

Notification of Suspension

* Confidential *



Student Name/GT ID#: _____ Suspension Begin Date: _____ End: _____

Because you have been suspended, a criminal trespass notification has been issued to you; therefore, you should not be on campus and/or utilizing campus services. If you are found to be on campus or utilizing services without permission of the Office of Student Integrity, the Georgia Tech Police Department will be contacted and they will take action they deem necessary. A hold will be placed that will prevent registration by you. Please act accordingly and take any requested actions listed below. Once you have re-enrolled, access will again be granted.

ALL ACTIONS REQUESTED SHOULD BE IMPLEMENTED ON THE EFFECTIVE DATES OF THE SUSPENSION.

The following offices are being contacted regarding your suspension:

- ___ **GTPD:** A criminal trespass notification has been put in place. Capt. Marcus Walton, MC 0440
- ___ **Parking Office:** GT parking permit holders must return the permit to the GT Parking & Transportation Office. A refund will be issued to the student once the permit is recovered. Please invalidate the parking permit of this student. *Keith Trawick, MC 0441*
- ___ **Buzz Card Office:** Your Buzz Card will be invalidated. **You should communicate with the Buzz Card Office regarding funds.*
- ___ **Housing Office:** You should contact your Hall Director to check out of your hall space by the date specified in your decision letter. Failure to comply within the specified timeline may result in additional judicial charges. There is no provision for refund of housing fees through the Office of Student Integrity when a student is removed from housing as a judicial sanction. If the student has signed a housing contract, suspension does not release the student from any financial obligations. *Brett Hulst / Alex Becking, MC 0459*
- ___ **Registrar:** Your class schedule will be cancelled. *(*If suspended 2 or more semesters, you must reapply to the Institute through the Registrar's office.) Paul Senft, MC 0315*
- ___ **OIT:** Your computer account will be closed. **Please set email to vacation.*
- ___ **Bursar's Office:** **You are required to pay all outstanding charges.*
- ___ **Athletic Association:** *Phyllis LaBaw (Academics) OR Brett Daniels (Non-Academic), MC 0455*

Additionally, you should consider contacting the following offices (if applicable):

- ___ **Financial Aid** *Malaka Thomas (A-D), Malika Amlett (E-K), Erroll Paden (L-R), Monique Anderson (S-Z), MC 0460*
- ___ **Post Office** **Use BuzzPort/OSCAR to update your mailing address(es) and phone(s).*
- ___ **Campus Employing Dept:** Please inform your supervisor and the dept. payroll personnel.
- ___ **Co-op Division:** Please inform your co-op advisor.
- ___ **Library:** Return all materials on loan.
- ___ **Campus Recreation Center**
- ___ **Student Organizations/Greek Affairs**
- ___ **Office of International Education**
- ___ **Career Services:** You will be removed from the interview schedule and database.