the Dean of Students: [www.deanofstudents.gatech.edu/](http://www.deanofstudents.gatech.edu/)

Office of Student Integrity: [www.deanofstudents.gatech.edu/osi/](http://www.deanofstudents.gatech.edu/osi/)

- Student Policy on Alcohol and Illegal Drugs: [www.osi.gatech.edu/](http://www.osi.gatech.edu/)
- Student Policy on Sexual Harassment and Misconduct: [www.osi.gatech.edu/](http://www.osi.gatech.edu/)

## REFUND POLICY

### 100% Refund Period

10 or more business days prior to the course start date

### No Refund Period

- Less than or equal to 9 business days before a course starts; transfers allowed during this period
- Start date of the course or later

Registration Change Policy ([www.pe.gatech.edu/policies#R1](http://www.pe.gatech.edu/policies#R1))

Cancellation Policy ([www.pe.gatech.edu/policies#R5](http://www.pe.gatech.edu/policies#R5))

## ACADEMIC CALENDAR

### Professional Education

The calendar of classes for GTPE is January 1- December 31. GTPE programs are subject to fall within these dates.

### 2014 Institute Holidays

[www.ohr.gatech.edu/holidays](http://www.ohr.gatech.edu/holidays)

- Wednesday, January 1, 2014 - New Year's Day
- Monday, January 20, 2014 - M.L.K, Jr. National Holiday
- Monday, May 26, 2014 - Memorial Day
- Friday, July 4, 2014 - Independence Day
- Monday, September 1, 2014 - Labor Day
- Thursday and Friday, November 27 and 28, 2014 - Thanksgiving Break
- Monday, December 22 through Friday, December 26, 2014 - Winter Break

### Available Published Institute Holidays

[www.ohr.gatech.edu/holidays](http://www.ohr.gatech.edu/holidays)

## **Atlanta Campus**

[www.gtpe.gatech.edu/meeting-learning-facilities](http://www.gtpe.gatech.edu/meeting-learning-facilities)

Located in Georgia Tech's Technology Square in Midtown Atlanta, our purpose-built facility, with more than 32,000 square feet of wireless meeting space, is unlike other conference centers. It played host to over 800 events in the last year alone.

The Georgia Tech Global Learning Center is designed and equipped with the technology to foster the relationship between people and ideas and learning and working. The Center has earned a global reputation as a corporate and professional meeting venue.

The Center is connected to the Georgia Tech Hotel and Conference center which allows for convenient accommodations for out-of-town participants. Additional area hotels can be found at:

[www.pe.gatech.edu/area-hotels](http://www.pe.gatech.edu/area-hotels)

Area restaurant and business information can be found here:

[www.pe.gatech.edu/sites/www.pe.gatech.edu/files/GLC-Thingstodo.pdf](http://www.pe.gatech.edu/sites/www.pe.gatech.edu/files/GLC-Thingstodo.pdf)

## **Campus Disability Compliance**

Georgia Tech's campus disability compliance information is available on our website at the following address:

[www.policylibrary.gatech.edu/campus-disability-compliance](http://www.policylibrary.gatech.edu/campus-disability-compliance)

## **ADDENDUM A: Vocabulary**

### **Definition of Continuing Education Units (CEUs)**

GTPE courses are noncredit continuing education courses which do not provide academic credit. GTPE awards Continuing Education Units (CEUs) which are a nationally recognized measurement of continuing education activity. Georgia Tech's use of the CEU follows accepted criteria and guidelines established by Georgia Board of Regents which follows international standards such as The International Association for Continuing Education and Training (IACET). Additional information can be found here: [www.pe.gatech.edu/ceus](http://www.pe.gatech.edu/ceus).

### **Definition of Full-Time Status**

"The Georgia Institute of Technology defines full-time status for professional education courses as 1.8 CEUs (classroom instruction) or 2.2 CEUs (practical experience). Georgia Tech Professional Education adheres to the International Association of Continuing Education and Training's definition of a CEU as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction.